

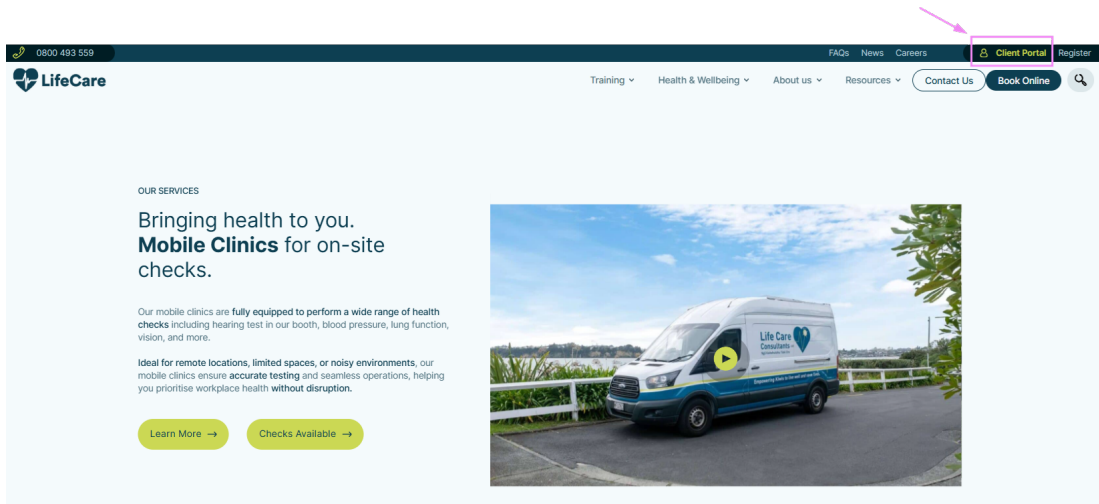
Client Portal Health Reports Access Guide

Accessing Your Reports through the Client Portal

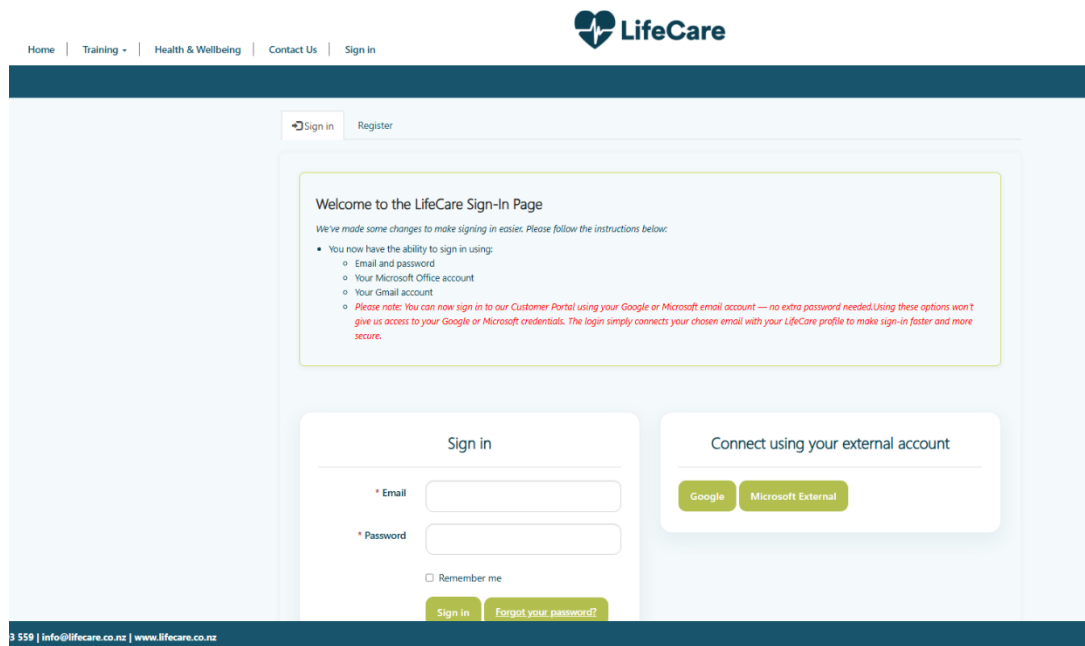
To provide a more streamlined and secure experience, access to Health Reports has now been migrated to the LifeCare Client Portal. The portal serves as a central location for viewing and managing your health reporting information.

Getting Started

1. Open the Client Portal link. [Client Portal](#) or login through our LifeCare website (<https://lifecare.co.nz/>):



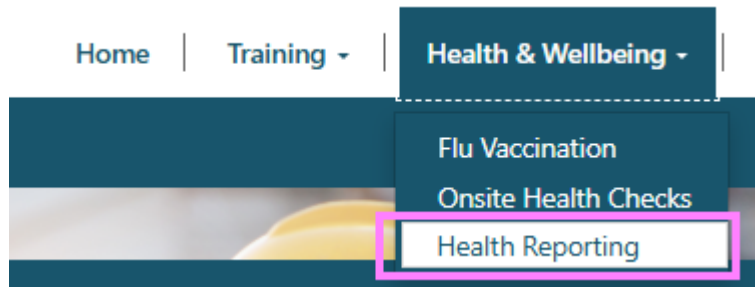
2. Sign in using your existing account credentials. If you are not an existing portal user, please use the credentials that would have been provided separately by the IT team.



3. The link above will take you to the **Health Reporting** section of the Customer Portal.

If you are not automatically directed to the Health Reporting page:

- Select **Health & Wellbeing** from the main menu.
- Click Health Reporting.



Viewing Reports

Within the Health Reporting section, you can access the reports available to your organisation.



Select the required report by clicking one of the following options:

- Pre-Employment Reports
- Executive Summary Reports
- Health Hub Reports
- Drug & Alcohol Reports

Note: For login or technical help, please email tickets@lifecare.co.nz and our team will be in touch as soon as possible. If you think you believe you should have access to additional reports or would just like some help finding your way around the portal, please don't hesitate to reach out to your LifeCare Account Manager. We're always happy to help.