

HOW TO COMPLETE YOUR ONLINE MEDICAL HISTORY QUESTIONNAIRE (MHQ)

1. <u>Visit:</u>

https://gea.my.cority.com/#/questionnaire/medicalpublicqrhstandaloneportal?questionnaireId=215 2. Click on "**Guest Login**" on the first screen. **DO NOT** put anything in the

Username/Password Section.

L	Jsername	
F	Password	
	Log In	
	Guest Login Register	

3. This will then redirect you to the Medical History Questionnaire.

4. Your screen should display "New Hire Medical History Questionnaire Roper". **DO NOT** hit the home button if you make a mistake, instead log out and start over with the link.

G Home	New Hire Medical History Questionnaire (Roper)
	Details
fter answering al	l questions, you MIUST click on " Submit " or click on the > icon to

5. After answering all questions, you MIUST click on "**Submit**" or click on the **r** icon to Submit your answers.

6. You will get a pop-up saying, **"Success Record Submitted"** and the home screen reappears to know it is completed

Success Record Submitted

Things to know:

• You **MUST** complete the Questionnaire at one time, you cannot save your answers and come back to finish at a later time.

• If the questionnaire is not fully completed, you will get a red highlight at the top telling you what you missed. You must scroll down and complete the part you missed and then hit Submit again.

Please be sure it is submitted, or you will need to redo it, and your hiring will be delayed.