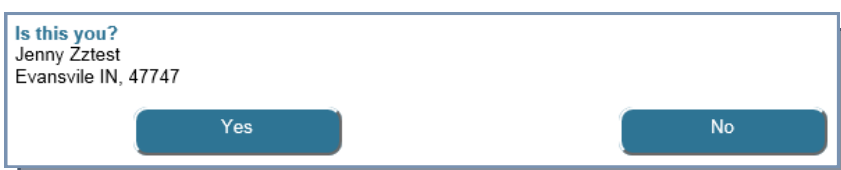
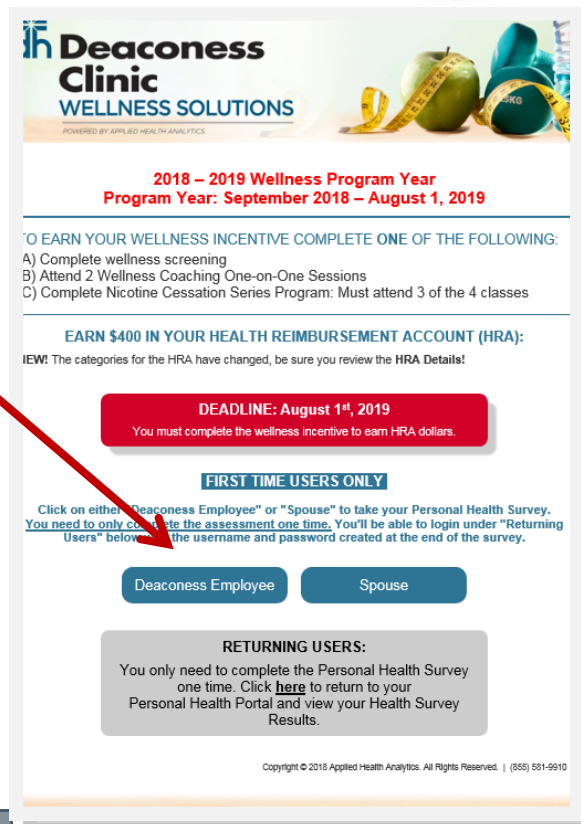




## NEW USER: COMPLETING YOUR PERSONAL HEALTH SURVEY

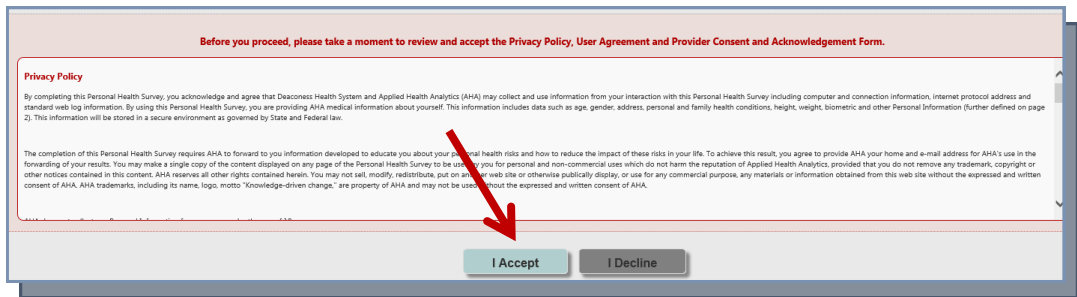
- 1 Type the web address into your browser or locate the link in your Favorites from any Deaconess computer.
  - <https://deaconess.ezonlineregistration.net/>
  - Favorites > "MyWellness Portal (towards the bottom of the list)"
- 2 The landing page will appear. Select the appropriate button "Employee" or "Spouse".
- 3 You will then be taken to a new page based on your selection. For **Employees**, enter your DOB and Employee ID (# only).  
For **Spouses**, enter your DOB and your spouses' Employee ID # with "sp" on the end of the number. (If the spouse is also an employee, use the Employee ID that is the subscriber for your insurance. )
- 4 Click "Verify".
- 5 Your record should display with your name and address.  
Verify this is the correct record by clicking "Yes" or "No".  
*\*See box to the right if this is not your record or your record was not found.*



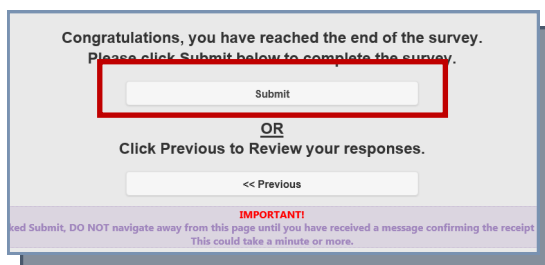
**Record not found?**

1. Select "Yes" or "No" if you are on insurance.
2. Continue to steps #6- & #7
3. On step #8 you will need to manually enter your demographics information.

- 6 After clicking "Yes", you will be given two options. Click "Personal Health Survey" to take survey for HRA credit followed by creating an account.  
*(Clicking "Create an Account" will opt you out of the survey and proceed to creating an account. )*
- 7 A consent will appear. Review the consent and indicate your response by clicking Accept or Decline.



- 8 Your demographics will appear. If any information is incorrect, please contact Benefits to make updates to your Empowered Benefits Account.
- 9 Enter an email account at this time. Do not use a **deaconess.local** email. If you have a “.local” email, you will need a gmail, hotmail, etc. account for this system. Each account must have a unique email, employees and spouses cannot share emails.  
  
\*\*You do not need to enter any SSN information.\*\*
- 10 If you have a Primary Care Physician, enter their name in the field.
- 11 Finally, enter your Height and Weight. These are self-reported fields. Click **Continue** to move to the survey.
- 12 Take time to answer the survey questions. The survey takes approximately 15—20 minutes to complete.
- 13 You may pause at any point and return to the survey. A link will be emailed to you to bring you back to the survey when you are ready.
- 14 On the final page, you will see “Congratulations”. You must click “**Submit**” to complete the survey.



- 15 A page will appear with the link “Login to Your Personal Health Portal”. Click this link to register your username and password.
- 16 You will now set-up your account. Enter a username and password. Be sure you review the password requirements on the right. Click “**Your Credentials**” to continue.  
You may change your password at any time using the profile button in the top right of your profile page.