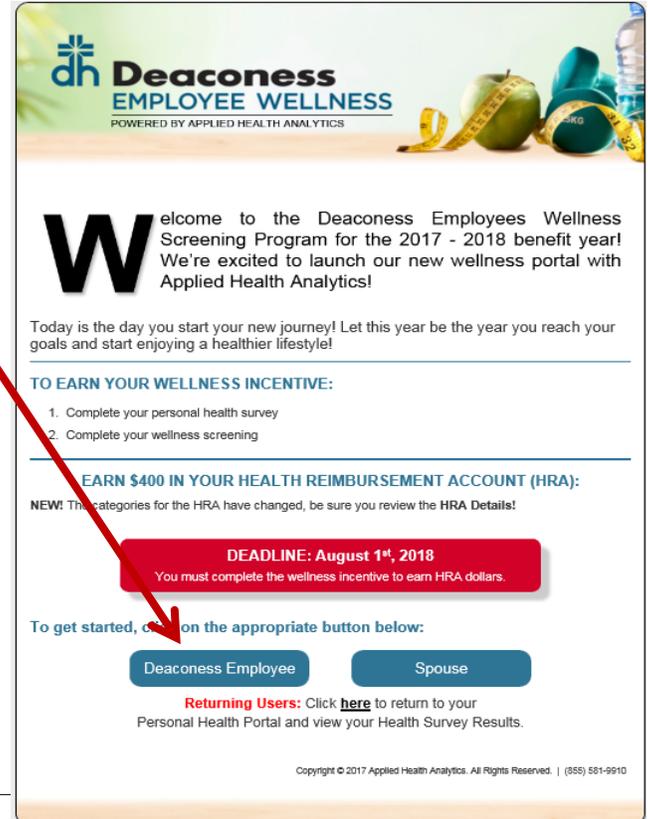


LOGGING—IN AND COMPLETING YOUR PERSONAL HEALTH SURVEY

- 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 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.



Is this you?
Jenny Zztest
Evansville IN, 47747

Yes

No

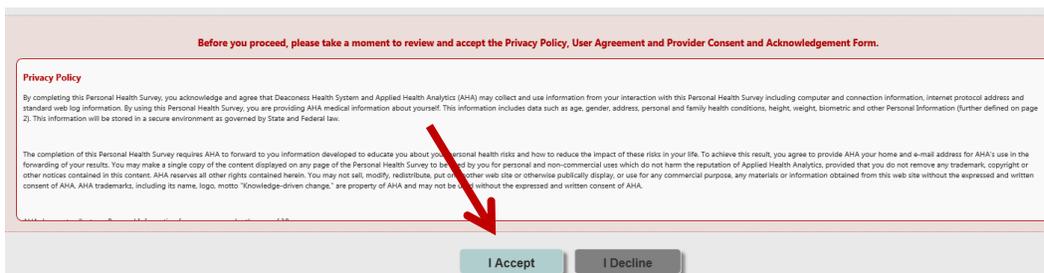
- 6 After clicking “Yes”, a link will appear for step #2. Click the hyperlink called “Click here to take your Personal Health Survey”.

NEW: You cannot schedule your Wellness screening until you complete the Personal Health Survey.

- 7 A consent will appear. Review the consent and indicate your response by clicking Accept or Decline.

***Record not found?**

1. Select “Yes” or “No” if you are on insurance.
2. You will be taken to the Personal Health Survey.
3. Continue with step #7 on the left-hand side.
4. On step #8 you will need to manually enter your demographics information.



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.

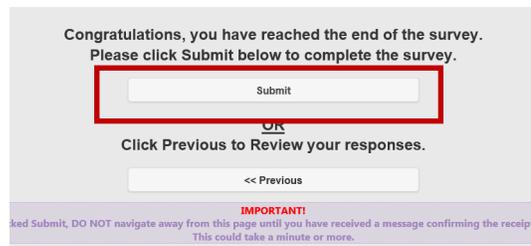
10 If you have a Primary Care Physician, enter their name in the field.

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 Your profile will display. **You must enter a username and password on the far right column.** You will need this to login to your portal in the future.

17 Click “**Submit**” when the username and password have been created. Your survey and account is now complete.