



NEW USER: CREATING AN ACCOUNT

- 1 Type the web address into your browser on any device or locate the link in your Favorites from any Deaconess computer.
 - <https://deaconess.ezonlineregistration.net/>
 - Favorites > "MyWellness Portal"

- 2 The landing page will appear. Select "Personal Health Portal"



- 4 You will then be prompted to enter your first and last name, D.O.B., zip code, and **Employee ID. Do not enter SSN or PIN.**

**If you are a spouse, enter "SP" after the numbers in the ID. (i.e. 12345SP)*

Once you have entered this information, click "Verify".

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Verification

Fill out the form below to help locate and verify yourself so your account can be created.

First Name	Last Name
Robert	zztest

Email Address

Date of Birth	Zip Code
1/1/1990	47747

Last 4 of SSN, Employee ID, or PIN

998877sp

VERIFY Cancel

- 3 Then Select "Get Started"

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Welcome

If you already have a username and password, enter them below to log into your account.

Username

Password

Please drag or tap the slider below to unlock.

Locked

[Forgot Username?](#) or [Forgot Password?](#)

LOG IN

Don't have an account? [Get started!](#)

- 5 Once your identity has been verified, you will then be able to select a username and password. Be sure you review the password requirements.

The screenshot shows a web form titled "Account Creation". At the top, it says "Enter your desired username and password." Below this are three input fields: "Desired Username", "Password", and "Password Confirmation". Underneath these fields is a section for "Password Requirements" with five red 'X' icons and corresponding text: "At least 8 characters", "One special character (ex. ! @ #)", "One number", "One lowercase letter", and "One uppercase letter". At the bottom right of the form is an orange button with a white checkmark and the text "CREATE ACCOUNT".

- 7 Troubleshooting:

- IF you are new to the insurance, your eligibility will not upload until the 30day mark from when you signed up
- Already have a username and password. Will be directed back to reset password

Contact the Applied Health Support Desk– 1855-581-9910

- 6 After entering a Username and Password, click "**Create Account**". Your account is now created and your personal account will load.

