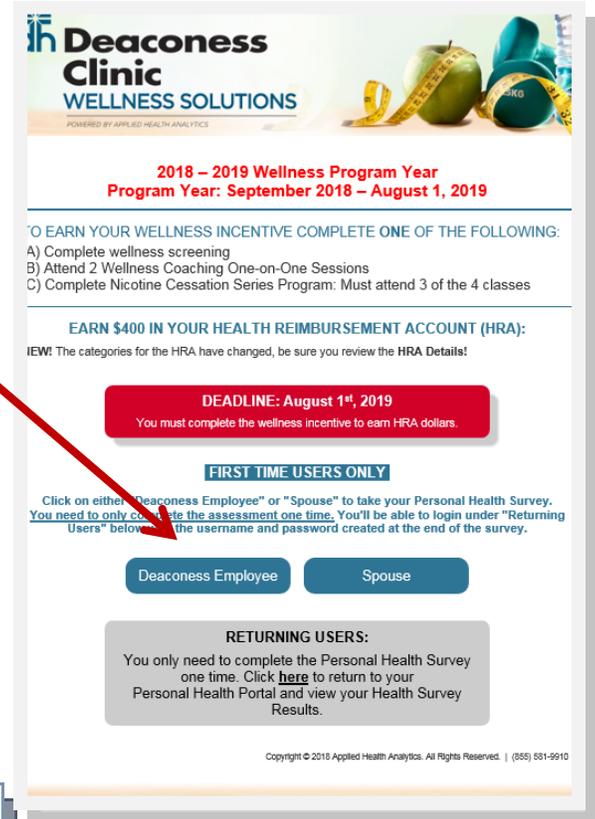




NEW USER: COMPLETING YOUR PERSONAL HEALTH SURVEY

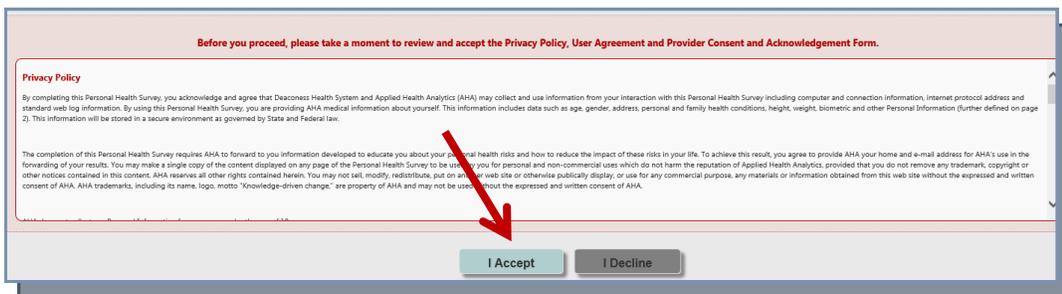
- 1 Type the web address into your browser or locate the link in your Favorites from any Deaconess computer.
 - <https://deaconess.ezonlineregistration.net/>
 - Favorites > “MyWellness Portal (towards the bottom of the list)”
- 2 The landing page will appear. Select the appropriate button “Employee” 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?

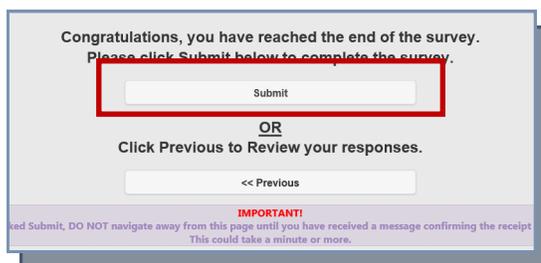
- 6 After clicking “Yes”, you will be given two options. Click “Personal Health Survey” to take survey for HRA credit followed by creating an account.
(Clicking “Create an Account” will opt you out of the survey and proceed to creating an account.)
- 7 A consent will appear. Review the consent and indicate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

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.



- 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.