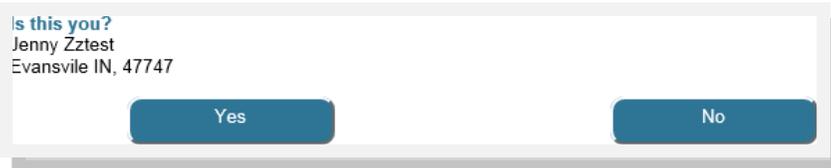
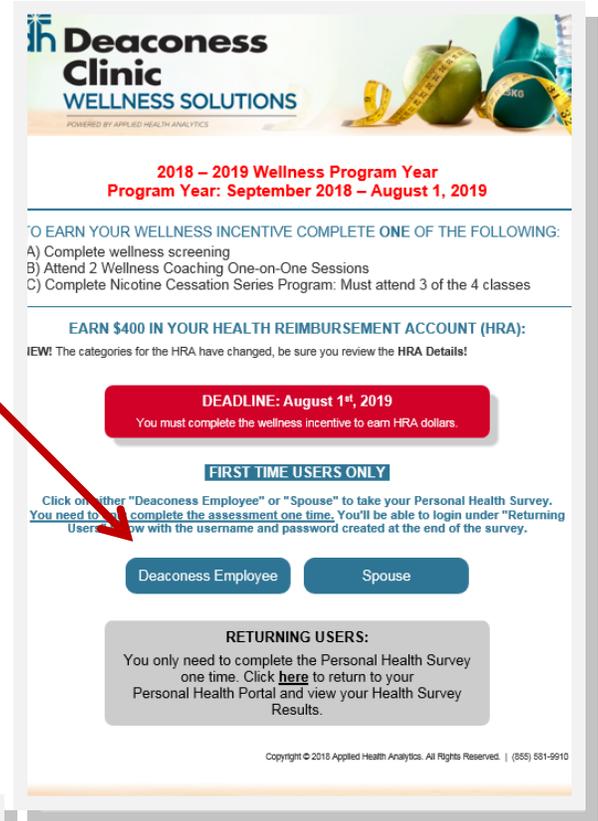




NEW USER: CREATING AN ACCOUNT

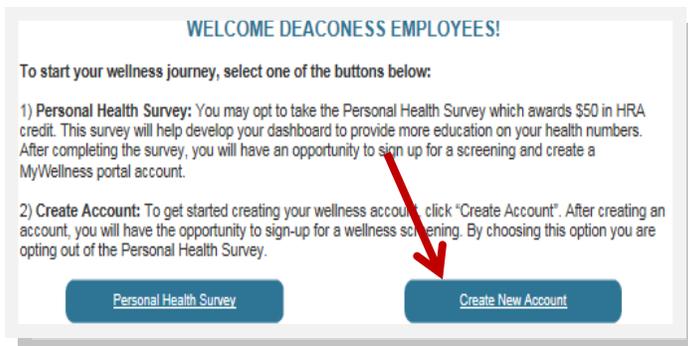
- 1 Type the web address into your browser or locate the link in your Favorites from any Deaconess computer.
 - <https://deaconess.ezonlineregistration.net/>
 - Favorites > “MyWellness Portal (towards the bottom of the list)”
- 2 The landing page will appear. Select the appropriate button “**Employee**”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



- 6 After clicking “Yes”, you will be given the option to “**Create New Account**” or start with your “**Personal Health Survey**”.
It is recommended to take the survey to obtain HRA credit. Please see the “Completing Personal Health Survey” tipsheet to continue with this path.
- 7 To continue with creating an account, click “**Create New Account**”.

Record not found?

1. Select “Yes” or “No” if you are on insurance.
2. Continue to steps #6



8 The privacy policy consent will appear after making your selection. Review the consent and indicate your response by

9 After clicking “Accept”, the main login page for the MyWellness Portal will appear. With the form blank, click “Get Started!” at the bottom of the window.

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Welcome

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

Slider must be unlocked.

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!**

10 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. **Email is not needed— leave blank.**

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

11 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

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

Account Creation

Enter your desired username and password.

Desired Username

Password

Password Confirmation

Password Requirements

- At least 8 characters
- One special character (ex. ! @ #)
- One number
- One lowercase letter
- One uppercase letter

CREATE ACCOUNT

13 After entering a Username and Password, click “Create Account”. Your account is now created and your personal account will load.

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SCREENINGS

IMPORTANT DATES