



Wellness at Work Registration and Access Instructions





Wellness at Work
Registration Instructions
Presbyterian Health Plan Members

Frequently Asked Questions

Please review the following information before you register.

Q. Where do I access Wellness at Work?

A. Start by logging in to your myPRES account at www.phs.org. Once you have logged in, the *Wellness at Work* tile will appear on your myPRES home page under the “for Presbyterian Health Plan Members” section.

Q. I have never registered for myPRES or MyChart. What should I do?

A. Follow the instructions on the following pages to get started.

Q. Do I need to register for myPRES if I have already activated MyChart?

A. No. You will use the same user ID and password you use to access MyChart.

Q. I have set up MyChart but *Wellness at Work* does not appear when I log in. What should I do?

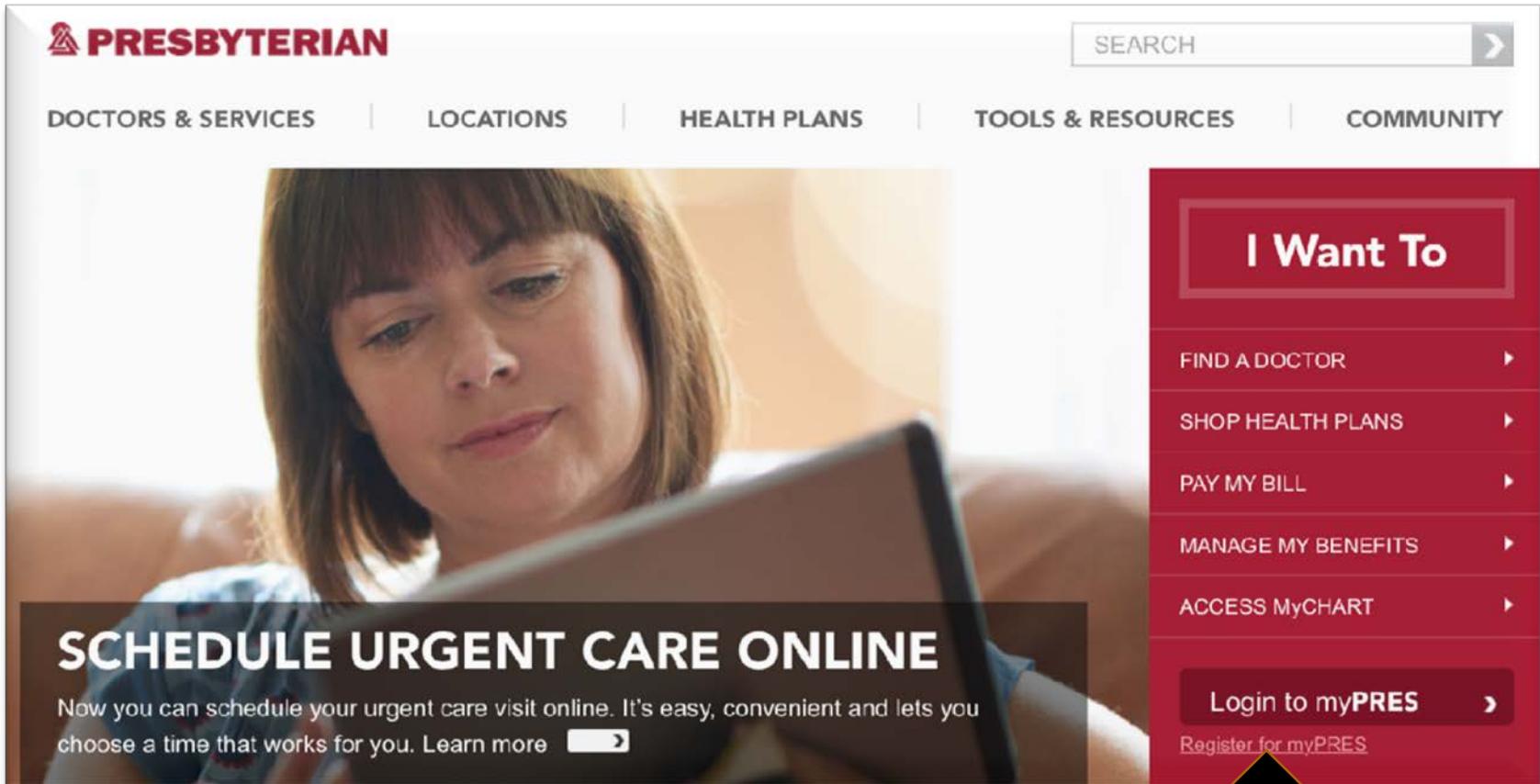
A. You may not have entered your Presbyterian Member ID number when you set up your MyChart account. See instructions on slide number 12.

Q. I am signed up for Medicare but do not see *Wellness at Work* when I log in to myPRES. Why not?

A. *Wellness at Work* is not currently available to Medicare members.

How to register for myPRES

Go to www.phs.org.



The screenshot shows the Presbyterian website homepage. At the top left is the Presbyterian logo and the word "PRESBYTERIAN". To the right is a search bar with the word "SEARCH" and a right-pointing arrow. Below the logo are five navigation tabs: "DOCTORS & SERVICES", "LOCATIONS", "HEALTH PLANS", "TOOLS & RESOURCES", and "COMMUNITY". The main content area features a large image of a woman looking at a tablet. Overlaid on the bottom left of this image is a dark box with the text "SCHEDULE URGENT CARE ONLINE" and a sub-headline: "Now you can schedule your urgent care visit online. It's easy, convenient and lets you choose a time that works for you. Learn more" with a right-pointing arrow. On the right side of the page is a red sidebar with a white box at the top containing the text "I Want To". Below this are five menu items, each with a right-pointing arrow: "FIND A DOCTOR", "SHOP HEALTH PLANS", "PAY MY BILL", "MANAGE MY BENEFITS", and "ACCESS MyCHART". At the bottom of the sidebar is a dark red button with the text "Login to myPRES" and a right-pointing arrow. Below the button is a link that says "Register for myPRES".

Click on "Register for myPRES"



How to register for myPRES

Scroll down to add your personal information.



Scroll down to register and activate your myPRES account.

Fill in the required information

You will need to have your Member ID card handy.

Form fields for registration:

- First Name**
- Middle Initial (optional)**
- Last Name**
- Date of Birth**: mm dd yyyy
- Gender**
- Insurance (Optional)**: Presbyterian Health Plan
- Member ID#**

This is your member ID# from your insurance card.

Enter your
Name
Date of Birth
Gender
Insurance (Optional)

Presbyterian Health Plan ✓
Aetna
Blue Cross & Blue Shield
Cigna
Molina
United Healthcare
Other

Enter your Member ID and contact information.



Create your login

This information gives you future access to your Presbyterian Health Plan information.

Login Information

myPRES User ID

*You'll use this each time you sign in to myPRES.
Alphanumeric only. No email addresses.*

Password

Confirm Password

Write down your User ID and password for future reference. You will need it each time you access *Wellness at Work*.

Create your User ID and Password

Tips for Creating your User ID

- Do not use your email address to create your User ID.

Tips for Creating your Password

- Your password must be at least 8 characters in length and contain 3 out of 4 items listed below:
 - Upper case character
 - Lower case character
 - Number
 - Special character (#\$%!&”,etc.)

Choose a security question

This information makes it possible for you to reset your password later if needed.

Security Question
What is your favorite book/story from childhood?

Security Answer
Beauty and the Beast

Last 4 of SSN (optional)
••••

We will only use this information to validate your identity within our systems.

REGISTER

[Learn about myPRES security and privacy](#)

What is your favorite book/story from childhood? ✓

What was your first car?

Who is your favorite person from history?

What is a food you have always liked?

Security Question

Choose a security question and provide an answer.

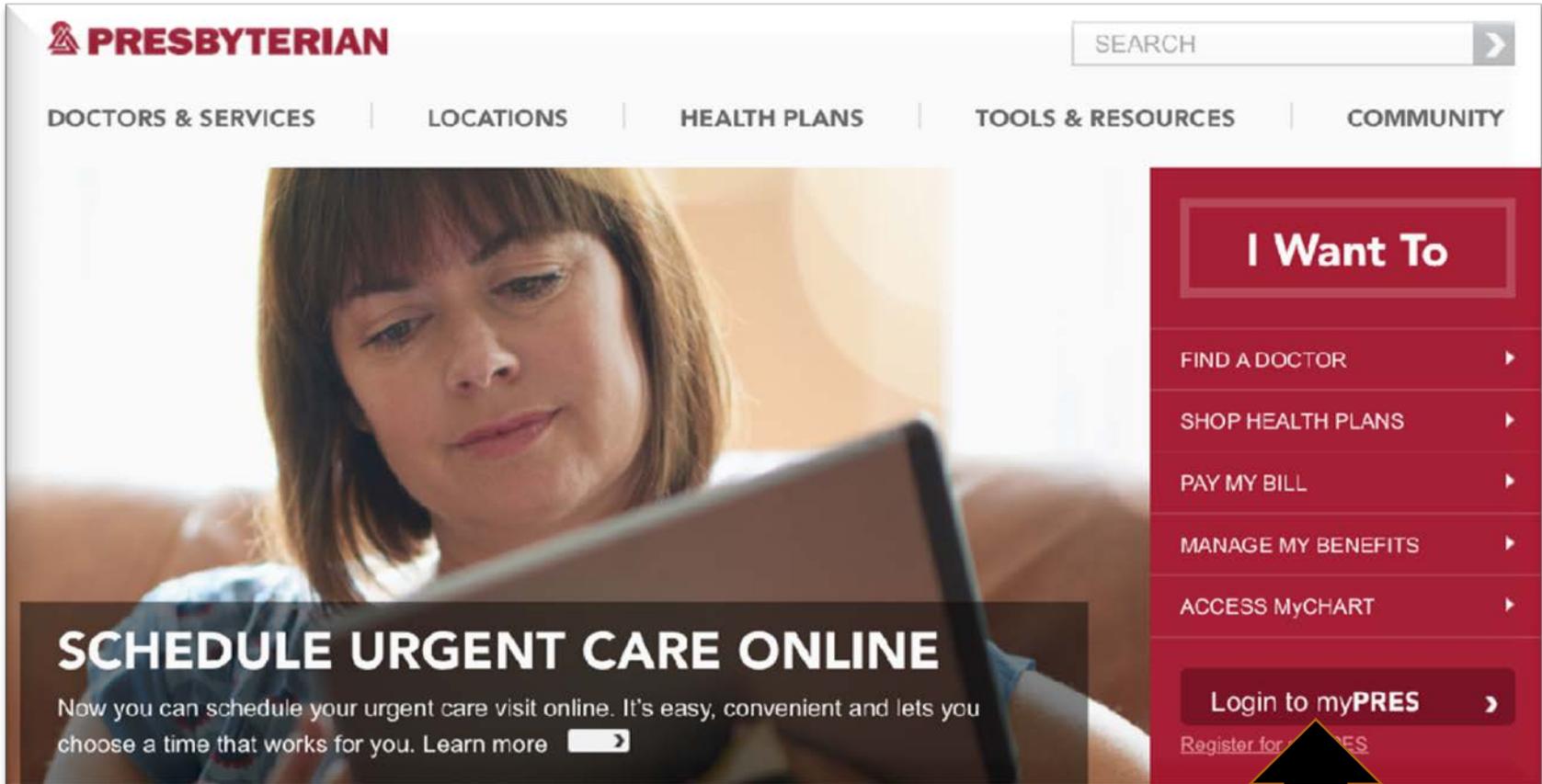
Remember your question and answer as you may need it to reset your User ID or Password in the future.

Enter the Last 4 digits of your Social Security Number.

Click “Register.”

How to access *Wellness at Work*

Access the *Wellness at Work* portal to complete your Personal Health Assessment and



The screenshot shows the Presbyterian website header with the logo and a search bar. Below the header are navigation links: DOCTORS & SERVICES, LOCATIONS, HEALTH PLANS, TOOLS & RESOURCES, and COMMUNITY. A large banner features a woman looking at a tablet with the text "SCHEDULE URGENT CARE ONLINE" and a subtext: "Now you can schedule your urgent care visit online. It's easy, convenient and lets you choose a time that works for you. Learn more". To the right is a red sidebar menu titled "I Want To" with options: FIND A DOCTOR, SHOP HEALTH PLANS, PAY MY BILL, MANAGE MY BENEFITS, ACCESS MyCHART, and a "Login to myPRES" button with a right-pointing arrow. Below the login button is a link for "Register for myPRES". A large black arrow points from the bottom of the slide to the "Login to myPRES" button.

Go to www.phs.org
Click on "Login to myPRES"

Sign in

You will need to sign in to myPRES each time you access *Wellness at Work*.

PRESBYTERIAN

myPRES

SIGN IN

User ID: Password: **SIGN IN**

[Forgot your user ID? ▶](#) [Forgot your password? ▶](#)

Attention Providers: Use your myPRES Provider User ID and password to access provider services; for example, claims, eligibility, and prior authorization. Do not use a myPRES Member login. If you do not have a myPRES Provider login, [register now ▶](#)

If you need assistance resetting your password, please call **505-923-5590** or **866-861-7444**

[Learn about myPRES security and privacy ▶](#)

[Why Register?](#) [Express Bill Pay Doctor, Hospital or Ambulance](#)

Input your **User ID**
and **Password**

Click on **“Sign In”**

Forgot your User
ID or Password?
Click below to
reset!

Wellness at Work

Scroll down to the *Wellness at Work* box.

The screenshot shows a dashboard for Presbyterian Health Plan Members. It features several service tiles: MyHealthPlan, MyIDCard, MyPharmacy, Video Visits, and a new Wellness at Work section. The Wellness at Work section is circled in black. Each tile includes a description and a green button with a right-pointing arrow. A vertical scrollbar on the right side of the dashboard is shown with a black arrow pointing downwards, indicating the scroll action.

for Presbyterian **HEALTH PLAN MEMBERS**

MyHealthPlan
Instantly view claims, find a doctor or hospital, look up benefits, and more.
ACCESS MyHealthPlan

MyIDCard
View, email, print or fax your member ID card.
VIEW MyIDCard

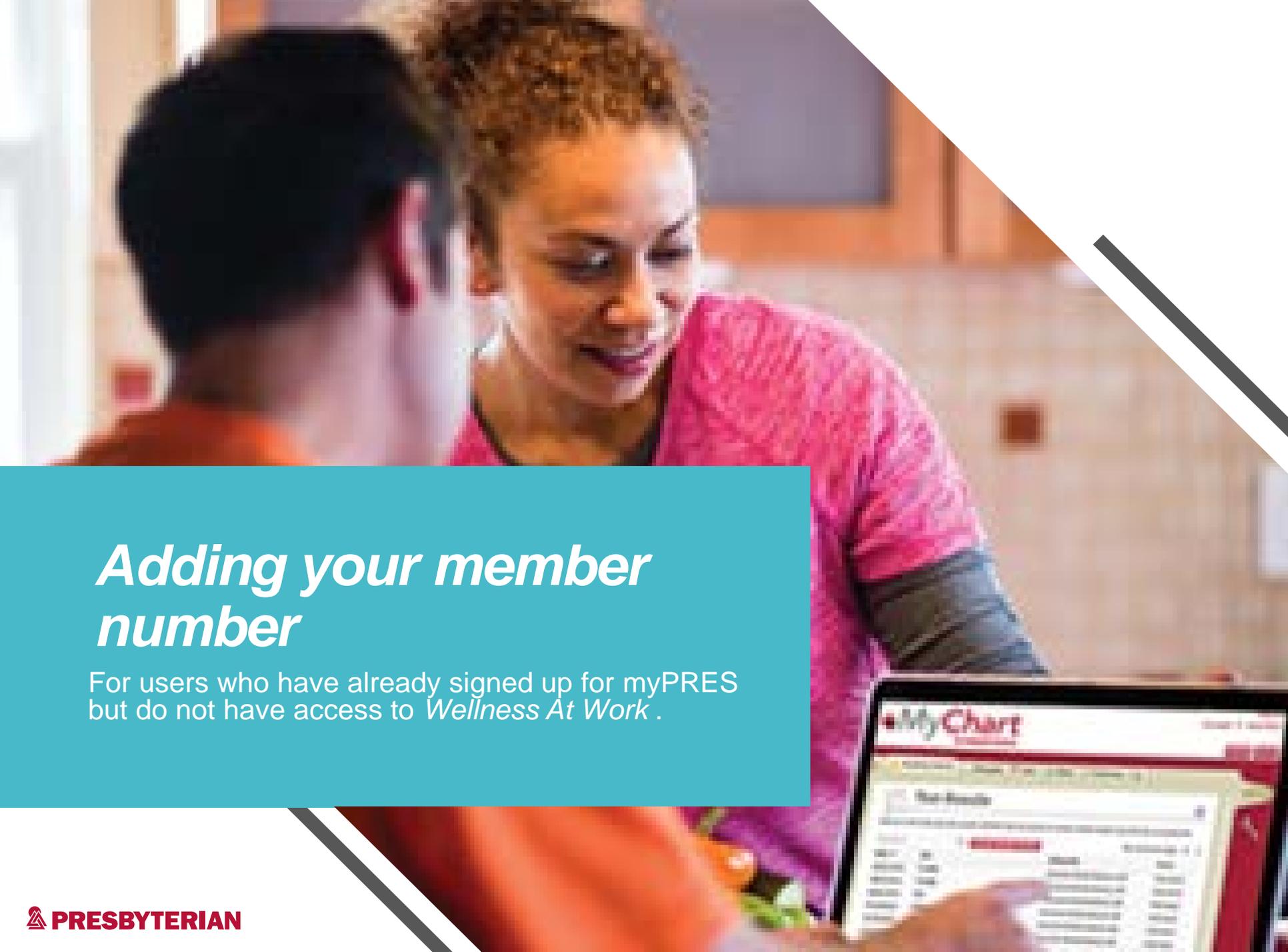
MyPharmacy
Quickly and easily find a pharmacy, get mail order prescriptions, and more.
ACCESS MyPharmacy

Video Visits
See a doctor for your non-emergency medical needs — 24/7, 365 days a year.
ACCESS VIDEO VISITS

NEW Wellness at Work
Personal health assessment.
ACCESS YOUR PHA

Scroll down to the Presbyterian Health Plan Members section.

In the *Wellness at Work* box, click on “Access your PHA” to begin taking advantage of the online wellness portal.

A woman with curly hair, wearing a pink sweater, is looking at a laptop screen. A man is partially visible in the foreground, looking towards the woman. The laptop screen shows the 'MyChart' website interface. The background is a blurred office or clinic setting.

Adding your member number

For users who have already signed up for myPRES but do not have access to *Wellness At Work*.

If you have MyChart

but do not see the *Wellness at Work* box, follow these steps.

Add your Member ID

Follow these steps or contact the *Wellness At Work* help desk:

505-923-6030

866-861-7444

for Presbyterian **HEALTH PLAN MEMBERS**

 MyHealthPlan ? Instantly view claims, find a doctor or hospital, look up benefits, and more. ACCESS MyHealthPlan	 MyIDCard View, email, print or fax your member ID card. VIEW MyIDCard
 MyPharmacy Quickly and easily find a pharmacy, get mail order prescriptions, and more. ACCESS MyPharmacy	 Video Visits See a doctor for your non-emergency medical needs — 24/7, 365 days a year. ACCESS VIDEO VISITS
 NEW Wellness at Work Personal health assessment. ACCESS YOUR PHA	

Adding your member ID

Go to www.phs.org and log in using the User ID and Password you have already set up.

PRESBYTERIAN

myPRES

SIGN IN

User ID
Enter User ID

Password
Enter Password

SIGN IN

[Forgot your user ID? ▶](#) [Forgot your password? ▶](#)

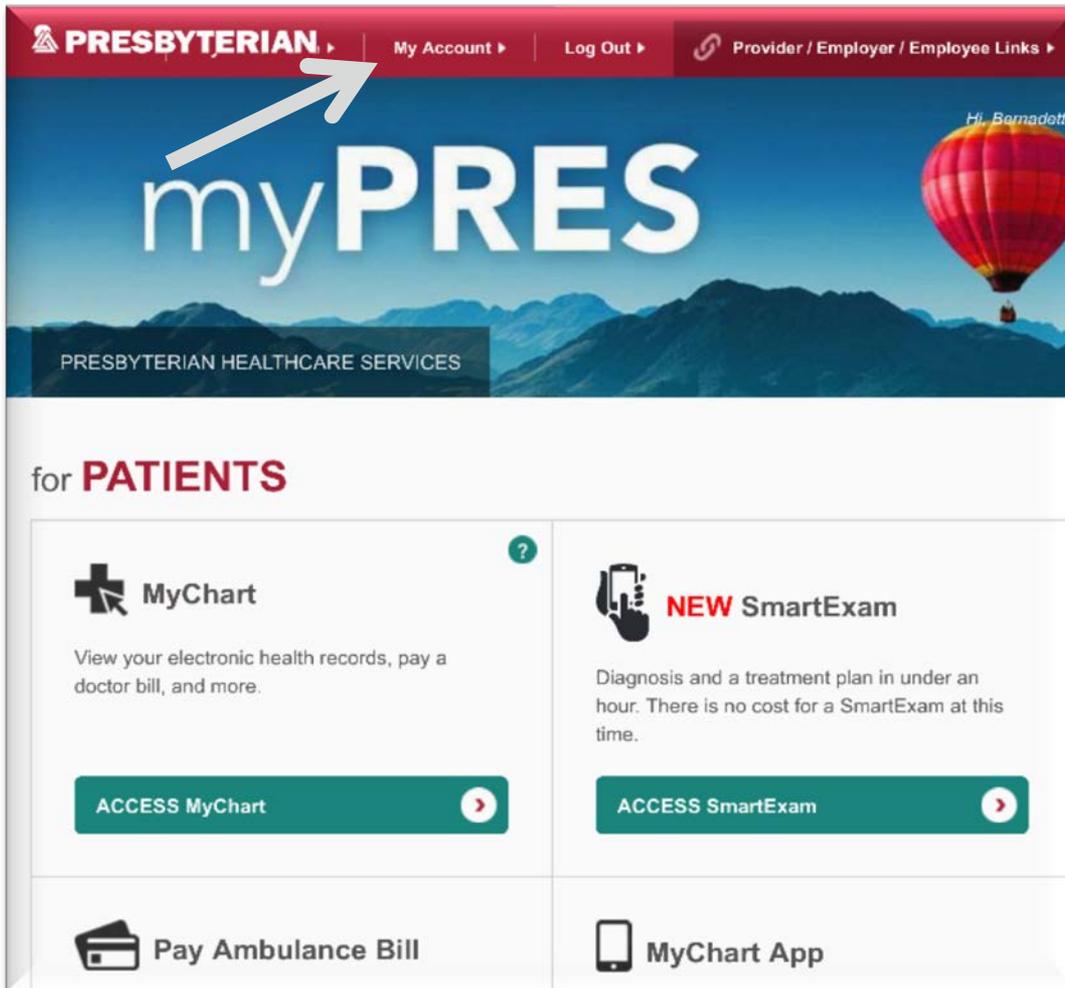
Attention Providers: Use your myPRES Provider User ID and password to access provider services; for example, claims, eligibility, and prior authorization. Do not use a myPRES Member login. If you do not have a myPRES Provider login, **register now ▶**

If you need assistance resetting your password, please call **505-923-5590** or **866-861-7444**.

[Learn about myPRES security and privacy ▶](#)

Adding your Member ID

Click on “My Account.”



The screenshot shows the myPRES website interface. At the top, there is a red navigation bar with the following links: **PRESBYTERIAN**, **My Account**, **Log Out**, and **Provider / Employer / Employee Links**. A white arrow points to the **My Account** link. Below the navigation bar, the main header features the **myPRES** logo in large white letters, a greeting *Hi, Bernadotte*, and a hot air balloon image. Below the header, the text **PRESBYTERIAN HEALTHCARE SERVICES** is displayed. The main content area is titled **for PATIENTS** and contains four service tiles:

- MyChart**: View your electronic health records, pay a doctor bill, and more. Includes an **ACCESS MyChart** button.
- NEW SmartExam**: Diagnosis and a treatment plan in under an hour. There is no cost for a SmartExam at this time. Includes an **ACCESS SmartExam** button.
- Pay Ambulance Bill**: Includes a button with a credit card icon.
- MyChart App**: Includes a button with a smartphone icon.

Adding your Member ID

Enter your User ID and Password again for verification.



The screenshot shows the myPRES website interface. At the top, there is a dark red navigation bar with the PRESBYTERIAN logo on the left and links for "My Account", "Log Out", and "Provider / Employer / Employee Links" on the right. Below the navigation bar is a large banner with the text "myPRES" in white, a hot air balloon on the right, and a greeting "Hi, Bernadette" in the top right corner. The main content area has a blue background with mountains. A red heading reads "PLEASE VERIFY YOUR myPRES PASSWORD TO CONTINUE". Below this, there are two input fields: "User ID" with the prompt "Input your User ID" and "Password" with a masked field of ten dots. To the right of the password field is a green "SUBMIT" button with a right arrow and a red "Cancel" link below it. At the bottom, a dark grey footer contains contact information: "Need Help? Please call Customer Service at 505-923-5590 or Toll-Free 1-866-861-7444." and links for "PHS.org", "Privacy Practices", and "Nondiscrimination". A disclaimer and copyright notice are also present.

PLEASE VERIFY YOUR myPRES PASSWORD TO CONTINUE

User ID
Input your User ID

Password
●●●●●●●●●●

SUBMIT 

[Cancel](#)

Need Help? Please call Customer Service at **505-923-5590** or Toll-Free **1-866-861-7444**.

[PHS.org](#) | [Privacy Practices](#) | [Nondiscrimination](#)

This system is restricted to authorized users for legitimate business purposes and is subject to audit. The actual or attempted unauthorized access, use, or modifications of computer systems is a violation of federal and state laws.

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Adding your Member ID

Click on “ Change My Member ID Number.”

MY ACCOUNT PREFERENCES

Change My Email Address

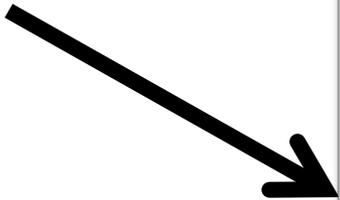
Email Address

Note: This email address will be used for security purposes regarding your myPRES account, User ID, forgot password, or any other type of account communication.

Change My Member ID Number

Change My Security Question/Answer

Change My Password



Adding your Member ID

Enter your Member ID Number and date of birth. Click “SAVE CHANGES.”

MY ACCOUNT PREFERENCES

- Change My Email Address
- Change My Member ID Number**
- Change My Security Question/Answer
- Change My Password

Enter your current Member Number in the field below.
How to find your Member Number:

- The Member Number appears on your Presbyterian Health Plan ID Card.
- Call Member Services at 505-923-5678 or 866-388-7737 for assistance.

In addition to your Member Number, please enter your Date of Birth for verification and then click Save Changes.

Member Number:

Date of Birth:

SAVE CHANGES

Cancel

Adding your Member ID

Go to the top of the page and click “Presbyterian.”



Adding your Member ID

Click “myPRES Dashboard.”



The screenshot shows the top navigation bar of the Presbyterian website. It includes links for 'For Job Seekers', 'For Providers', 'For Employers & Producers', 'Give Now', and 'Find a Doctor'. Below this is the 'PRESBYTERIAN' logo and a search bar. A secondary navigation bar contains 'DOCTORS & SERVICES', 'LOCATIONS', 'HEALTH PLANS', 'TOOLS & RESOURCES', and 'COMMUNITY'. A large banner image of a woman looking at a tablet is on the left, with the text 'SCHEDULE URGENT CARE ONLINE' and a sub-headline. On the right, a red sidebar menu titled 'I Want To' lists several options: 'FIND A DOCTOR', 'SHOP HEALTH PLANS', 'PAY MY BILL', 'MANAGE MY BENEFITS', 'ACCESS MyCHART', 'myPRES Dashboard', and 'Logout of myPRES'. A large grey arrow points from the right side of the page towards the 'myPRES Dashboard' link in the sidebar.

Join us at the Presbyterian Growers' Market



The Growers' Market is open every Tuesday, through November 14.

Need Help Paying Your Hospital or Doctor Bill?



As part of our charitable mission, we offer financial assistance for patients who qualify.

Get a Free Healthy Meal or Snack



Are you between the ages of 3 and 18 or do you have a child who is? If so, you can get a free healthy meal or snack at a Presbyterian

Access *Wellness at Work* and your PHA

Scroll down to the “for Presbyterian **HEALTH PLAN MEMBERS**” section.

The screenshot shows a dashboard titled "for Presbyterian **HEALTH PLAN MEMBERS**". It features six service tiles arranged in a 3x2 grid. Each tile includes an icon, a title, a brief description, and a green button with a right-pointing arrow. A large black arrow points to the "NEW Wellness at Work" tile, which is also circled in black. The tiles are: MyHealthPlan (with a question mark icon), MyIDCard, MyPharmacy, Video Visits, NEW Wellness at Work, and Treatment Cost Calculator.

for Presbyterian HEALTH PLAN MEMBERS	
<p> MyHealthPlan ?</p> <p>Instantly view claims, find a doctor or hospital, look up benefits, and more.</p> <p>ACCESS MyHealthPlan</p>	<p> MyIDCard</p> <p>View, email, print or fax your member ID card.</p> <p>VIEW MyIDCard</p>
<p> MyPharmacy</p> <p>Quickly and easily find a pharmacy, get mail order prescriptions, and more.</p> <p>ACCESS MyPharmacy</p>	<p> Video Visits</p> <p>See a doctor for your non-emergency medical needs — 24/7, 365 days a year.</p> <p>ACCESS VIDEO VISITS</p>
<p> NEW Wellness at Work</p> <p>Personal health assessment.</p> <p>ACCESS YOUR PHA</p>	<p> Treatment Cost Calculator</p> <p>This tool is currently being updated. It will be available again in September 2017.</p>

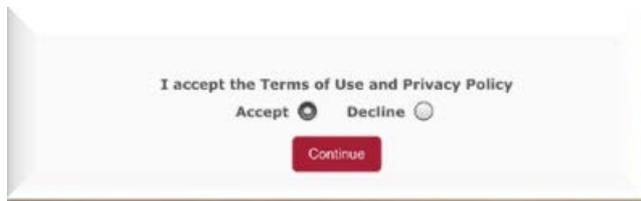


Wellness at Work

Creating your profile

Terms of Use and Privacy Policy

Scroll down to accept the *Wellness at Work* platform Terms of Use and Privacy Policy.



- Click on “Accept” and “Continue.”
- Next, you will be asked to create a personal profile.

Create your profile

You can update your profile at any time.

Profile

The screenshot shows the 'Edit Information' form with the following fields:

- Language** * (Required): English - United States
- Date of birth**: 1/1/1930
- Gender** * (Required): Female, Male
- Do you have a vision impairment that requires special reading materials?** * (Required): Yes, No
- Do you have a hearing impairment that requires special equipment?** * (Required): Yes, No
- Is English your primary language?** * (Required): Yes, No
- Ethnic background**: Not specified
- Health Details**
 - Height** * (Required): 5 feet 5 inches
 - Current weight** * (Required): 169 lbs
 - Initial signup weight** * (Required): 179.9 lbs
 - Goal/Ideal weight** * (Required): 149.9 lbs
 - Weight goal**: Gain weight - 2 lbs per week, Gain weight - 1 lb per week, Maintain weight, Lose weight - 1 lb per week, Lose weight - 2 lbs per week
 - Activity level** * (Required): [Not visible]

- First-time user? Complete your profile to access the PHA.
- On this page, you can also:

Update your profile

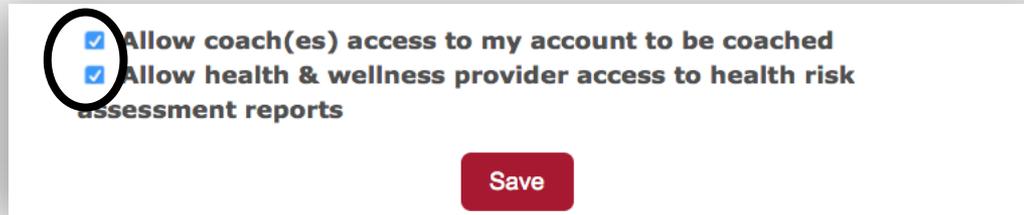
Change notifications

Update your picture

Update access to data

Authorization for Coaching

Checking these boxes gives your Health Coach and Disease Management Coach permission to work with you!.



Allow coach(es) access to my account to be coached
 Allow health & wellness provider access to health risk assessment reports

Save

IMPORTANT

- Check both boxes to confirm your eligibility for one-on-one coaching.
- This also allows coaches to contact you if your biometric screening results are out of healthy range.

You are now ready to take your PHA!

Click “Continue” to proceed.

This Personal Health Assessment (PHA) will help you learn more about your current health, as well as how to improve and maintain your overall health and well-being. The PHA is completely **voluntary and confidential, and it takes only 15 minutes to complete.** Once you complete the assessment, you will receive a report that provides you with the health information you need to create your personalized health improvement plan.

Continue