



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?

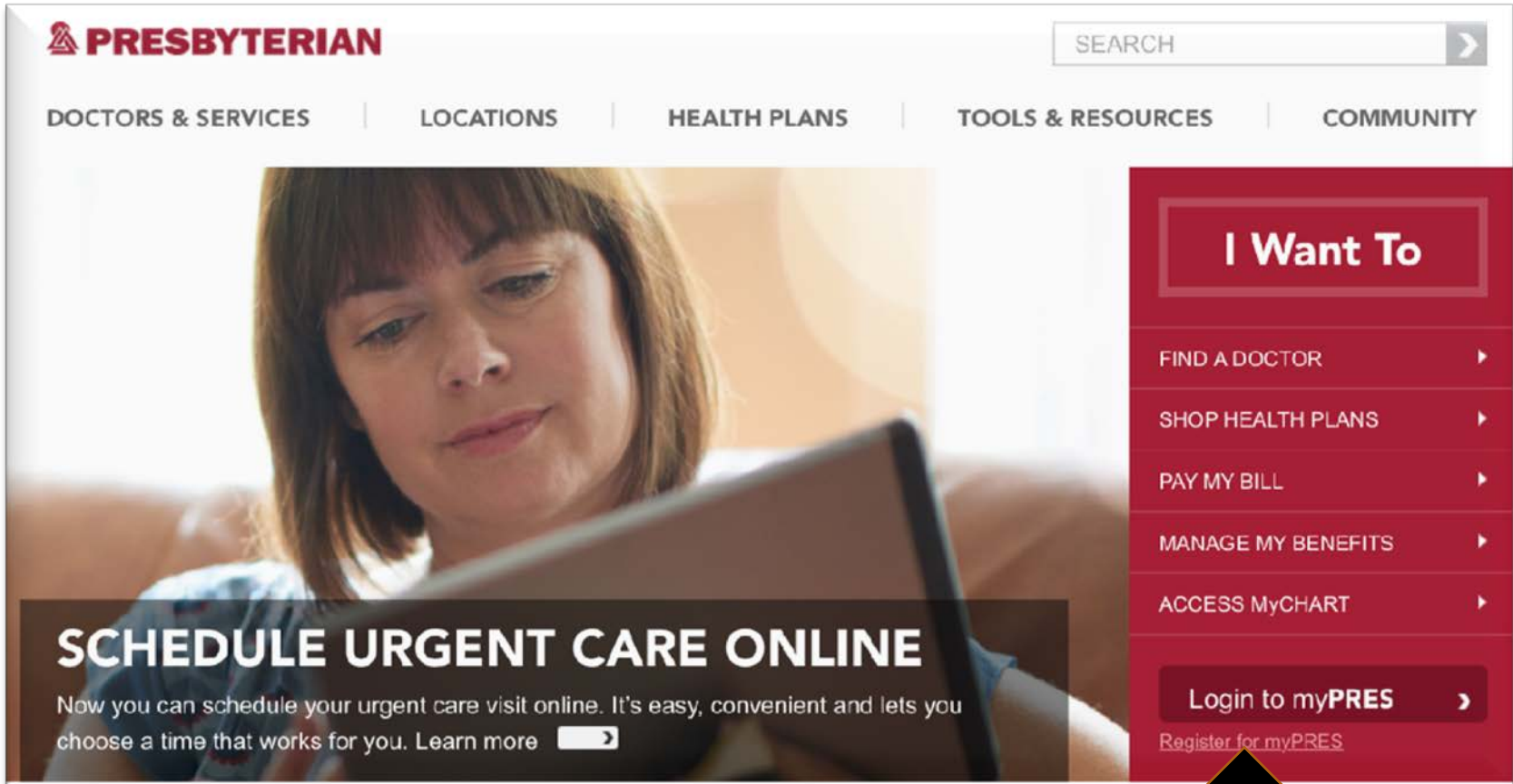
A. You may not have entered your Presbyterian Member ID number when you set up your MyChart account. See instructions on slide number 12.

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 Health Services website. At the top is the "PRESBYTERIAN" logo and a search bar. Below the logo is a navigation menu with links: "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 this image is a dark box 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 of the main image is a red sidebar titled "I Want To" containing a list of links: "FIND A DOCTOR", "SHOP HEALTH PLANS", "PAY MY BILL", "MANAGE MY BENEFITS", and "ACCESS MyCHART". At the bottom of the sidebar are two buttons: "Login to myPRES" and "Register for myPRES". A large black arrow points from the "Register for myPRES" button down to a callout box.

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.

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

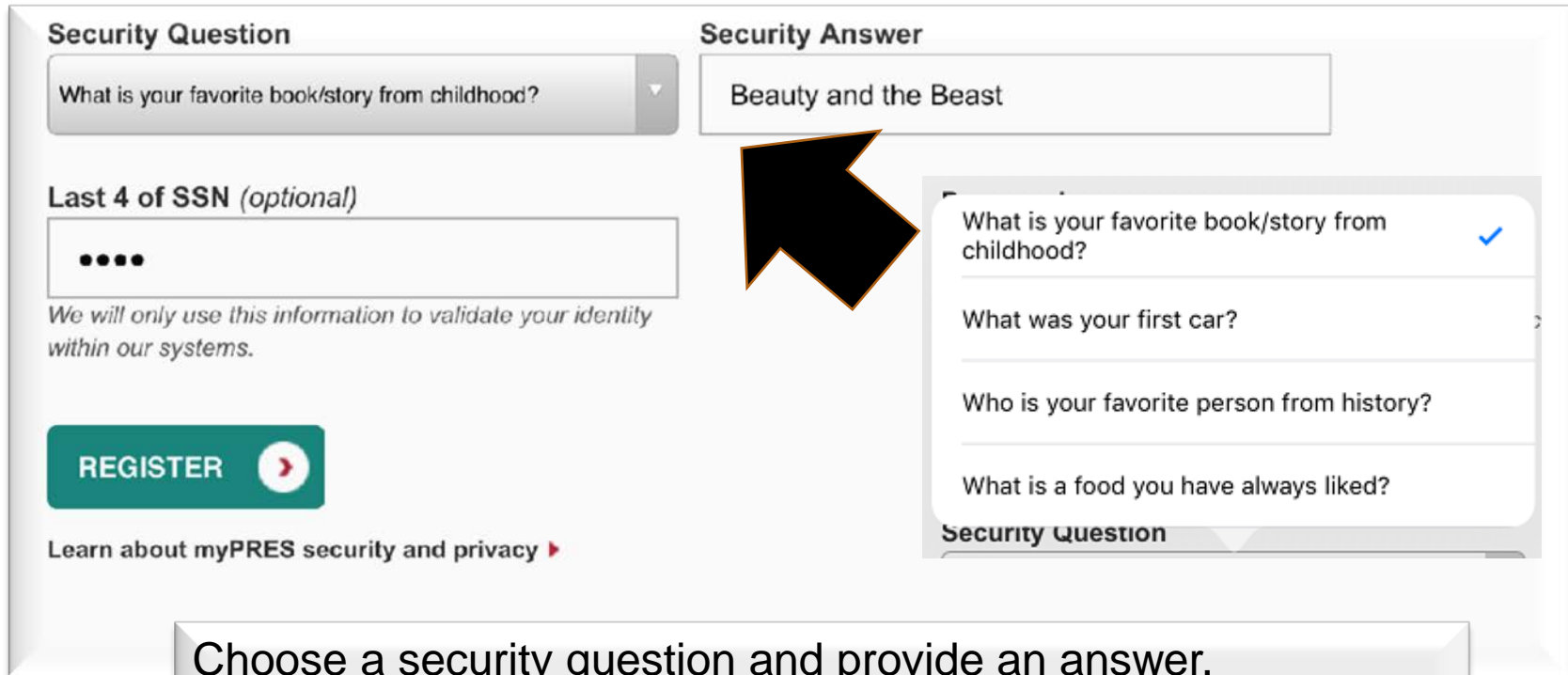
- Do not use your email address to create your User ID.

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.



The screenshot shows a registration form for myPRES. It includes a 'Security Question' dropdown menu with the selected option 'What is your favorite book/story from childhood?'. Below this is a 'Last 4 of SSN (optional)' field with four dots. A 'REGISTER' button is at the bottom left. A 'Security Answer' text box contains 'Beauty and the Beast'. A large black arrow points from the 'Security Answer' box to the 'Security Question' dropdown. An inset shows a list of security questions: 'What is your favorite book/story from childhood?' (selected with a blue checkmark), 'What was your first car?', 'Who is your favorite person from history?', and 'What is a food you have always liked?'.

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](#)

Security Question
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?

Choose a security question and provide an answer.

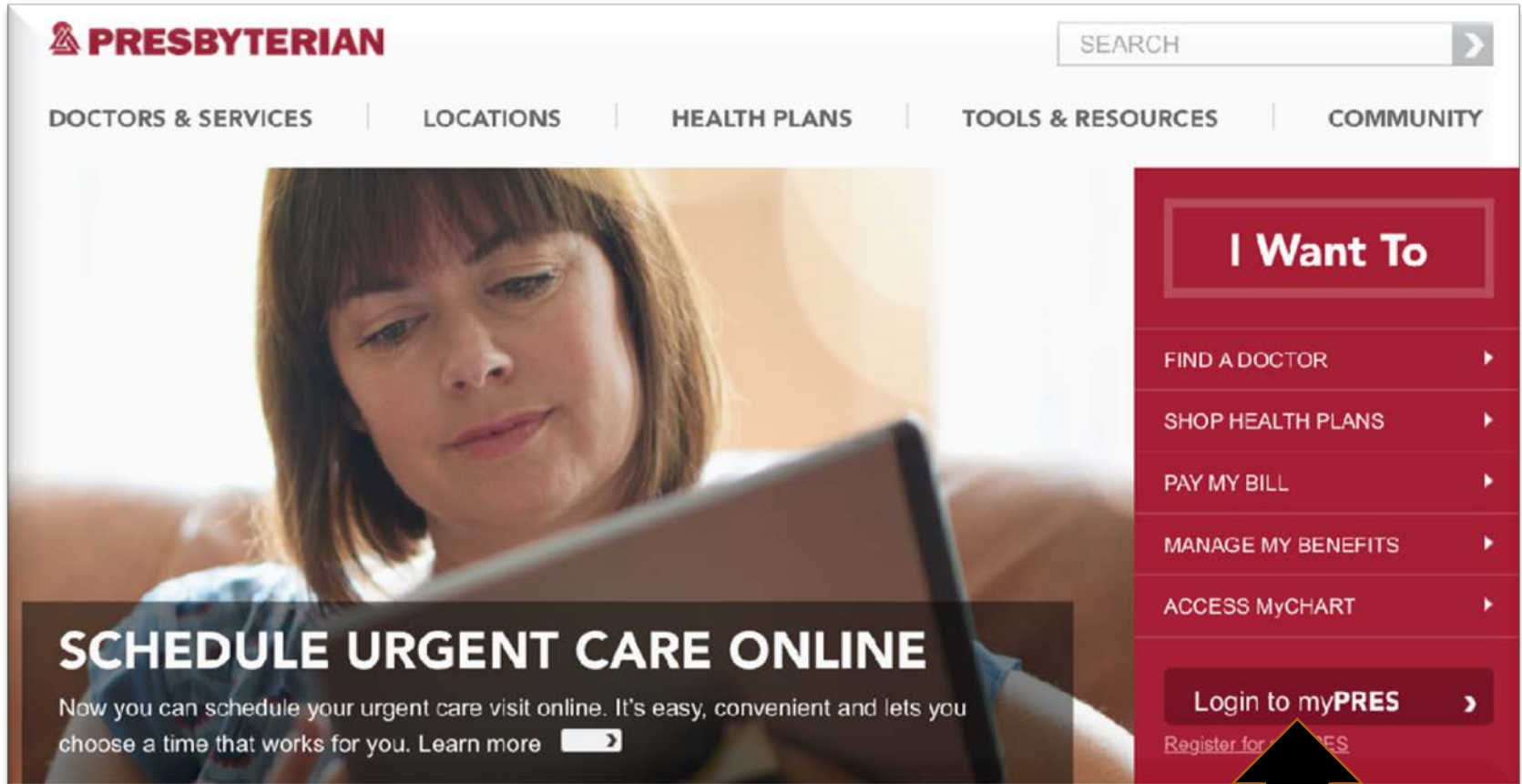
Remember your question and answer as you may need it to reset your User ID or Password in the future.

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



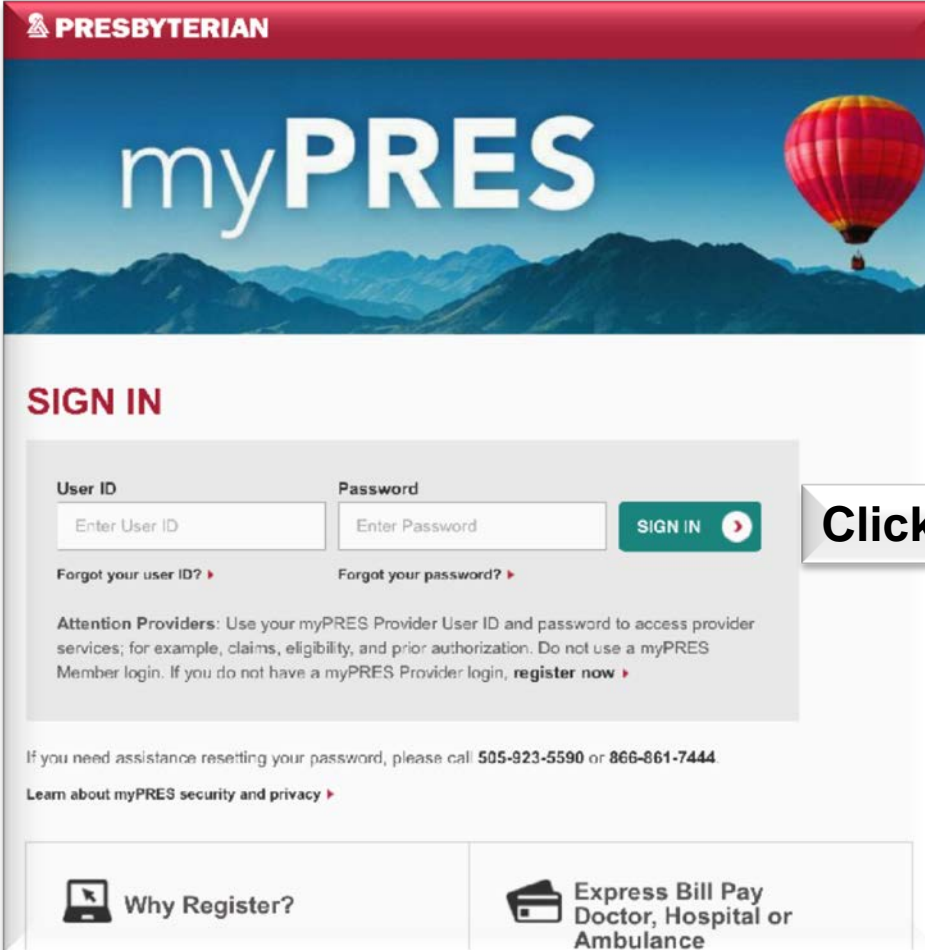
Go to www.phs.org
Click on “Login to myPRES”

Sign in

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

Input your User ID
and Password

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



The image shows the myPRES Sign In page. At the top is a red banner with the Presbyterian logo and the word "PRESBYTERIAN". Below this is a blue header with the "myPRES" logo and a hot air balloon over mountains. The main section is titled "SIGN IN" in red. It contains two input fields: "User ID" and "Password", both with placeholder text "Enter User ID" and "Enter Password" respectively. To the right of these fields is a green "SIGN IN" button with a right arrow. Below the fields are links for "Forgot your user ID?" and "Forgot your password?". A section titled "Attention Providers:" provides instructions for provider login and a "register now" link. At the bottom, there is a call to action for password reset assistance and a link to learn about security and privacy. The footer contains two boxes: "Why Register?" with a laptop icon and "Express Bill Pay Doctor, Hospital or Ambulance" with a bill icon.

PRESBYTERIAN

myPRES

SIGN IN

User ID Password

Enter User ID 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](#)

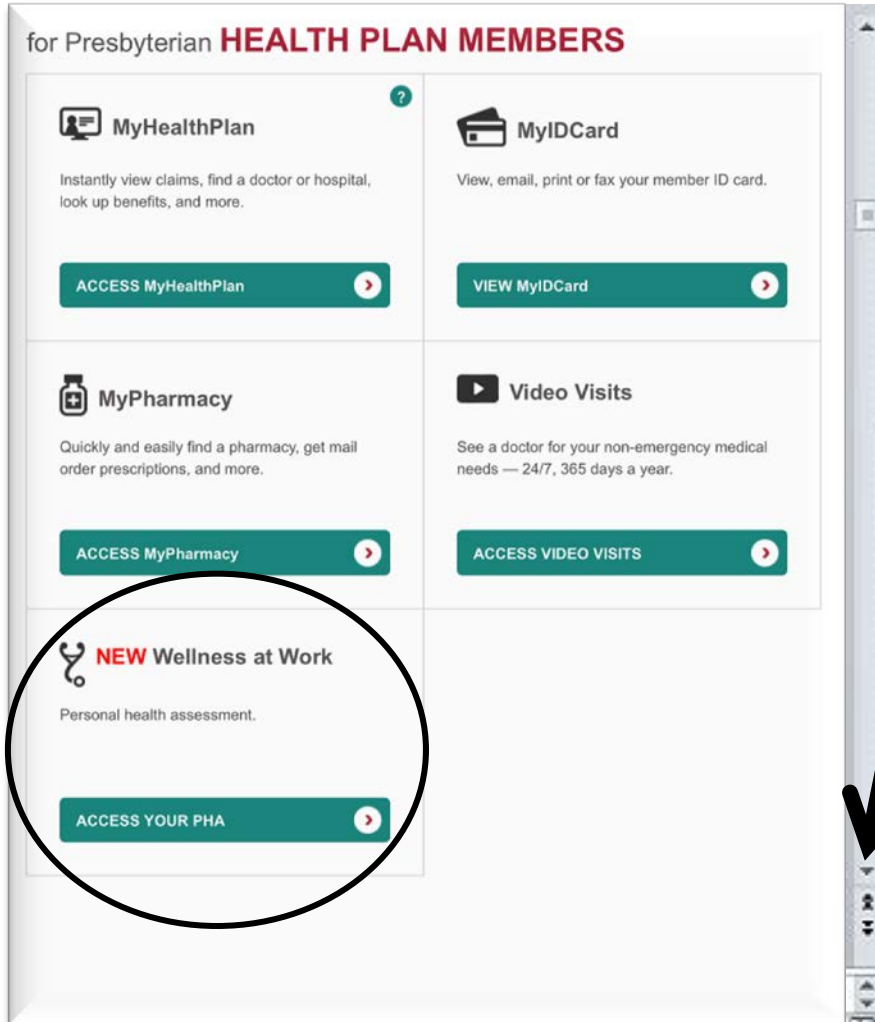
 Why Register?

 Express Bill Pay
Doctor, Hospital or
Ambulance

Click on “Sign In”

Wellness at Work

Scroll down to the *Wellness at Work* box.



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 shirt, is looking at a laptop screen. A man with dark hair is looking over her shoulder. The laptop screen displays the 'MyChart' website. The background is a blurred indoor 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

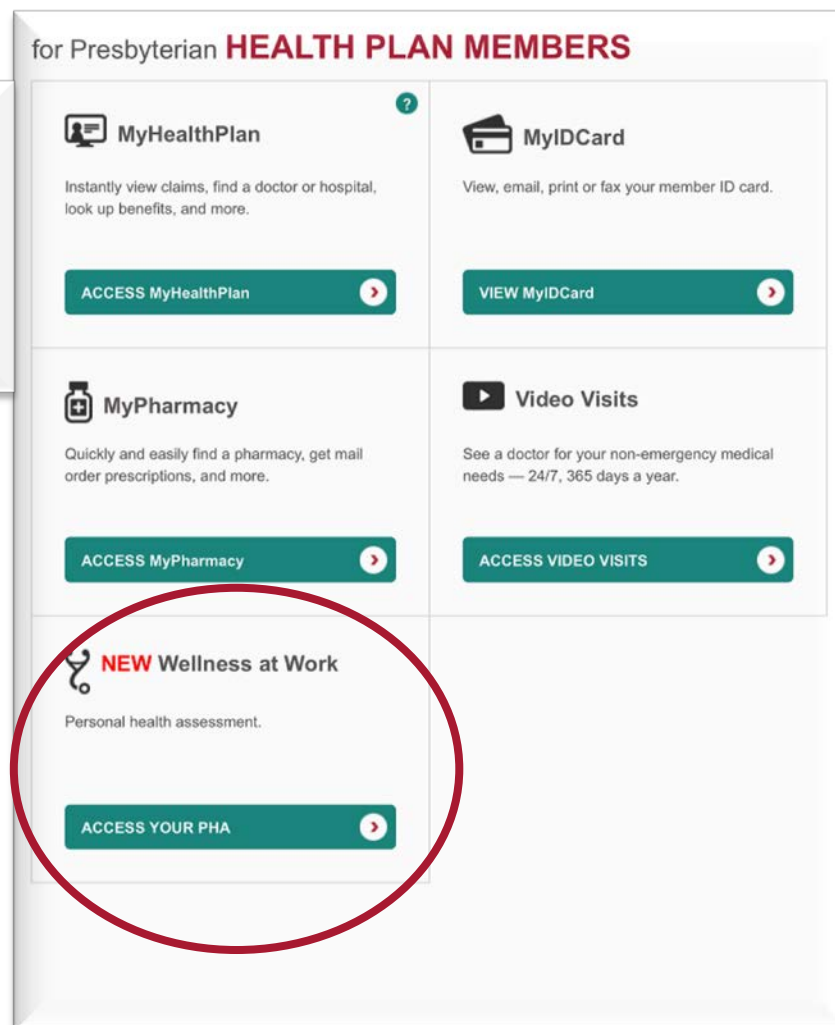
but do not see the *Wellness at Work* box, follow these steps.

Add your Member ID

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

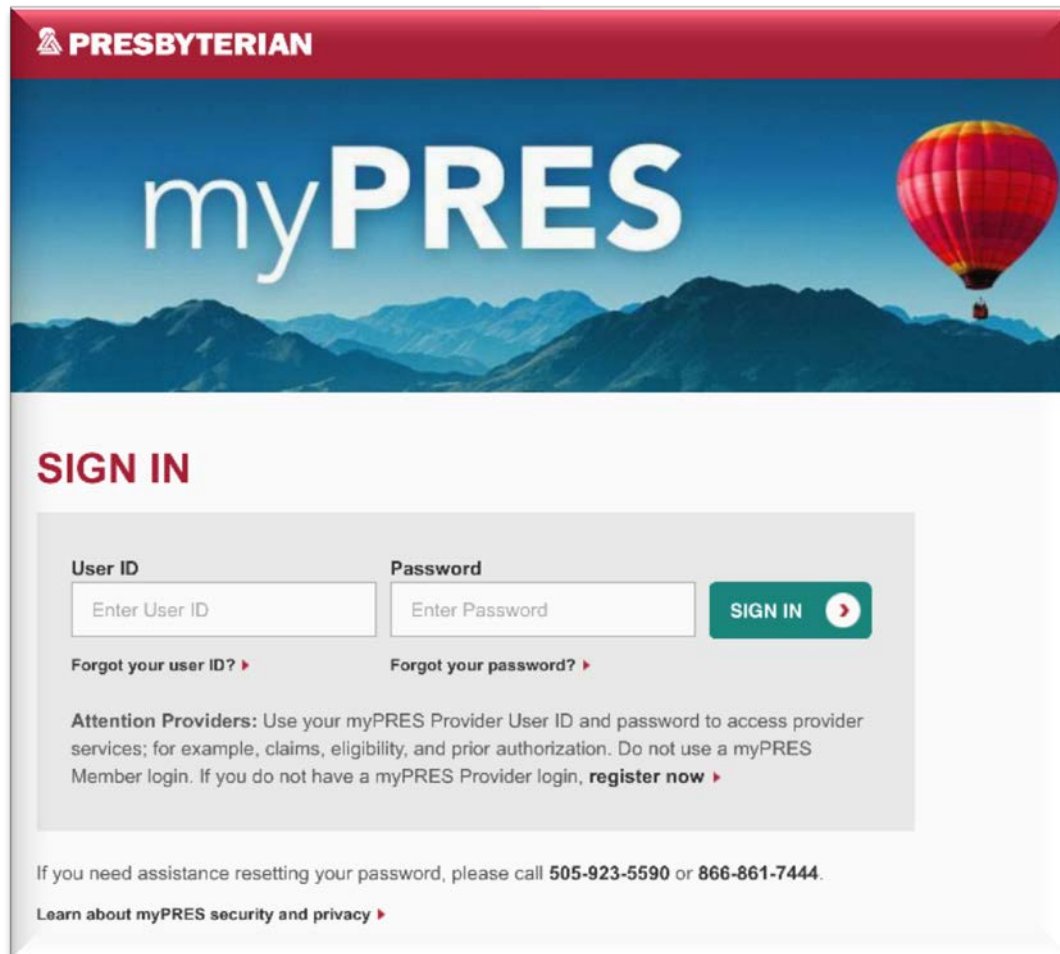
505-923-6030

866-861-7444



Adding your member ID

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



The screenshot shows the Presbyterian myPRES login interface. At the top is a red header with the Presbyterian logo and the word "PRESBYTERIAN". Below this is a blue banner with the text "myPRES" in white, a hot air balloon, and a mountain range. The main section is titled "SIGN IN" in red. It contains a login form with two input fields: "User ID" with the placeholder "Enter User ID" and "Password" with the placeholder "Enter Password". To the right of these fields is a green "SIGN IN" button with a white right-pointing arrow. Below the input fields are two links: "Forgot your user ID? ▶" and "Forgot your password? ▶". A paragraph of text follows, starting with "Attention Providers:" and explaining that provider User IDs and passwords are for accessing provider services, not for member login. It includes a link "register now ▶". At the bottom, there is a line of text: "If you need assistance resetting your password, please call 505-923-5590 or 866-861-7444." and a link "Learn about myPRES security and privacy ▶".

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.”



Adding your Member ID

Enter your User ID and Password again for verification.

 **PRESBYTERIAN** | [My Account ▶](#) | [Log Out ▶](#) | [Provider / Employer / Employee Links ▶](#)



Hi, Bernadette

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

bmares@phs.org

SAVE CHANGES

Cancel

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

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

111111111111

Date of Birth

01

11

1971

SAVE CHANGES

Cancel

Change My Security Question/Answer

Change My Password

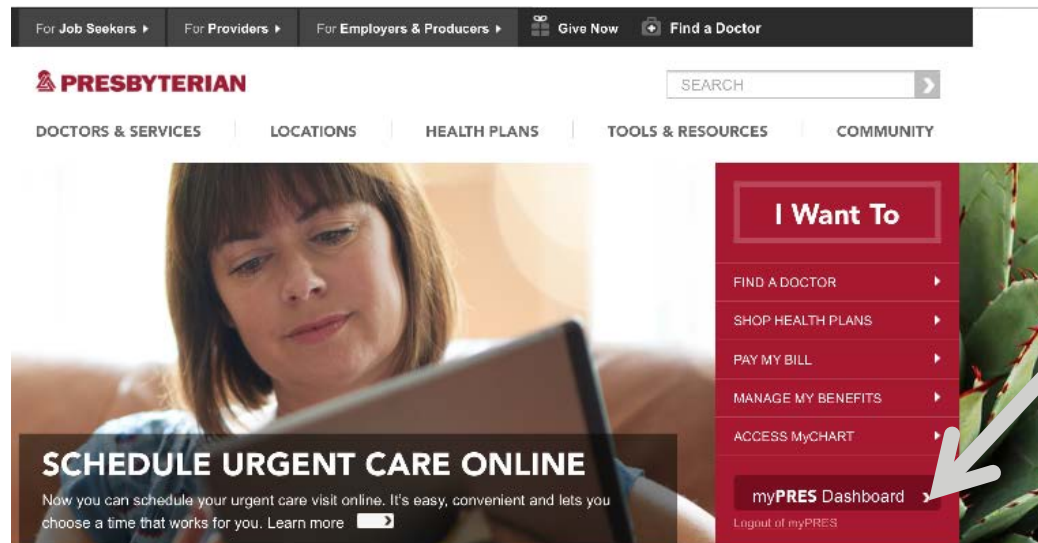
Adding your Member ID

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



Adding your Member ID

Click “myPRES Dashboard.”



Join us at the Presbyterian Growers' Market



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

Learn More

Need Help Paying Your Hospital or Doctor Bill?



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

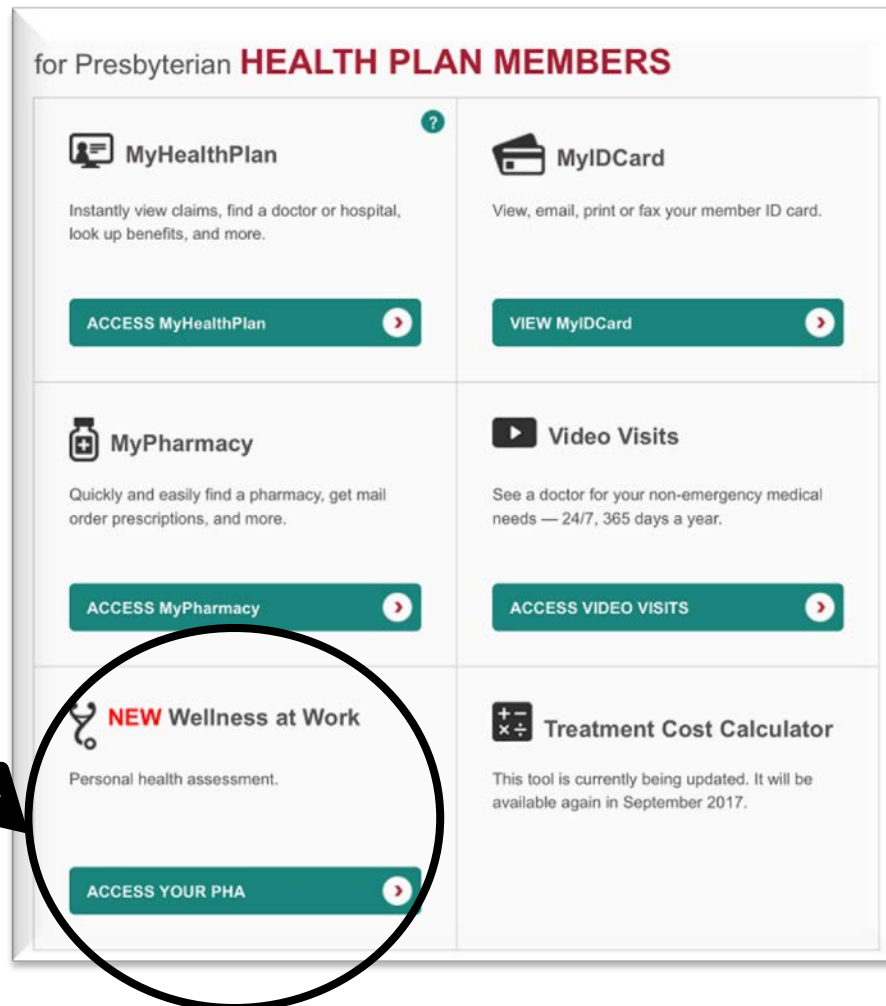
Get a Free Healthy Meal or Snack



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.



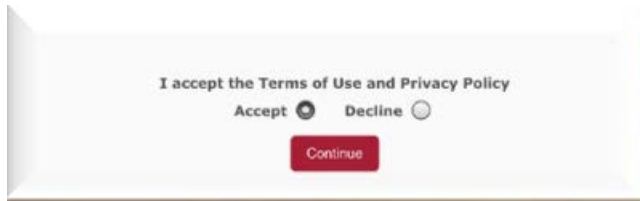


Wellness at Work

Creating your profile

Terms of Use and Privacy Policy

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

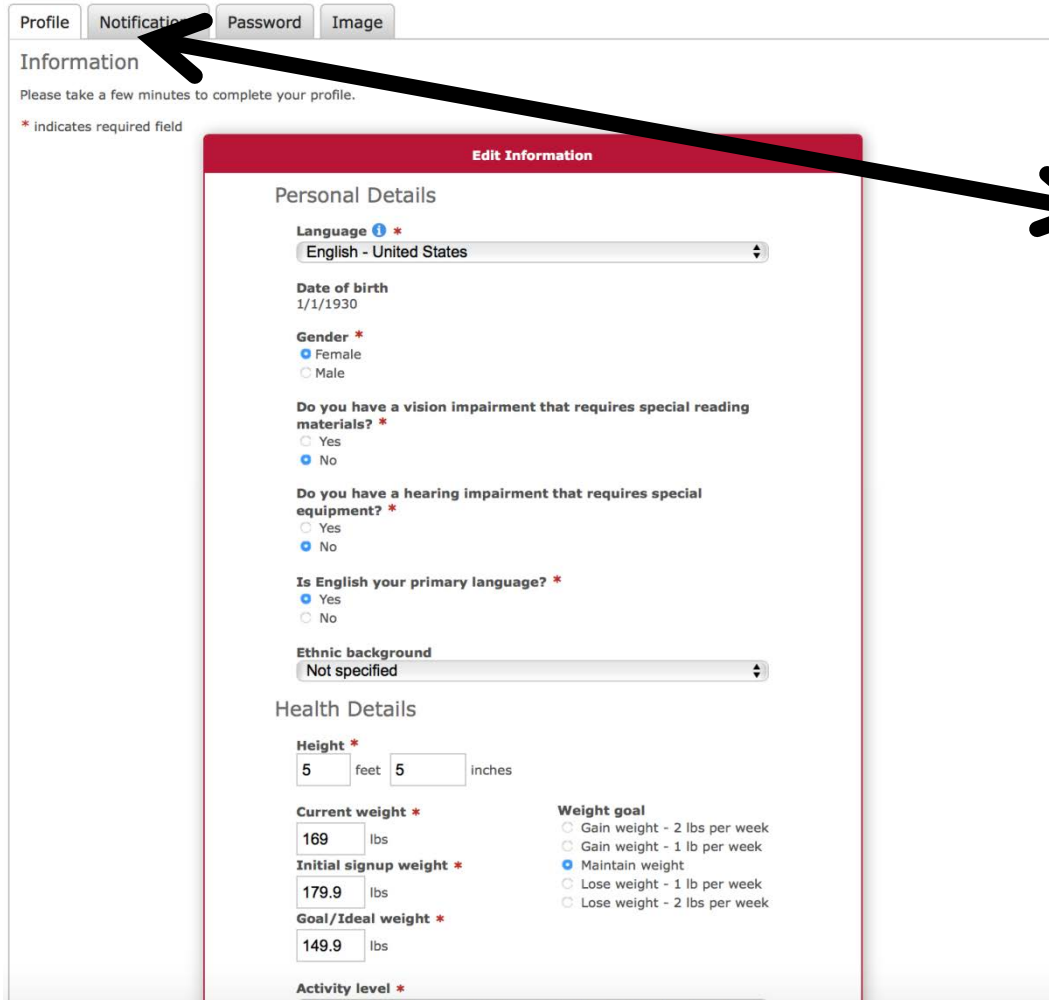


- Click on “Accept” and “Continue.”
- Next, you will be asked to create a personal profile.

Create your profile

You can update your profile at any time.

Profile



The screenshot shows a web interface for editing a profile. At the top, there are four tabs: 'Profile', 'Notification', 'Password', and 'Image'. The 'Profile' tab is selected. Below the tabs, the section is titled 'Information' with a sub-header 'Edit Information'. A large black arrow points from the 'Profile' tab to the 'Edit Information' form. The form is divided into two main sections: 'Personal Details' and 'Health Details'. The 'Personal Details' section includes fields for Language (English - United States), Date of birth (1/1/1930), Gender (Female), and two questions about vision and hearing impairments. The 'Health Details' section includes fields for Height (5 feet 5 inches), Current weight (169 lbs), Initial signup weight (179.9 lbs), Goal/Ideal weight (149.9 lbs), and Activity level. A legend for 'Weight goal' is also present.

Personal Details

Language *
English - United States

Date of birth
1/1/1930

Gender *
☒ Female
☐ Male

Do you have a vision impairment that requires special reading materials? *
☐ Yes
☒ No

Do you have a hearing impairment that requires special equipment? *
☐ Yes
☒ No

Is English your primary language? *
☒ Yes
☐ No

Ethnic background
Not specified

Health Details

Height *
5 feet 5 inches

Current weight *
169 lbs

Initial signup weight *
179.9 lbs

Goal/Ideal weight *
149.9 lbs

Activity level *

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

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

Update your profile

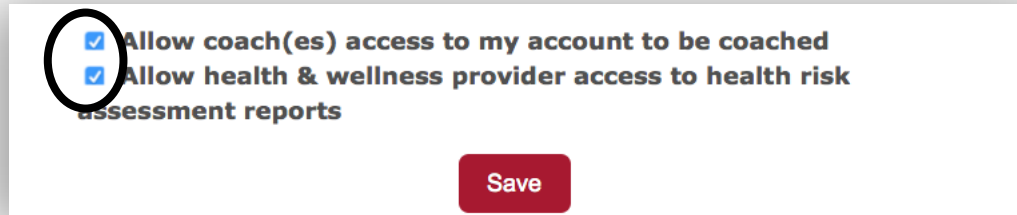
Change notifications

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