

COMPLETE YOUR Personal Health Assessment

Get a \$25 GIFT CARD

for Sprouts or Big 5 Sporting Goods



Instructions for City of Albuquerque Benefits-eligible Employees, Spouses and Domestic Partners **NOT** Enrolled in CABQ Presbyterian Health Plan

Step 1 – Using your Internet browser, go to The Solutions Group home page www.solutionsbiz.com

Step 2 – Click on the Wellness at Work link. (Bottom left corner of webpage).

- If you have already registered with Wellness at Work, simply enter your User ID and Password, then click "Sign In." (Proceed to Step 3)
- If you have not yet registered with Wellness at Work, click "Register" on the right-hand side in the "All Other Users" box. You will be directed to the Wellness at Work Registration page. Please have your Employee Number handy.
 - Enter **PHP001365** as the Company Code and your Employee Number.
 - Select your Work Location from the drop-down box and enter your Home Address.
 - Complete the form, then click "Next"
 - Create your User ID. Type in a user name you will be able to remember.
 - Enter a password you will be able to remember. Your password must be at least 8 characters long and contain at least one number and a combination of letters and/or special characters (example: newpas\$x1).
 - Select your Security Question/Answer.
 - Click the "Register" button at the bottom of the page.

Step 3 – You will be taken to the Registration Confirmation page. **Please allow 2 business days for your account to be activated.**

Step 4 – Once you have entered the portal, you can take your Personal Health Assessment (PHA). (Top left corner of page)

Step 5 – Within a month after completing the PHA you will receive a letter instructing you to take the letter to the Insurance & Benefits office to receive your gift card.

The PHA Provides:

- ✓ An analysis of your health behaviors
- ✓ A personalized profile of your health risks
- ✓ Steps you can take to improve your health

BetterHealth
CITY OF ALBUQUERQUE
Better you.

Personal health information you provide is confidential. Aggregate data is used to plan wellness programs.



If you have questions about accessing the PHA, please call The Solutions Group at 923-6030.