

COMPLETE YOUR Personal Health Assessment

Get a \$25 GIFT CARD



Instructions for City of Albuquerque and Participating Government Entities 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

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

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



**Complete your PHA and
get an Amazon e-gift card.**