

# Personal Health Assessment (PHA)

## Instructions for City of Albuquerque Employees NOT Enrolled in CABQ Presbyterian Health Plan

**Step 1** – Using your Internet browser, go to The Solutions Group home page [www.solutionsbiz.com](http://www.solutionsbiz.com)

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

- 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 if you are registering as an **Employee** or as a **Spouse or Domestic Partner**.
  - Click “Next.”
  - Select your Work Location from the drop-down box and enter your Home Address.
  - 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.

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

If you have questions about accessing the Personal Health Assessment, please call 923-6030.

Complete the PHA and get an analysis of your health behavior  
and personalized profile of your health risks.  
Learn about steps you can take to improve your health.

Complete the PHA and receive a  
**\$25** gift card from Big 5 Sporting Goods

See previous page for instructions to CABQ employees  
enrolled in CABQ Presbyterian Health Plan.

BetterHealth  
Better you.

