

# Wellness at Work Registration Instructions

---

## Presbyterian Members:

**STEP 1** – Using your Internet browser, go to the Presbyterian home page: [www.phs.org](http://www.phs.org)

**STEP 2** – Click on the red myPRES Login tool in the upper right-hand corner of the page.

- If you have already registered with myPRES, simply enter your User Name and Password, then click “Sign In”(skip ahead to Step 3)
- If you have not yet registered with myPRES, click on “Register for myPRES” located on the left of the red box and complete the following on the myPRES Patient & Member Registration page:

1. ENTER YOUR PERSONAL INFORMATION

- Have your member ID card available.
- Enter your name and 11-digit ID number as they appear on your card. Click “Submit.” – Do not skip this step or you will not be able to access.

2. CREATE YOUR myPRES ACCOUNT

- Create your User ID. Type in a user name that you will be able to remember.
- Enter a password you will be able to remember.  
Your password must contain at least one number and a combination of letters and/or special characters (example: newpas\$x1). You must include at least 8 characters.
- Click “ Submit.”

**STEP 3** – If you are already registered for myPRES and have signed in: Find “Health and Wellness” tab at the top, click “Access Your Health Assessment”

---

## Non-Presbyterian Members:

**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 webpage, or in February 2023 the website will get a facelift and the button will be located at the top right)

- If you have already registered with Wellness at Work, simply enter your User ID and Password, then click “Sign In.” (Proceed to Step 4)
- 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 the Company Code (**PHP001365**) 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** – To access Wellness at Work, go to [Solutionsbiz.com](http://Solutionsbiz.com) and click on Wellness at Work, or use this link:

<https://sso.phs.org/ssosupport/wellnessatwork/connector.jsp?v=tsg>

- Enter your user name and password.
- You will be directed to the main page on Wellness at Work.
- Complete the Health Check and other activities to earn points