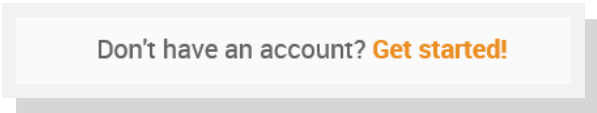




NEW USER: CREATING AN ACCOUNT

- 1 Type the web address into your browser:
 - <https://ONB.personalhealthportal.net>
 - Or locate the link on Deaconess.com Deaconess Clinic at work page

- 2 The log-in page will appear. Scroll to the bottom of this page to locate the “Get Started” link.



- 3 You will then be prompted to enter:
 - 1) First Name
 - 2) Last Name
 - 3) **Leave email BLANK**
 - 4) Date of Birth
 - 5) Zip Code
 - 6) Employee ID number
 Once you have entered this information, click “Verify”.

dh Deaconess Clinic WELLNESS SOLUTIONS

Verification

Fill out the form below to help locate and verify yourself so your account can be created.

First Name	Last Name
Robert	zztest
Email Address	
Date of Birth	Zip Code
1/1/1990	47747
Last 4 of SSN, Employee ID, or PIN	
998877sp	

dh Deaconess Clinic WELLNESS SOLUTIONS

Welcome

If you already have a username and password, enter them below to log into your account.

Username

Password

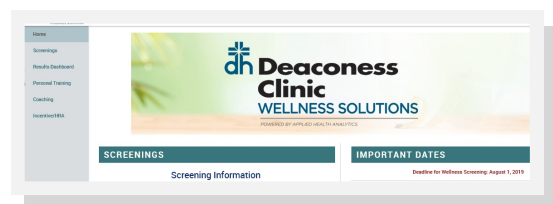
Please drag or tap the slider below to unlock.

Locked

[Forgot Username?](#) or [Forgot Password?](#)

Don't have an account? [Get started!](#)

- 4 Once your identity has been verified, you will then be able to select a username and password. Be sure you review the password requirements.
- 5 After entering a Username and Password, click “**Create Account**”. Your account is now created and your personal account will load.



- 6 Use your username and password on the log-in screen to quickly access your wellness portal account moving forward.