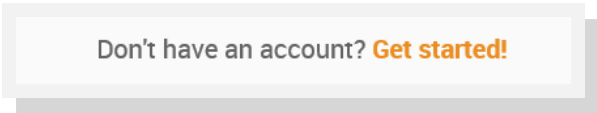




## NEW USER: CREATING AN ACCOUNT

- 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”.

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### 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

---

**VERIFY** Cancel

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### 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.

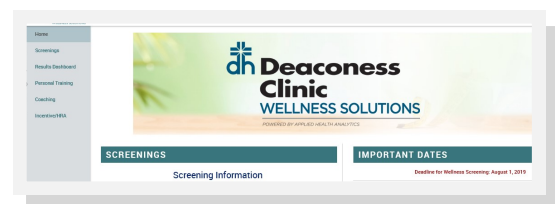
**Locked**

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

**LOGIN**

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.