

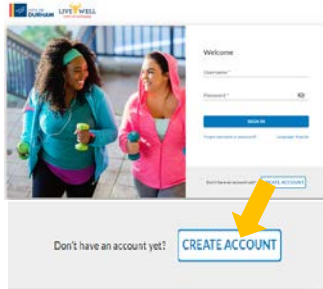
How to Create Your Account



How to Create Your Account

1

GO TO PORTAL SITE
AND CREATE AN
ACCOUNT



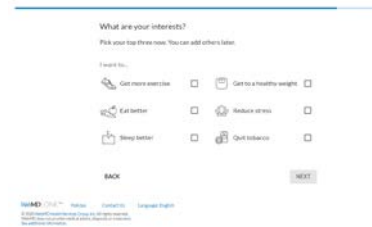
2

COMPLETE
REGISTRATION



3

CUSTOM QUESTIONS
(Onboarding)

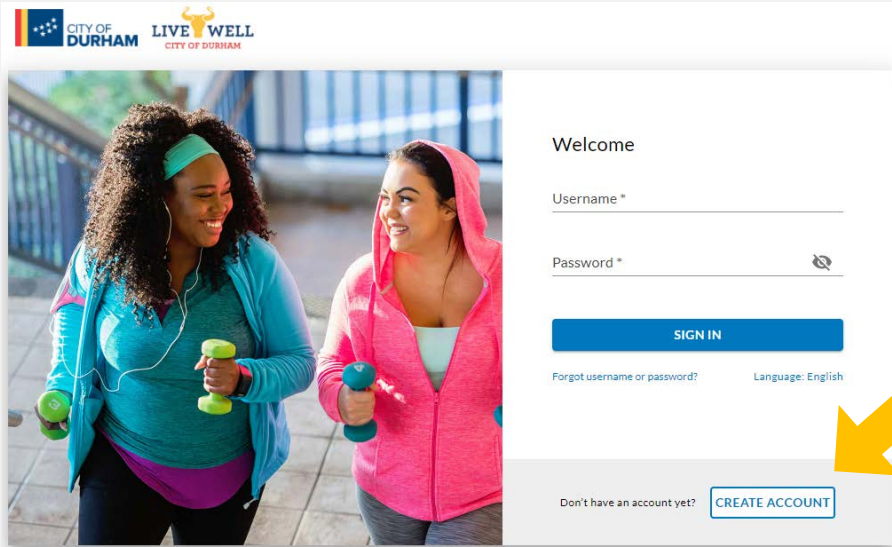


4

DASHBOARD



How to Create an Account



- Go to:
<https://webmdhealth.com/cityofdurham>
- Select “CREATE ACCOUNT”

How to Create an Account Continued

CITY OF DURHAM LIVE WELL CITY OF DURHAM

Frequently Asked Questions

Authentication and Security Information

Registration ID *

Employees and Retirees: Use Employee ID as shown on your badge or on your CODI portal.
For help finding your Employee ID, contact HR Connect at (919) 560-4214.
Spouses: Use Employee ID+First name+ Date of Birth (mmddyyyy) Example: 12345678joe09011990

Username *

(6 or more letters or numbers; special characters allowed; no spaces)

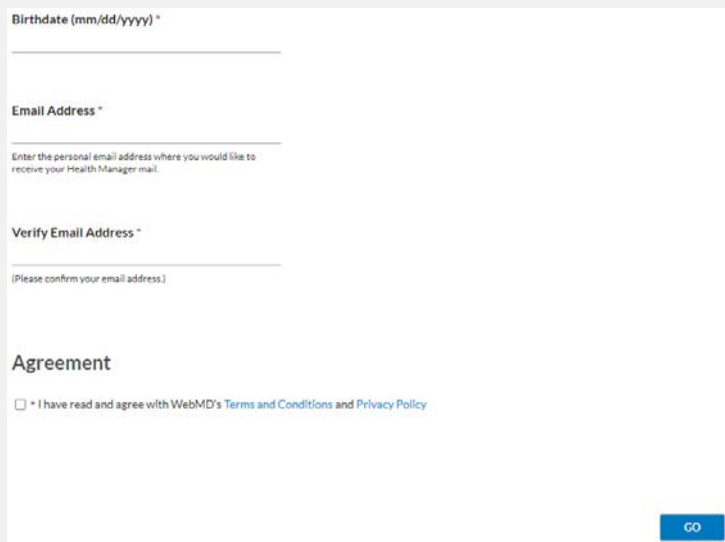
Password *

ON Hide Password Requirements & Safety

Retype Password *

- Enter Registration ID
 - **Employees:** Use Employee ID, as shown on your City of Durham issued badge.
 - **Spouses:** Use Employee ID + Spouse First Name + Spouse Date of Birth (mmddyyyy)
 - Example: 12345678joe09011990
 - For assistance locating your Employee ID Number, please email HR Connect
- Create Username and Password

How to Create an Account Continued

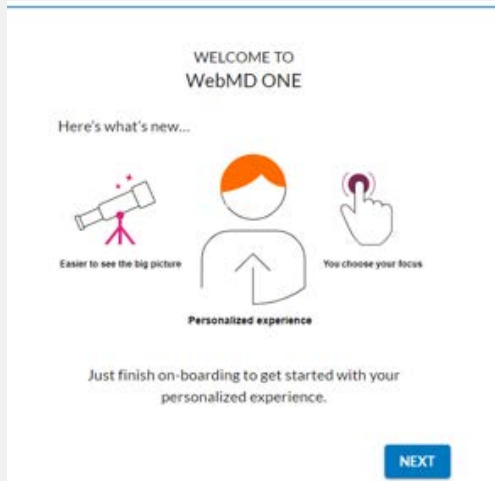


The screenshot shows a web form with the following sections:

- Birthdate (mm/dd/yyyy) ***: A text input field.
- Email Address ***: A text input field with a sub-instruction: "Enter the personal email address where you would like to receive your Health Manager mail."
- Verify Email Address ***: A text input field with a sub-instruction: "(Please confirm your email address.)"
- Agreement**: A checkbox labeled "I have read and agree with WebMD's Terms and Conditions and Privacy Policy".
- GO**: A blue button at the bottom right.

- Enter
 - Birthdate (mm/dd/yyyy)
 - Email address and verify
 - Accept Terms and Conditions and Privacy Policy
 - Select “Go” to continue

Site Onboarding and Personalization



- The next few steps in the registration process allow you to personalize some of the content you receive on your site.
- This is referred to as “onboarding” and will only occur after the first time you register and access the Live Well Portal.
- Select next on this welcome screen to continue







Site Onboarding and Personalization

What are your interests? *

* Indicates a required field.

Pick your top three now. You can add others later.







I want to...

 Get more exercise	<input type="checkbox"/>	 Get to a healthy weight	<input type="checkbox"/>
 Eat better	<input type="checkbox"/>	 Reduce stress	<input type="checkbox"/>
 Sleep better	<input type="checkbox"/>	 Quit tobacco	<input type="checkbox"/>

BACK NEXT

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WebMD does not provide medical advice, diagnosis or treatment.
See additional information.

- Select your top 3 interests
 - This will allow your site to be focused on those interests
 - They can be changed later

Site Onboarding and Personalization


Can we help you with any of these conditions?

 High Blood Pressure <input type="checkbox"/>	 High Cholesterol <input type="checkbox"/>
 Asthma <input type="checkbox"/>	 Diabetes <input type="checkbox"/>
 Coronary Artery Disease <input type="checkbox"/>	 Heart Failure <input type="checkbox"/>
 COPD <input type="checkbox"/>	

[BACK](#) [SKIP](#)

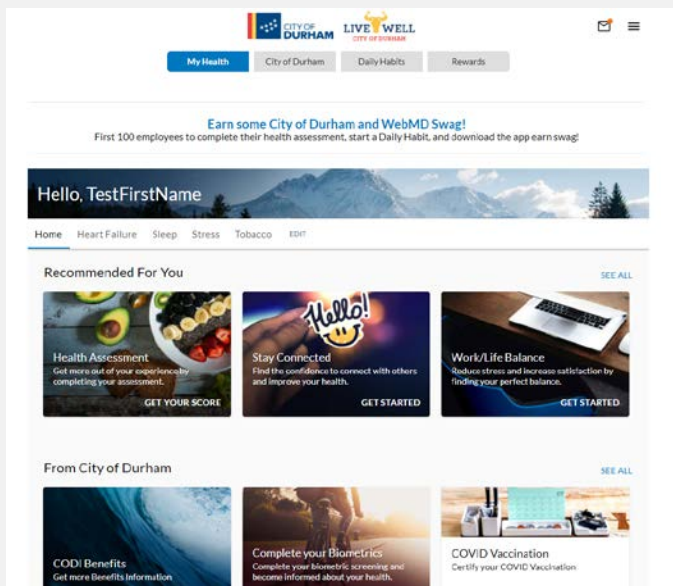
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- Select any you would like your site to have information on any of the listed conditions
 - This can be for you or if you are interested in learning more to help a family member
 - You can skip this section if it does not apply to you

Introducing Your Personalized Site



- Under your name, you will see:
 - Home
 - Your areas of interest you selected
 - And on your dashboard, you will also notice there will be recommended articles and programs based on your interests