

HOW TO: REGISTER ON THE MY HEALTH WELLNESS PORTAL

To register for the City of Knoxville My Health Wellness Portal, go to the Portal website address: www.cokmyhealth.com from any desktop computer, laptop, smartphone or tablet.

*****You will need to have your 6-digit City Employee ID available.*****

STEP 1: Read and agree to the Terms and Conditions. Verify you are over 18 years old.

STEP 2: Under Member Type, select Employee if you are an Employee or Retiree. Select Spouse if you are the covered spouse or domestic partner.

Note: Both the Employee and Spouse will enter the Employee's 6-digit City of Knoxville Employee ID.

STEP 3: Enter your First Name and Last Name exactly as they are listed in PeopleSoft.

Then click Continue.

STEP 4: Enter the email address you would like to use to receive program communications and then confirm it.

STEP 5: If you would like to receive notifications via text message, you may "opt in" by entering your mobile number and selecting your mobile carrier. If not, please skip this step.

Registration form fields:

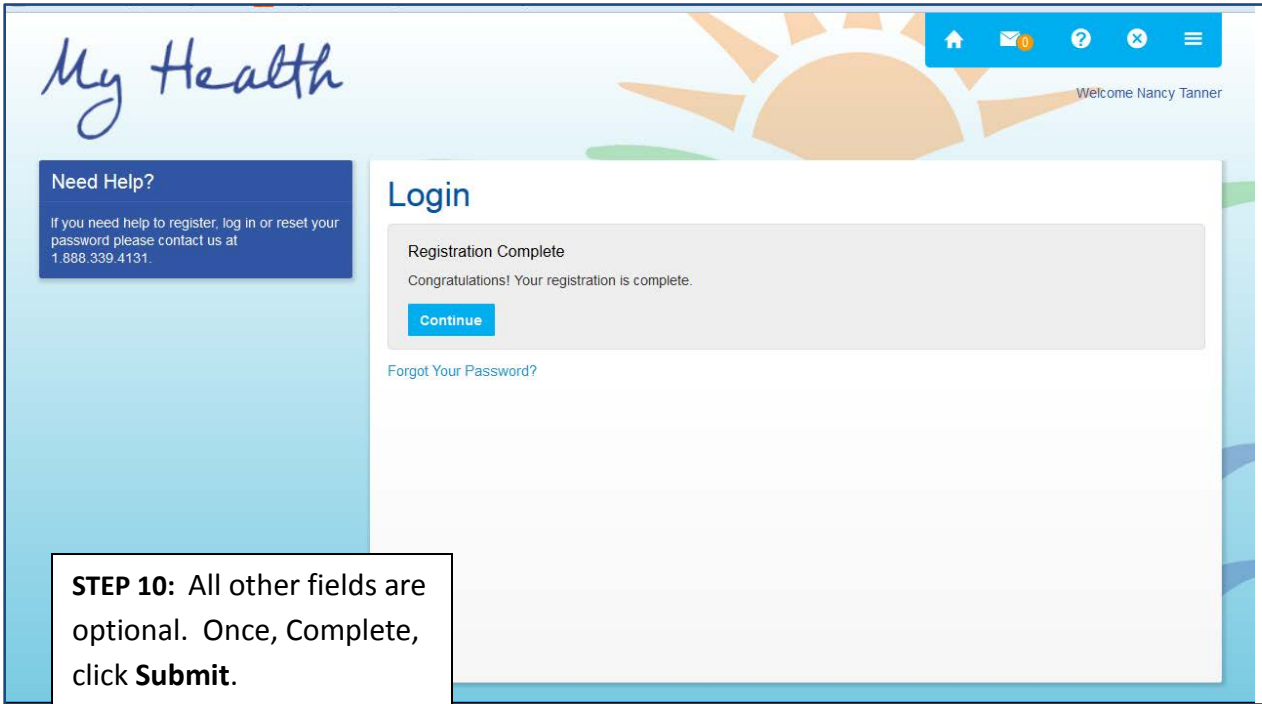
- USERNAME: kati Tanner02
- DISPLAY NAME: Tanner Nancy Kathleen
- PASSWORD: [Redacted]
- CONFIRM PASSWORD: [Redacted]
- CHOOSE A SECURITY QUESTION: Please Select
- STREET ADDRESS 2: [Redacted]
- CITY: Knoxville
- STATE/PROVINCE: Tennessee
- ZIP/POSTAL CODE: 37931

STEP 8: Enter a **password** that is easy for you to remember.

STEP 6: Create your **username** which you will use to log in to the My Health Wellness Portal; popular usernames include your first initial + last name or email address.

STEP 7: Enter your preferred **display name** which is seen on leaderboards when you are competing with others. Popular display names include nicknames or your first name.

STEP 9: Choose a **security question and answer** – security questions are used in case you forget your password.



STEP 10: All other fields are optional. Once, Complete, click **Submit**.

Congratulations! Your registration is complete.