



Be Smart

**Online
Personal Wellness Profile (PWP)**

Instructions for SJ/C and Contract Employees

Accessing the Online Personal Wellness Profile:

- 1. Current employees may access the PWP now.**
 - 2. New employees may access the PWP two weeks after their first day of work.**
 - 3. Contract employees may access the PWP two weeks after they complete their annual Occupational Health physical.**
- **Go to the St. Joseph's/Candler website: sjchs.org (May also access through MIG: click on Link to Hospital Benefits, click on Personal Wellness Profile)**
 - **Click on: Health & Wellness** (located across the top of the page in the green bar)
 - **Click on: Personal Wellness Profile** (located on the left side, last link listed)
 - **Click on: St. Joseph's/Candler Employees, Click Here**
 - **Click: I Agree** (Personal Wellness Profile by Wellsource-Terms of Use)
 - **User ID:** type in your **Employee number**
 - **Contract employees User ID:** last name, last four digits of social security # and sjc
example: smith2222sjc
(if last name hyphenated use second last name; example: jones-smith, use smith)
 - **Password:** if this is the **first** time you're completing the PWP: type in **sjchs** (must be lower case)
If you've previously completed the PWP, type in the password you created.
 - **Click: Login**

If User ID is not found, call 819-8375
 - **Change My Password: (For first time users)** Use a password that is easy for you to remember. Password must be 4-13 characters: use letters and/or numbers. You may use upper or lower case.
Be sure to make a note of your password! You will need it in the future to access your final report.
 - **Click: Update**
 - **Edit My Settings: complete fields with red asterisk ***
 - **Click: Update**
 - **Complete the Personal Wellness Profile Questionnaire** (Question #40: you will be unable to enter Biometric information; this will be entered by screening staff after your health screening is completed)
 - **Click: Save and Generate Your Report**
 - **DO NOT PRINT REPORT** (it is incomplete until your health screening is completed)
 - **Click: Exit**