



EMPLOYEE WELLNESS ASSESSMENT

CITY OF AUGUSTA | GREATER WICHITA YMCA

1. Go to <https://wellsuite.com/ymcawichita/ws/default.aspx?grid=3866d58dbd7e>
2. **On the LOG-IN screen, select "Sign-Up" next to "I don't have an account"**
3. Register your information by completing all required fields
 - *This is a secure site and only the YMCA Disease Management Director and your YMCA Healthy Lifestyle Coach will have access to this information for the purpose of helping you set goals and improve your wellness. No personally identifiable information will be provided to City of Augusta.*
4. Use your e-mail username for your profile username (example: If your e-mail is jsmith@augustagov.org, use *jsmith* as your username.)
5. To move to next page click the **Finish** button
6. Select the **Continue** button to move to your portal page
7. Select "*Personal Wellness Profile*" on the left tool bar.
8. Read the Consent and End Notice and select "*Agree*"
9. Select "**Start New Assessment**"
10. Answer all questions
11. To navigate to next page click "*Next*" button
12. Be sure to complete the questionnaire and select "*Finish*"
13. You may print your report at any time. Feel free to login at the website above and print from home as well! Your biometric data will be entered after you complete the screening
14. Please record your username and password to store in a safe location for easy access to your wellness profile and helpful links in the future. "Bookmark" the above link to have continuous access to these resources and updated wellness information.

Username: _____

Password: _____