

INSTRUCTIONS FOR ACCESSING THE WORKLIFE PORTAL PROVIDED BY WELLSPAN EAP

1. Please go to the following website: www.wellspaneap.org/worklife. You can also access the portal by going to the WellSpan EAP website www.wellspaneap.org, and clicking on the Work Life Services tab at the top of the home page.
2. **You'll need to use one of the following browsers to access this portal:**
 - Any version of Firefox, Safari, or Chrome released in 2013 or since then,
 - Internet Explorer 9 or higher,
 - Previous versions of JavaScript enabled browsers should also work.

If you have trouble accessing the portal, your company's computer security filters may be blocking the site, or your computer system may not have a browser that works with the portal. If you are unable to log into the portal please contact your company's IT department for help.
3. You may want to bookmark this website/save it in your favorites, so it's easy to get back to in the future.
4. You will need to register the first time you log into the WorkLife home page. To do that, click on "Register" on the right side of the page.
5. On the next screen, fill out all the required fields, using the following guide:
 - User name = your e-mail address
 - Password = we recommend you use your normal password
 - Passphrase reminder = choose the reminder you prefer
 - Company Code = **wsh-elizc**Complete the other fields, and check the box about Privacy Terms & Conditions.

Note: You only need to 'register' the first time you access the WorkLife portal. After that, you can just log in using your username (e-mail address) and the password you chose when registering.