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

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.