



Effective solutions  
for life's challenges

Comprehensive  
Management Resources

**We can help.**

- Confidential counseling
- Onsite crisis response
- Staff training programs
- Consultation services



## WellSpan EAP Work-Life Portal

A full spectrum of Work-Life care available through online resources.

It's just a click away!

### **Find resources, assessments, forms and videos on:**

**Mental Health:** Educational resources, videos and assessments on a variety of mental health issues including stress, trauma, ADHD, anxiety, substance abuse and more.

**Relationships:** Resources on balancing personal, work, and family issues including child care, adoption, college life, special needs, elder care, caregiver support and work-life coaching.

**Financial:** Over 95 tax forms, 140 calculators from credit repair to investments, retirement, going green and more.

**Health:** Wellness and disease information, health risk assessments, hundreds of health videos, recipes, and best in class health articles.

**Legal:** Lawyer search, 1000 articles on legal and consumer issues and hundreds of legal forms from estate planning to power of attorney.

**Personal Growth:** A variety of information and resources for personal growth and development.

### **Why is this portal such a great tool?**

- You can keep confidential issues, confidential
- Create and customize a personal online experience
- Utilize fun and interactive tools, assessments, forms, and videos
- Quick searches, utilize care locators and submit care requests
- Seek guidance, get answers, and discover resources on topics that are important to YOU

[To access the WORKLIFE PORTAL now, follow the instructions on the next page...](#)

## INSTRUCTIONS FOR ACCESSING THE WORKLIFE PORTAL PROVIDED BY WELLSPAN EAP

1. Please access the portal by going to the WellSpan EAP website [www.wellspan.org/eap](http://www.wellspan.org/eap), and clicking on the **Resources** tab at the top of the page, select **Work Life Portal** from the drop down menu.

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 = Create a five or more alphanumeric character user name

Password = Create a five or more alphanumeric character password

Passphrase reminder = choose the reminder you prefer

**Company Code = wsh-msmu**

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.*