



User Guide – LiveWell Local™ Community Collaborators

Sign-Up Steps for New Users

- From LiveWell Local site: go to <https://pihchub.org/livewell/>
- Click the Partner Portal link near the top of the page
- You are now here <https://www.pihccommunity.org/>: Click the Sign Up button
- Enter in the relevant information from your organization
 - Make sure to put in an appropriate organization name
- Click the LiveWell Local checkbox
- Wait for your account to be integrated into our system by an administrator
 - Within a few days you will receive an email giving you a password creation link
- Confirm a password for your account from the link provided

Create/Add Program Listings Steps

- Log-in to the Partner Portal <https://www.pihccommunity.org/> or from <https://pihchub.org/livewell/>
- Enter the homepage and click “My Profile & Initiatives” at the top of the page
- Make sure all organizational details are correct
 - If not, use the edit button to add relevant info
- Click on the button at the bottom right that says “Sign-up for new initiative”
 - Select “LiveWellLocal” and click “save”
 - *You can skip this step if you are already signed up for LiveWell Local under MY INITIATIVES*
- To add a program listing: click on the “Create Program” button
 - Select “LiveWellLocal”
 - Add all the relevant information from your program
- To add a location: click on the “Add Program Location” within the LiveWell Local divider
 - Fill out the relevant information
 - **Your listing will not be ready until a location is added!**
 - **For multiple locations click the “Add Program Location” button for each address**
- View and edit your program by clicking the “view” and “edit” links
- Once you have finished creating and editing a new program, as well as adding a program location, you will receive a Thank You email letting you know that your program is being added to the LiveWell Local site by our administrators
- When your listing is up and running, you will receive a Congratulations email letting you know your program has been officially added to the LiveWell Local service!

If there are any problems or suggestions, please contact PIHC@Providence.org

Helpful Image Guide Next Page

Step 1: Got to <https://pihchub.org/livewell/>



Step 2: Click on Partner Portal



LiveWellLocal: Connect to Local Well-Being Resources!

Step 3: Click Sign Up



This online community is designed to be your portal for all things health, currently featuring programs and initiatives from the following organizations:



Welcome to the Snohomish County Community Partner Portal where you can register as a provider or signatory, edit your listing, and connect with others in your local health and well-being community.



Step 4: Add relevant organization info. Make sure to include an appropriate organization name



Sign Me Up!

First Name (required)	Last Name (required)
<input type="text"/>	<input type="text"/>
Email (required)	Phone (required)
<input type="text"/>	<input type="text"/>
Street Address	City
<input type="text"/>	<input type="text"/>
State/Province	Zip
<input type="text"/>	<input type="text"/>
Company/Organization	Title
<input type="text"/>	<input type="text"/>

Step 5: Check the LiveWell Local box and Submit

Register me now for:

Please select the initiatives you wish to register for and click on the "submit" button below. Once your registration has been submitted, you will receive an email within 2 business days that contains links to complete the process.



LiveHealthy2020: Become a LiveHealthy2020 Signatory/Community Partner



LiveWellLocal: Claim your LiveWell Local resource listing, or register as a new provider to make your services visible.

I am also interested in the following:

- Health and Well-Being Monitor
- Change Maker Award
- Edge of Amazing Summit
- Forum Series on Workplace Health
- Employer Health Costs Benchmarking Analysis

Submit



Step 6: Receive verification and wait a few business days



Thank you for signing up with PIHCCommunity.org!

Our administrator will review your sign-up information and email you an invitation to complete the account registration process within the next few days.

In the meantime, we encourage you to visit snocohealth.org and pihcsnohomish.org to see how we are making Snohomish County a healthier place to live and work.

Check out our upcoming event!



Step 7: Get password creation link

Dear [REDACTED]

Your account with PIHCCommunity.org has been reviewed and we invite you to join our Snohomish County Community Partner Portal. Please complete the registration process by following the link below to login:

Link to Community Portal: [REDACTED]

Username: [REDACTED]


Password: you will set the password on the site

You will not be fully registered until you login at least once and set your personal password. Once logged in, you should be able to view the account information you entered during the sign-up phase. If not, please contact us at pihc@providence.org or call (425) 261-3344 and we can assist you.

Thank you,

The Providence Institute for a Healthier Community & Snohomish County Health Leadership Coalition
<http://pihcsnohomish.org>
<http://snocohealth.org>

Step 8: Create Password

Powered by
Institute for a Healthier Community


Change Your Password

Enter a new password for XXXXXXXXXX
Your password must have at least:

- 8 characters
- 1 letter
- 1 number

* New Password


* Confirm New Password

[Change Password](#)

Password was last changed on 9/28/2018 12:34 PM.

Step 9: Login




Institute for a Healthier Community


[Log in](#)

[Forgot your password?](#)

Step 10: Click "My Profile & Initiatives" tab

POWERED BY Change Password Log Out





HOME **MY PROFILE & INITIATIVES** LIVEHEALTHY2020 RESOURCE SHARING REPORTS & RESOURCES CONTACT US


ANNOUNCEMENTS

Welcome to the Snohomish County Community Partner Portal where you can access and connect with others in your local health and well-being community.

This online community is designed to be your portal all things health, currently featuring programs and initiatives from:



Institute for a Healthier Community

LiveWell Local
Get Connected.



SNOHOMISH COUNTY
HEALTH LEADERSHIP COALITION
LiveHEALTHY
2 0 2 0

Please add necessary information into My Profile, add or update program information and sign up for new initiatives to learn more.

Step 11: Edit Organization detail if needed

POWERED BY Change Password Log Out

PROVIDENCE
Institute for a Healthier Community

HOME MY PROFILE & INITIATIVES LIVEHEALTHY2020 RESOURCE SHARING REPORTS & RESOURCES CONTACT US

Edit Your Organization Details Here Edit

Organization Name	Website	Industry
Other	Other	Other
Main Line	Number of Employees	Description
Other	Other	Other
Billing Street	Billing City	Billing Zip/Postal Code
Other	Other	Other



Step 12: Click “Sign up for new Initiative” and select “LiveWellLocal”

This step can be skipped if you already have signed up for LiveWellLocal and it is visible under ‘My Initiatives’

+ Create Program MY INITIATIVES Sign-up for new initiative

Sign Up for new Initiative

Initiative

Account [not provided]

Contact

Cancel Save

Step 13: Click “Create Program”

+ Create Program MY INITIATIVES Sign-up for new initiative

Step 14: Select “LiveWellLocal” – this may auto populate and you can skip this step

Select Initiative

--None--
--None--
LiveHealthy2020
LiveWellLocal

Cancel

Step 15: Input relevant program information

New Program: LiveWellLocal

[Return to Community Home](#)
[Back to Community Home](#)

Record Type
LiveWellLocal

* PIHC Initiative
LiveWellLocal

* Organization
[not provided]

Program Contact
Search Contacts...

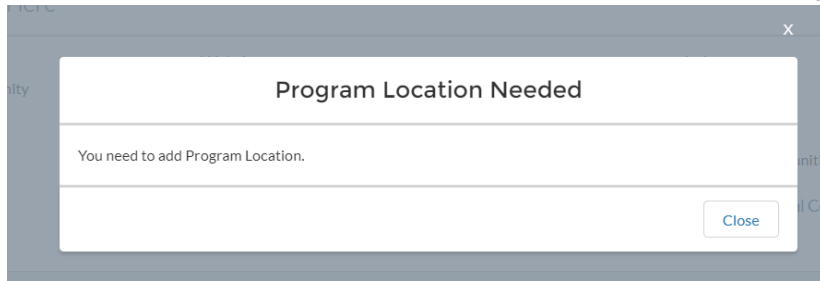
Tell us the basics about the program...

* Program Name

Program Website



After You **SAVE** your program information you will see this pop-up. 'X' out and find your new program under MY INITIATIVES Section, click > LiveWellLocal to see your listing and go to Step 16.



Step 16: Click "Add Program Location. Listing will not be complete or visible without a location

LiveWellLocal

ACTION	PROGRAM NAME	LAST MODIFIED DATE	LAST MODIFIED BY
View Edit Show Program Locations + Add Program Location	Mindfulness and Meditation	Sep 11, 2018 12:08:25 PM	Jessica Burt

Step 17: Input program location information

New Program Location

* Initiative
LiveWellLocal

Program
Mindfulness and Meditation

* Program Location Name

Step 18: Check listing by clicking “view”, edit by clicking “edit”, and add more locations

LiveWellLocal

ACTION	PROGRAM NAME	LAST MODIFIED DATE	LAST MODIFIED BY
View Edit Show Program Locations + Add Program Location	Mindfulness and Meditation	Sep 11, 2018 12:08:25 PM	Jessica Burt

Step 19: Verify that you have received a thank you email for adding a listing and allow a few business days for administration to verify and categorize your listing.

Step 20: Receive congratulations email that will confirm that your listing is visible on the LiveWell Local service! ☐

