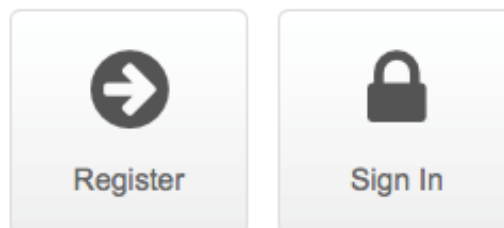


PORTAL REGISTRATION AND USE INSTRUCTIONS



Welcome

to the Pinnacle Training Systems portal to
your virtual health, fitness and wellbeing



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401 WEST FALLBROOK, SUITE 110, FRESNO CA 93711

WWW.PINNACLETRAININGSYSTEMS.COM

Welcome to part one of your journey to a healthier you. The web portal is used to store your wellness information and to provide you with access to real time feedback on your results from participation in your company's corporate wellness program.

This site is a secure site and no information you provide will be shared with another vendor &/or without your permission.

When you register and create a username and password, this is known only to you and must be kept secure and not shared with others so as to protect your personal information.

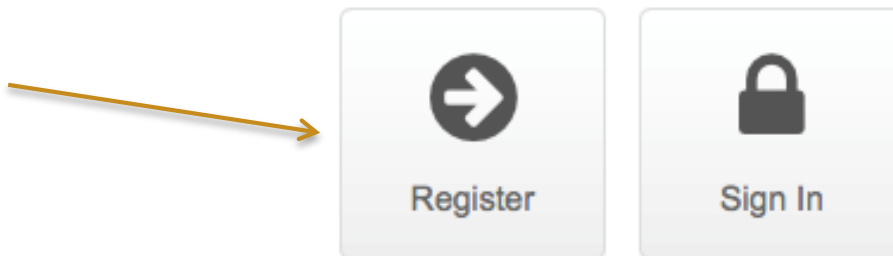
REGISTRATION

Step 1: You will receive notification from your employer that will provide a link to the web portal <http://www.wellnessiqsystems.com/>



Welcome

**to the Pinnacle Training Systems portal to
your virtual health, fitness and wellbeing**



You will also have been provided a 'CLIENT CODE' identification number which you will need to enter during registration in order to process your registration.

This number will contain letters and numbers and must be entered in the “CLIENT CODE’ box on the account info screen.

Client Code



Located on the “Account Info”
screen during registration

You will receive this from your employer

Step 2: Click on the link and you will be brought to the ‘ACCOUNT INFO” screen. It is important you complete all of the information requested and remember your username and password that you will create. **This will be unique to you, so write it down and keep it somewhere safe as you will need it to access the portal during registration and thereafter to review your test results.**

Your username can be any name you create. It can only contain letters.

Your password MUST contain the following;

- Upper case letter
- Lower case letter
- Number
- No more than 8 characters in length

Example password: Pinnacle1

Your email should be your personal email and cannot be used by someone else in the system e.g. spouses with the same email (in this case, please contact Pinnacle Training Systems and they will provide you with an email address to use for this purpose).

Account Info

User name

User name should contain letters only.

Password

The Password must contain at least one upper case letter and one digit.

Email

Please enter a valid email address.

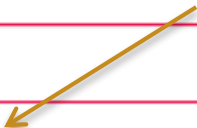
If you enter an email already in use e.g. you have already registered but forgotten, you will receive the following alert

Account Info

User name

Password

Email

The specified email address is already in use.

Step 3: Complete the User account information and save it by clicking the REGISTER button.

ZIP

✓ Register



Step 4: The following notification will show you have finished this screen after which you must access your email and click on the link provided to continue. **IMPORTANT:** You must use this link to complete the registration process and activate your password.

- Notification after you click the “Register” button



Almost Done!

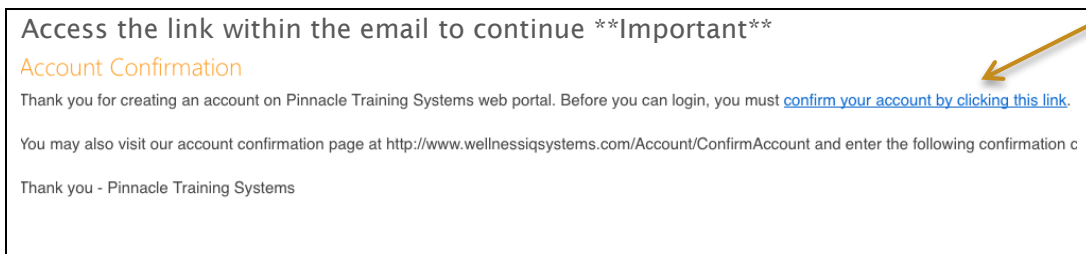
Thank you for registering. An email has been sent to aaron0729@hotmail.com. Please check your email and use the enclosed link to complete your registration.

If you do not receive the email shortly, please check the Spam or Junk E-mail folder of your email program or service.

- Email confirmation sent to your mailbox from the Portal



- Email content "Confirmation"



Click link
to continue

Step 5: The email link will take you to the confirmation screen where you will click the 'Log In' button and enter your username and password, as created by you on the 'Account Info' page.



Account Confirmed

Your account has been confirmed. Click the Login button to begin using the system.

Login →

Sign In

Please enter your username and password.

The Password field is required.

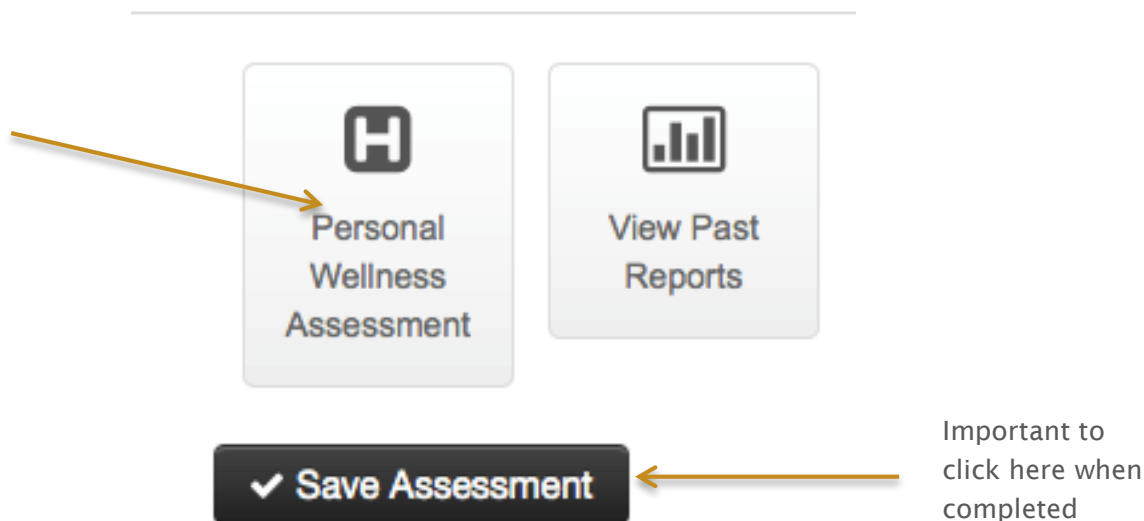
Sign In

[Lost Password?](#) | [Forgot Username?](#)
[Register](#)

Must be same as entered in the registration screen

The image shows a 'Sign In' form with two input fields: 'Username' and 'Password'. The 'Password' field is highlighted with a blue border and has a red error message below it: 'The Password field is required.' Two yellow arrows point from the text 'Must be same as entered in the registration screen' to the 'Username' and 'Password' fields. Below the form is a 'Sign In' button and links for 'Lost Password?', 'Forgot Username?', and 'Register'.

Step 6: Click on the Personal Wellness Assessment button and complete all questions, making sure to SAVE when finished.



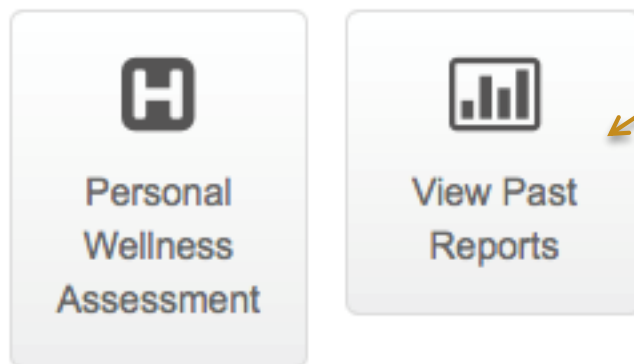
****You must complete the survey when you start it. It cannot be saved and completed at a different time****

CONGRATULATIONS ... you have registered for access to the web portal and completed your online health survey. You now have access to the results of all tests you will complete during your wellness visit. Make sure to save the web portal link in your favorites and keep your username and password safe for your use only.

Check back in to the portal about 7 days after your wellness testing has been completed to see your data entry and lab results. Access is easy...see the "Registered User" access instructions on page 9.

REGISTERED USER ACCESS

1. Access the link <http://www.wellnessiqsystems.com/>
2. Click 'Sign In'
3. Enter your user name and password
4. Click "View Past Reports"



5. Click on the chosen report/test you wish to view.
6. Use the 'Home' button in the banner to navigate to more reports.

