



Creating an Account in the Atrium Health Employer Solutions Health Portal

TO CREATE YOUR ACCOUNT:

- Go to <https://my.personalhealthportal.net/login>
- Click “SIGN UP” located at the bottom of the page
- Enter the following information:

- ✓ First and Last Name
(Must enter legal name given to HR when hired.)
- ✓ Email Address
- ✓ Date of Birth (xx/xx/xxxx) format
- ✓ Zip Code
- ✓ Last 4 digits of SSN only

Click “VERIFY” at the bottom of the page.

NEXT, CREATE A USERNAME AND PASSWORD:

- Create and enter “Username” (Most employees use their company email)
- Create and enter “Password”

PASSWORD REQUIREMENTS

- ✓ At least 8 characters
 - ✓ One special character (ex. ! @ #)
 - ✓ One number
 - ✓ One lowercase letter
 - ✓ One uppercase letter
- Confirm password (Re-enter password)
 - Click “CREATE ACCOUNT”

For portal assistance, call 855-581-9910 Monday through Friday from 9 a.m. to 6 p.m.