


Registration & Password Reset Guide

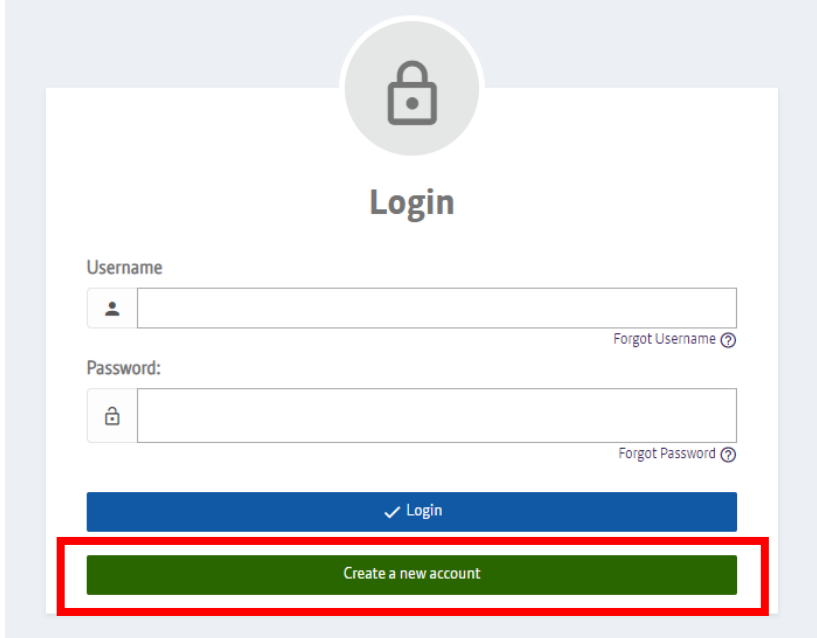
 [Click here](#) for a brief video on how to register on MySpark Central. Or use the instructions included below.

Registration from web browser

- 1 Open MySpark Central from a web browser.
- 2 Click on **Create a new account**.
- 3 Complete all the registration fields, including all three security questions and click **Submit**.

Please note: if you receive an error message it may be that the information you entered did not match what we have in our system. Confirm you are entering your full first and last name as it appears in payroll or medical benefits (no abbreviations).

If you continue to have issues, contact: admin@wellsparkhealth.com



Registration from mobile app

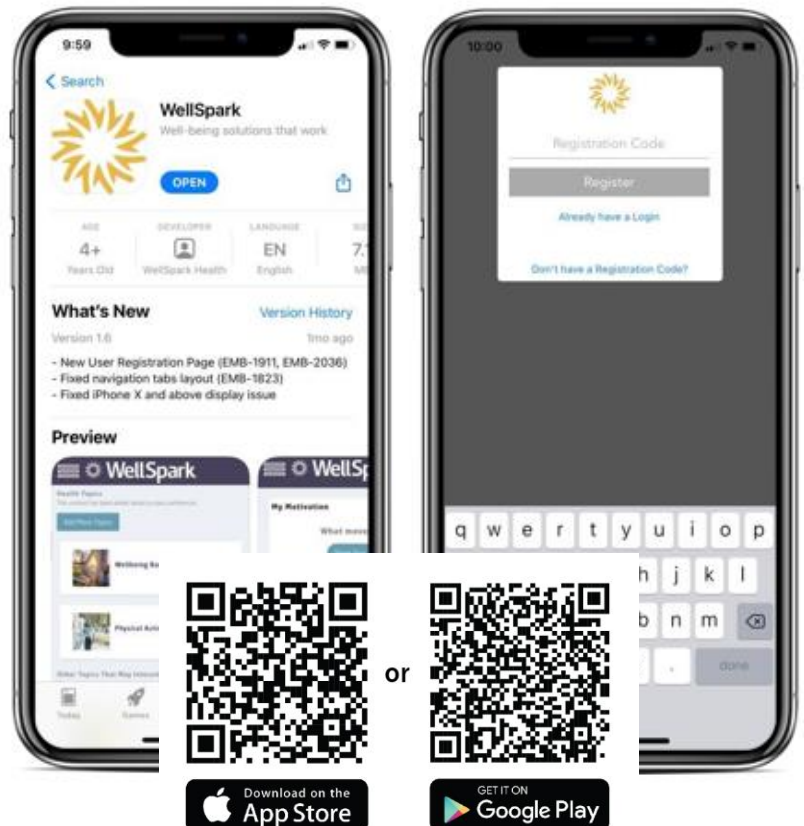
- 1 Download the WellSpark Health App from your Apple or Android device.
- 2 Enter the registration code provided by your employer and click **Register**.

If you already registered and are logging in from the app for the first time, enter the registration code and click 'Already have a Login'.

- 3 Complete all the registration fields, including all three security questions and click **Submit**.

Please note: if you receive an error message it may be that the information you entered did not match what we have in our system. Confirm you are entering your full first and last name as it appears in payroll or medical benefits (no abbreviations).

If you continue to have issues, contact: admin@wellsparkhealth.com



WellSpark Health programs are intended to impart nutrition, fitness and wellness information. It is not a substitute for professional medical advice, diagnosis or treatment. Always seek the advice of your physician or other qualified health provider with any questions you may have regarding a medical condition. Never disregard or delay medical advice based on your participation in the program. If you think you may have a medical emergency, call your doctor or 911 immediately.

 **WellSpark**

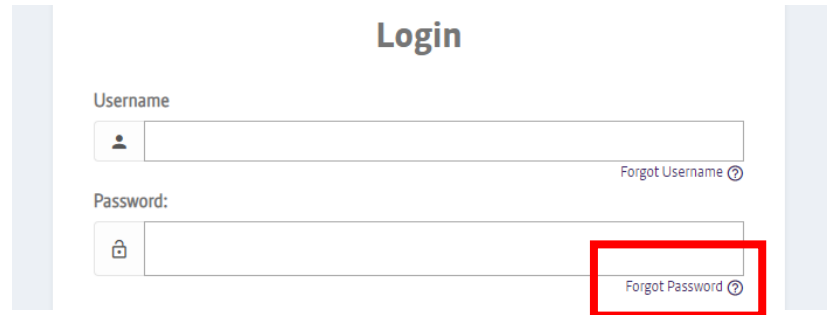
© 2023 WellSpark Health, Inc.

Registration & Password Reset Guide

Resetting your password

- 1 Go to the MySpark Central log in page (from the app or web browser).
- 2 Click on **Forgot Password** under the Password field.
- 3 You will enter your username, date of birth and answer one of your security questions you set up during registration, then click **Submit**. If all information is entered correctly, you will be prompted to set up a new password.
- 4 Enter your new password following the guidelines and click **Submit**.
- 5 You will then be directed to the log in page where you can enter your username and new password to log in.

Please note: if you receive a message that a password reset link has been sent to your email, it means something was entered incorrectly. You may want to follow the *Recovering your username* instructions below to confirm your username.



Login

Username [Forgot Username ?](#)

Password: [Forgot Password ?](#)

Change Your Password

Must be at least 8 characters long and must contain at least 1 of the following special characters !@#\$\$%* Example: BeH@ppy!, G00dTimes\$

New Password: [?](#)

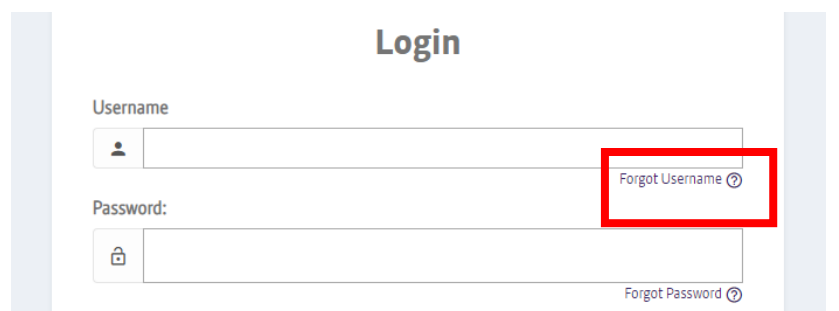
Confirm New Password:

Match Length Alpha Numeric and Special

Recovering your username

- 1 Go to the MySpark Central log in page (from the app or web browser)
- 2 Click on **Forgot Username** under the Username field.
- 3 Enter your email address associated with your MySpark Central account then click **Submit** and you will receive an email with your username. If the email address you entered does not match what is associated with your account, you will not receive an email.

i **Need Help?** Contact admin@wellsparkhealth.com



Login

Username [Forgot Username ?](#)

Password: [Forgot Password ?](#)