Getting Started with LiveWell@Jeff
IBXpress and WebMD New Registration

Registering on ibxpress.com
New users will first need to create an account on ibxpress. If you already have an ibxpress account please skip to page 7.


2. Registration Welcome Page - You are now on the Registration Welcome Page. Please select Member and then click Submit.
3. **Registration - Step 1 Page** – Here you will validate all of your personal information. Enter your First Name, Last Name, Member ID OR Social Security Number, Birth Date, Zip Code, and Email Address/Confirm Email Address.

4. Click **Continue to Step 2** or Select **Reset** if you have entered the wrong information.
5. **Terms & Conditions Page** - Select **I Agree to the Terms and Conditions**. 
**Note:** If you do not agree to the Terms and Conditions select **I Do Not Agree**. You will be taken back to the Main Page.

6. **Registration – Step 2** - Select a new User ID. The User ID must be **at least 6 characters** in length and must not contain any spaces. Be sure to remember your User ID.
7. **Registration – Step 3** - Select a Login Password. The password must be a **minimum of 6** characters that are a combination of letters and numbers. No character can be repeated more than twice. Passwords are case sensitive. Be sure to remember your Password.

8. **Registration – Step 4** - Select your Hint Questions and record answers.
9. **Ethnicity – Step 5** – Providing ethnicity is not required. Should you choose to provide this information select accordingly and then click **Submit**.

10. **Member Login Confirmation** – This screen verifies you have successfully set up your ibxpress account.
Logging on to the WebMD Wellness Portal

1. To access your information in the wellness portal you must first log on to [http://www.ibxpress.com/login](http://www.ibxpress.com/login) and enter your Username and Password for your ibxpress account.

2. Click on the WebMD tab in the upper right hand corner of the navigation bar to access your wellness program.
3. You are now at your WebMD Home Page. * Your homepage may differ from others.
Accessing Rewards

1. Once you are on the WebMD Home page you can access your rewards by clicking on **Rewards** at the top of the page or **#Points** in the Notices box. This will take you to the Rewards Lobby page.

*User guide is for illustrative navigation purposes. Names and dates may not be specific to your employer’s program.*
2. **Rewards Lobby Page** – The Rewards Lobby page is where you will go to record activities you have completed to earn points towards a reward.
How to Record Rewards Activities

1. Record completion of an activity – Select the Self-Report Tile and hover the cursor over it. The Tile will flip over, please click “I DID THIS”.

2. Select the date you completed the activity – After clicking the “I DID THIS” you will then be prompted to select the date you completed this activity.

3. Click Submit. Your activity will then show as completed at the bottom of the page.

*User guide is for illustrative navigation purposes. Names and dates may not be specific to your employer’s program.