

# 5 Easy steps to register to access your employee assistance program (EAP)! It's free to use and confidential for you and your eligible dependents.

1. Go to [www.worklifehealth.com/standard3](http://www.worklifehealth.com/standard3) and click on Register.

The screenshot shows the homepage of worklifehealth.com. The browser address bar displays "worklifehealth.com". The page features the "worklifehealth" logo with the tagline "for The Standard (3 session model)". Below the logo, a navigation menu includes "my services", "health & well-being", "career & workplace", "financial security", and "life events". A central banner image shows a woman running in a park with the text "Climbing back on the fitness wagon" and a "Read more" link. To the right, a "Let us help" section provides contact options: "Call 888-293-6948", "Chat Now", "Text MSEAP to 53342", and "Email Us". At the bottom, there are links for "Resource Center & Tools", "Self-Assessments", and "Vote now".

2. Enter your information and click Submit at the bottom of the page.

The screenshot shows the registration form on worklifehealth.com. The browser address bar displays "worklifehealth.com/Tools/AccessTool/EAPCreateProfile/div/InPageDivNarrow". The form includes the following fields: "First name:", "Last name:", "E-mail:", "Retype e-mail:", "Password:", "Retype password:", and "Language Preference:" (set to "English - US"). Below the form, there are two sections: "Roles that apply to you" with a checkbox for "I am a manager or people leader of The Standard (3 session model).", and "Communications:" with a checkbox for "Stay in touch with health & wellness updates, monthly newsletter, and interactive events. Join now!". A sidebar on the right contains a "Call 888-293-6948" button and a note: "If you have trouble during registration, please call us."

3. The following screen will appear to have you verify your email address.

The screenshot shows a web browser window with the URL `workhealthlife.com/Tools/AccessTool/EAPCreateProfile/div/InPageDivNarrow`. The page header includes the **workhealthlife** logo, the text "for The Standard (3 session model)", and links for "Register", "Log in", and "Español". A search bar is also present. A teal navigation bar contains menu items: "my services", "health & well-being", "career & workplace", "financial security", and "life events". Below the navigation bar, the breadcrumb "Home » Register" is visible. The main heading is "Registration Pending Verification". The text below reads: "Thank you for registering, we just need you to verify your identity before you start using some of the registered user features in workhealthlife. You've just been sent an e-mail with a link; follow this and you're in." On the right side, there is a teal box titled "Let us help" with the text: "Your EAP provides immediate, and confidential assistance for any work, health, or life concern." Below this is a button that says "Call 888-293-6948" and a note: "If you have trouble during registration, please call us."

4. Click on Verify my e-mail address in the e-mail you receive.

The screenshot shows an email confirmation page. The subject line is "Confirm your WorkHealthLife registration". The sender is `noreply@morneaushepell.com`. The main heading is "Welcome to workhealthlife.com!". The text reads: "To complete your registration, we need to know that you are a real person with a real email address. Simply click on the link below to complete your workhealthlife.com account registration." Below this is a link: "Verify my e-mail address." There is a "Let us help" section with the text: "Your Employee Assistance Program (EAP) provides you with immediate and confidential help for any work, health or life concern. Access your EAP 24/7 by phone, web or mobile app." Below this are the phone number "1.866.468.9461", the text "Text keyword 'MSEAP' to 53342", and the URL "workhealthlife.com/us". There is also a link for "My EAP app" and a footer: "© 2018 Morneau Shepell Ltd."

5. You can now log in to your account.

The screenshot shows the workhealthlife.com website. The browser address bar displays the URL: workhealthlife.com/Tools/AccessTool/EAPRegistrationVerification/div/InPageDivNarrow. The page header includes the logo "workhealthlife" for The Standard (3 session model) and navigation links for Register, Log in, and Español. A search bar is also present. The main navigation menu includes: my services, health & well-being, career & workplace, financial security, and life events. The main content area features a "Home" link and a "Account Verification" section with the message: "Thank you, verification is now complete, you can now Log in." A sidebar on the right titled "Let us help" contains four buttons: Call 888-293-6948, Chat Now, Text MSEAP to 53342, and Email Us.

6. You will receive an email confirming you've successfully set up your account.

The screenshot shows an email confirmation message. The subject is "Welcome to WorkHealthLife" and it indicates "1 message". The sender is noreply@moreaushepell.com. The main body of the email contains the following text: "You have successfully created a new account for WorkHealthLife, your online resource from your Employee Assistance Program (EAP) provider." It provides instructions on how to use credentials on workhealthlife.com and the My EAP app. It also includes contact information: "Let us help" with phone number 1.866.468.9461, text keyword "MSEAP" to 53342, and website workhealthlife.com/us. The footer includes "My EAP app" and "© 2018 Morneau Shepell Ltd."