



## Pasco County Schools' Employee Health & Wellness Centers First-time User Registration Instructions

As a participant of the Pasco County Schools' group health plan, you have access to free medical care, generic prescriptions and wellness incentives through the onsite Health & Wellness Centers operated by CareHere.

In order to take advantage of this benefit you must first register with CareHere. You may register one of two ways. First, you may self-register online by following the instructions below or by calling CareHere at 1-877-423-1330. We recommend that you self-register online so that you may become familiar with CareHere's online appointment scheduler, CareHere Connect (wellness portal) and other wellness tools.

### REGISTRATION:

1. Visit CareHere's website at [www.carehere.com](http://www.carehere.com)
2. Click on the "Member Login" button at the top of the page
3. Click on the "I need to register for the first time with my access code" link
4. Enter access code "PCFSD7" and click "go"
5. You should receive this message, "Access Code is for: Pasco County School District"
  - a. If you receive this message, click "next"
  - b. If not, click "re-enter access code" and re-enter code
6. Review the privacy consent page and click "I agree with above statements" to continue

### CREATE USER NAME AND PASSWORD:

1. Enter your social security number (*required for identification purposes*)
2. Enter your date of birth (*required for identification purposes*)
3. Create your username
4. Create your password (*must be different from your username*)
5. Enter your email address (*personal email preferred; however, work email is acceptable*)
6. Review for accuracy and click update
7. Complete the health questionnaire page; you may skip any questions you cannot answer.

A confirmation email will be sent to the email address that you provide. You may now log in as a member by visiting [www.carehere.com](http://www.carehere.com) and clicking on the "member login" button.

**Congratulations!**  
**You now have access to the Employee Health and Wellness Centers**

### WHAT'S NEXT?

1. Schedule an appointment to establish a relationship with a CareHere Provider
2. Start earning wellness incentives by completing a Health Risk Assessment (HRA)
3. Access primary healthcare and genetic medications at no cost (copayments waived)
4. Participate in wellness activities offered by CareHere
5. Flu shots provided annually (*generally during the months of October through February*)