



Your 10 Step Enrollment Guide: Essentials

Step 1: Go to <https://wellness.weightwatchers.com> and enter
Employer ID: 64269
Employer Passcode: ww64269

Step 2: Fill in your personal information, create a username, password and enter your **employee ID** to verify your employment with the Portland Public Schools (PPS).

If you're a...	Your Employee ID is...	Don't know your Employee ID?
Active employee	On your PPS paycheck (it's a six-digit number located in the box to the right of your name)	
Spouse/domestic partner or child of active employee	The active employee's Employee ID + dependent's 8-digit date of birth (MMDDYYYY) + first name of dependent (spouse/domestic partner or child)*	Find it on the active employee's PPS paycheck (it's a six-digit number located in the box to the right of his/her name)
Retiree	Retiree's Employee ID	Contact the Trust Office at (844) 203-02392 if you don't know your Employee ID
Spouse/domestic partner or child of retiree	The retiree's Employee ID + dependent's 8-digit date of birth (MMDDYYYY) + first name of dependent (spouse/domestic partner or child)*	

***Example:** If Employee ID is 000001 and dependent spouse is John Doe with date of birth 3/1/40, **then** dependent ID for registration would be: **00000103011940John**.

Step 3: Enter your work place address, then click the box to agree to the terms and conditions and select **next**.

Step 4: Review the Weight Watchers Online details and click **sign up**—this is discounted pricing from Weight Watchers and the Trust is subsidizing 50% of the cost for the first six months.

Step 5: Review the pricing offered by the Trust, then select **Online**.

Step 6: Scroll down and enter your height, weight, etc, then click **continue**.

Step 7: Create your Weight Watchers Online account – this username and password is different than the one you created in Step 2; it's used to access your actual Online Subscription (including profile, payment information, eTools and support items).

Have a current Weight Watchers account?

Carryover your history to your new Online subscription by calling the Call Center at **866-204-2885**.

Step 8: Enter your payment information.

Step 9: Click **complete sign up**.

Step 10: Start using your Weight Watchers Online Subscription!