



Your 10 Step Enrollment Guide: Meetings (including 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 and 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) 203-0239 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 then select **next**.

Step 4: Review the pricing offered by the Trust—this is the discounted pricing from Weight Watchers and the Trust is subsidizing 50% of the cost for the first six months.

Step 5: Click **Monthly Pass** to purchase a Monthly Pass subscription.

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

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

Need help?

Call **866-204-2885** or email wellnesshelp@weightwatchers.com.

Step 8: Enter your payment information and click **complete sign up** – you will be billed monthly until you decide to cancel your subscription.

Have a current Weight Watchers account?

Carryover your history to your new Monthly Pass subscription by clicking **Returning to Weight Watchers.com** or **currently using your Community?** and following the on-screen instructions.

Step 9: Print your temporary Monthly Pass to use at your meetings for the first month – you'll get a new card in the mail each month thereafter.

Step 10: Start attending meetings in your local community!