

## How to register and access your WorkLife Concierge

### First time registration

The first time you use your WorkLife Concierge you will need to register and create a profile using a preferred email address, cell phone and access code—**VITALWorkLife**. You can register online at [VITALWorkLifeConcierge.com](https://VITALWorkLifeConcierge.com) or by calling **888.316.6616**. By completing your profile, your account experience will be customized to you and allow for quicker, more convenient access. Your information is kept confidential.

### Ways to access

Once you've registered, there are multiple ways to access your WorkLife Concierge resources.

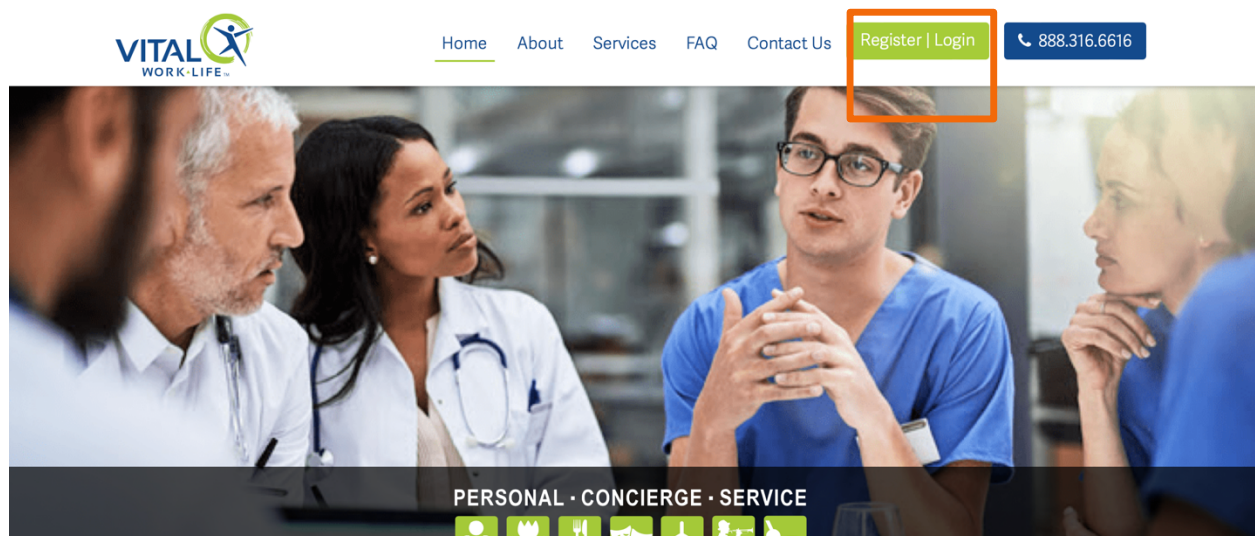
- **Phone:** Call **888.316.6616** to speak with a dedicated WorkLife Concierge representative directly
- **Online:** Visit [VITALWorkLifeConcierge.com](https://VITALWorkLifeConcierge.com) to:
  - browse our comprehensive menu of services,
  - initiate a service request
  - or live chat with a WorkLife Concierge representative.
- **Email:** [Service@VITALWorkLifeConcierge.com](mailto:Service@VITALWorkLifeConcierge.com)
- **VITAL WorkLife Mobile App:** Connect directly to the WorkLife Concierge site to make requests

Your access code:  
**VITALWorkLife**

**PLEASE NOTE:** For the best user experience, please use Google Chrome as your web browser or call WorkLife Concierge directly at **888.316.6616**.

### Online user experience

- If you have not done so yet, please click the **Register | Login** button to register



Once selected, the following registration box will appear. Please click **REGISTER**, then complete all necessary information required for the WorkLife Concierge to complete your profile. The information you provide during the registration process will pre-populate for future requests.

- The **Select Group** field is a drop-down menu for you to easily select your organization.
- The items with a red asterisk \* are required.

## Using WorkLife Concierge

From the homepage, select **Register | Login** and login with your credentials to utilize your Concierge services. You can also select **Services** at the top of the page, where various categories of services are displayed. Choose your desired category and select **Place a Request**. Placing a request will open a form to collect the specifics of your request. Once logged in, each service request will be pre-populated with all information provided during your registration, making each subsequent request quick and efficient!

\*Please note, you are responsible for the cost of any services purchased. Some services may be limited in rural areas.