



WorkAbility Portal User Guide

Registration Process





- ▶ www.wkabsystem.com
- ▶ Select “Register Now”
- ▶ Provide First Name, Last Name, Date of Birth and State
- ▶ Provide Employee ID, User ID, Password, Security Question/Answer and Email Address.
- ▶ Registration is complete

A photograph of a man with dark hair, wearing a white dress shirt and a red and white striped tie. He is smiling and looking towards the camera. The background is a chalkboard with some faint, illegible markings.

Registration

Process

<https://www.wkabsystem.com>



Registration

Our Home page

Select
"Register Now"



[Login Page](#)

[Contact Us](#)

[Help](#)

Workability® Absence Management System

Log In

User ID:

Password:

SECURE LOG IN

New to the Aetna Workability Absence Management System?

Click the Register Now button to register.

REGISTER NOW

Forget your [Password](#) or [User ID](#) ?
[Register](#) | [Download Forms](#)

If you are unable to login, click the '[Help](#)' link above.

<https://www.wkabsystem.com>



Registration

- Enter Name
- Enter Date of Birth
- Enter State
- Press "Next"



[Login Page](#)

[Contact Us](#)

[Help](#)

* Indicates a required field.

* First Name:

Full first name, not a nickname. (Example: Robert, not Bob; Elizabeth, not Beth.)

* Last Name:

* Date of Birth:

Month Day

Enter a four digit year. (Example: 1980 not 80.)

* State:

Select the state you currently reside in.



Registration

User Registration

Create your account ...

* Employee ID:

* Email Address :

Enter an e-mail address you will have constant access to whether it be home or work. In the event that your password is reset, the new password will be e-mailed to you at the e-mail address provided here.

* Confirm Email Address :

- Enter Employee ID (note, may prompt for Social Security Number)
- Enter E-mail Address



Registration

- Create User ID
- Create Password
- Create Security Question
- Press “Register”

* User ID :

Your User ID may consist of a-z and 0-9. Your User ID must be at least 6 characters and no more than 20 characters

* Password :

At least 8 characters and no more than 20. Must contain at least one number and one letter. Capitalization matters.

* Re-type Password :

In Case You Forget Your Password...

* Security Question :

* Your Answer :

Four characters or more. Your answer should be memorable for you, but difficult for others to guess.

Register



Home Page



[Home](#) [Contact Us](#) [Change Password](#) [Log Out](#)

Home Individuals & Families

- I want to...
- [View My Claim History](#)
 - [Create a New Claim](#)
 - [Add Days to an Existing Claim](#)
 - [View My Balances](#)
 - [View My Letters](#)
 - [Print Forms](#)
 - [Update My Profile](#)
 - [Contact Us](#)

Create a New Claim

Our Online Assistant provides messages and prompts to guide you through the process.
[Create New Claim](#)

My Claims

Need to request time on an existing intermittent or reduced schedule leave claim?
[Add time to an existing claim](#)

Claim History allows you to view details of all your claims.
[My Claim History](#)

Need Help?

If you require further assistance.
[Contact Us](#)

My Balances

View your leave balances.
[View My Balances](#)