



Wilmington Health has partnered with CastleBranch to provide our employees a secure online account to manage our time sensitive school, clinical and immunization requirements. CastleBranch will track all licensures, certifications, annual immunizations, etc. and send out email notifications when renewals are due.

A secure portal has been created for Wilmington Health Employees. All employees need to login to the CastleBranch site and create your account and upload your documents following the instructions below. There is also a link for a tutorial below which walks through the process.

Order Instructions for Wilmington Health:

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

****Package Code WD50empdm**

Tutorial link:

<http://go.castlebranch.com//15312/2016-08-01/655ph3>

Please keep in mind that not every employee will necessarily have information/documentation to enter in their record. For example a Coding Specialist might not have their PALS certification or an RN license to enter as neither apply to them. ****Please indicate "No" if a certification or requirement does not apply to you so that item will be marked as complete. This will ensure that you do not receive email reminders that you have incomplete items on your account/order.**

Once you have completed your order and set up your account, you will have the ability to view your status, any incomplete items and you will receive email notification from CastleBranch for renewal reminders or reminders to complete items on your account.

OrderSummary

Payment Information

No payment will be required to process your order.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 8887234263 or visit <https://mycb.castlebranch.com/help> for further information.