

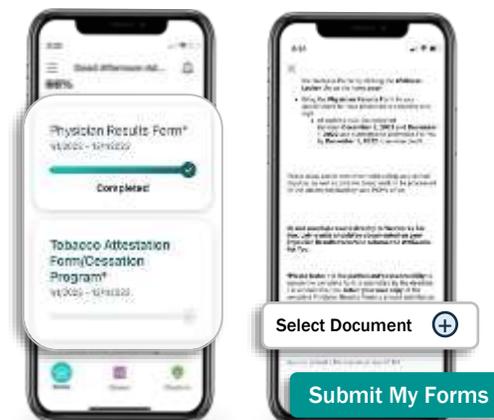
WELLNESS PROGRAM FAQ

FORM SUBMISSION METHODS

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

Upload to Portal: Click the **Upload a Form** tile from the homepage and select the event title from the dropdown and upload your form to the portal or select **Get Started>Attach File** under **My Next Steps**. This will be securely emailed for processing. Users are limited to **one (1) file per submission and must submit under their individual account**.

Upload to Mobile App: Tap the event that you are submitting a form for under the **Home** tab. On the following screen, tap the **Select Document** button to take or upload a photo of your form. Once your form data has been captured, review that the information is correct and then tap **Send My Forms**. Users are limited to **one (1) file per submission and must submit under their individual account**.



Scan and Email: Direct@wellworksforyou.com

IMPORTANT: Once reviewed, you must select **SUBMIT/SEND MY FORMS** as needed in order for your form to be processed.

PLEASE NOTE: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal. Submission via Wellness Portal or Wellworks For You mobile app, will result in an **immediate confirmation** that your form was received. Any other means of submission requires you to log into your Wellness Portal or Wellworks For You mobile app to confirm your form was processed.

WELLNESS PORTAL LOGIN CREDENTIALS

An account has already been generated for you. Refer to your Wellness Program Guide to view your Portal login credentials.

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact a Wellworks For You Representative at **(800) 425-4657**



VIEW DETAILS OF YOUR PROGRAM & INCENTIVE PROGRESS

Events are listed on your personal Wellness Portal within **My Next Steps** on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*). You can also view your program status right on the homepage in the top right-hand section.

INCENTIVES AND INCENTIVE DISTRIBUTION DATES

Reference your Wellness Program Guide, located in the **Wellness Locker**, for information pertaining to your Wellness Program incentive and effective date(s). If this information is not included in your program guide, please reach out to your HR for further details.

FINDING A PRIMARY CARE PHYSICIAN

If you do not have a doctor, you can select a doctor within your company's health benefit plan network. You can call the number on the back of your medical insurance card, or you may visit your medical insurance carrier's website. This website is provided within your Wellness Program Guide, located in the **Wellness Locker**. You can also reach out to your HR for further assistance.

PLEASE NOTE: Wellworks For You manages the Wellness Program only, not medical insurance benefits.

VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms, guides, and applicable documents are located in your Wellness Portal within the **Wellness Locker** accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

DATA GIVEN TO YOUR EMPLOYER

Your specific individual data is not provided to your employer. Your employer is only given aggregate data and is only notified once you complete the Wellness Program in its entirety. Wellworks For You is required by law to maintain the privacy and security of your personal identifiable health information.

VOLUNTARY WELLNESS PROGRAM

Your company's wellness program is a voluntary wellness program. If you choose to participate in the wellness program, you will be asked to complete various wellness activities. You are not required to participate in the wellness activities, however, if you choose to participate in the program you will receive an incentive distributed by your company for doing so.

MOBILE APP

The Wellworks For You Mobile App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.



FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

(not available on the mobile app)



Our "Chat Live" feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.

Wellworks^{For You}

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www.wellworksforyoulogin.com