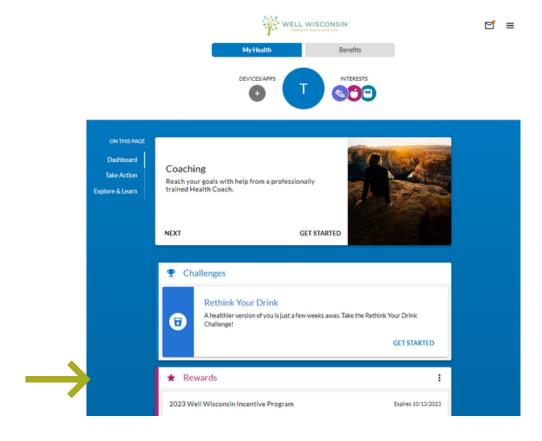
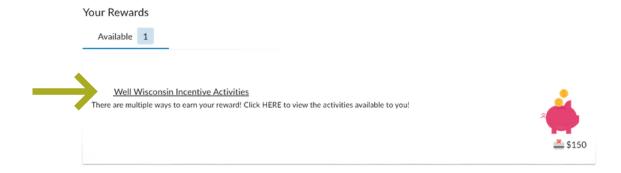
HOW-TO GUIDE:

Report Employer-Sponsored Activity Completion

Step 1: Once you are signed into your account at <u>webmdhealth.com/wellwisconsin</u>, click **Rewards** from your dashboard.



Step 2: Click **Well Wisconsin Incentive Activities**



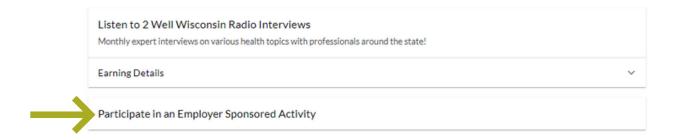




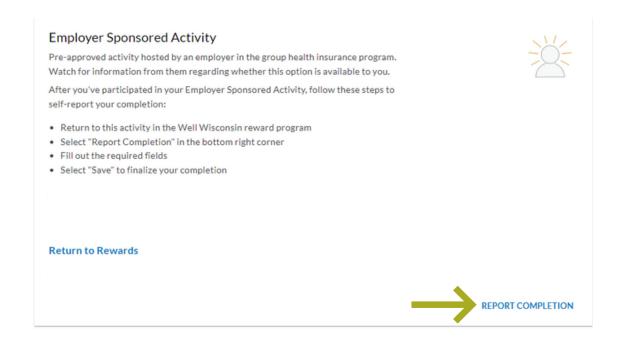
Step 3: Click **Earning Details**.



Step 4: Click **Participate in an Employer Sponsored Activity**.



Step 5: Click **Report Completion** to get credit for the activity you completed.



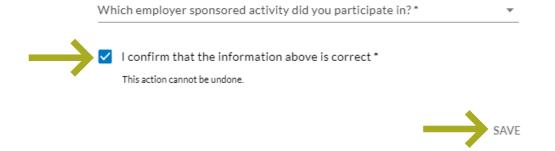




Step 7: Enter the date and select the activity description from the dropdown menu that describes the Employer Sponsored Activity you completed.

Report Completion of: **Employer Sponsored Activity** When did you do this? * MM/DD/YYYY Which employer sponsored activity did you participate in?* **Book Club** Financial Wellness Kindness Mental Health Mindfulness Nutrition **Physical Activity** Prevention **Professional Development** Self-Care Stress Management Sustainability

Step 8: Check the box to **confirm that the information above is correct**. Click **save** to submit completion.



To earn your \$150 incentive, complete the health assessment and a health check.

Visit webmdhealth.com/wellwisconsin to learn more.

The Well Wisconsin incentive program is a voluntary program available to employees, retirees and spouses enrolled in the State of Wisconsin Group Health Insurance Program, excluding Medicare Advantage participants who have incentives available through their health plan. The Well Wisconsin incentive will automatically be issued to eligible participants upon completing the applicable activities. All wellness incentives paid to participants are considered taxable income to the group health plan subscriber and are reported to their employer, who will issue a W2. In some cases, the Wisconsin Retirement System acts as the employer. Retirees, continuants and their spouses will have some taxes withheld from the incentive amount earned.



