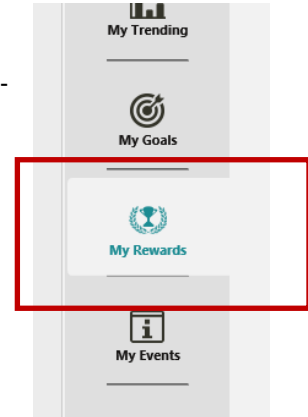




ADDING HRA CREDIT: INCREASING KNOWLEDGE

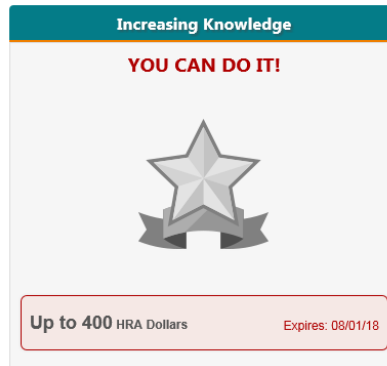
Have you completed activities/events and now you are ready to enter your credit?

Increasing Knowledge allows you to learn about various wellness topics. This category includes Wellness Clinics, which may be completed in-person or via Webex. We will also have approximately 6 presentations available to do at your own pace. Quizzes will be required for Wellness Clinics– Webex and On-Your-Own presentations before credit can be received. Follow the steps below to add participation.



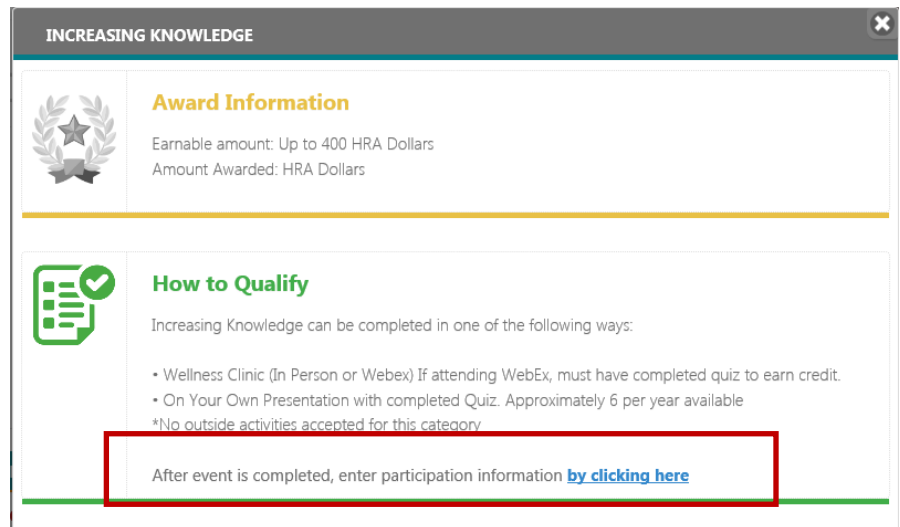
1 Log into your MyWellnes portal and navigate to the **Rewards** page on the left side menu.

2 Locate the tile called **“Increasing Knowledge”**.



3 Click on the tile to open the tile details.

4 To enter participation for the Wellness Clinics or On-Your-Own Presentations (after quiz is submitted to Employee Wellness) by clicking the hyperlink at the bottom of this page: **“by clicking here”**.



See next page for additional steps.

- 5 Complete three steps to enter your participation:
1. Select the date you completed your event.
 2. Leave a comment to indicate what type of visit you completed: Wellness Clinic or On-Your-Own Presentation
 3. Click **Submit**

6 Your participation has been recorded.

If your Rewards page does not automatically update, you may need to log out and back in to see the new credit.

Your My Rewards page, will now have a reward calculation for Increasing Knowledge. You may earn up to \$400 dollars in this category.

LOG PARTICIPATION FOR INCREASING KNOWLEDGE

Please select your date of participation. Some events may require a participation code and will be provided after participation.

Contact

Phone: (812) 450-1348
Email: jenny.hurley@deaconess.com

Instructions

Enter the dates of completed activity.
 Submit completed quiz to Wellness.

Participation Details

AUGUST 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

COMMENTS

Wellness Clinic |

Selected
Available
Participated

Clear
Submit

My Rewards		
Name	Reward	Status
Wellness Incentive	1 \$ Premium Reduction	Completed: 07/21/17
Increasing Knowledge	10 of 400 Dollars	Completed: 07/24/17
Preventive Care	25 HRA Dollars	Expires: 07/31/17
Physical Activity	50 HRA Dollars	Completed: 07/21/17
Stress Management	25 HRA Dollars	Expires: 07/31/17

Verification Method:

If your account were to be randomly selected, you must be able to provide proof of verification for all HRA credit. The following would be acceptable for this category:

- Wellness Clinic: Employee Wellness can pull attendance upon request, please keep quizzes for your records.
- On-Your-Own Presentation: Must show quiz was submitted to Employee Wellness