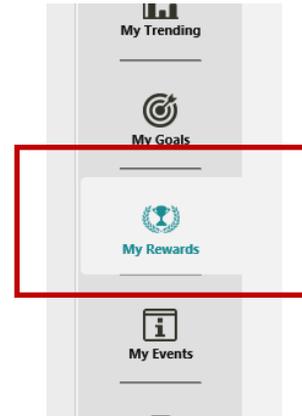




## ADDING HRA CREDIT: PHYSICAL ACTIVITY

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

Use the following steps to record physical activity for your HRA participation. This category will hold activities for Personal Training, Group Exercise Classes, races, training programs and On-Your-Own Physical Activity log. Adding participation is slightly different for the On-Your-Own, please read instructions carefully.



**1** Navigate to the **Rewards** page on the left side menu.

**2** Locate the tile called “Physical Activity”.



**3** Click on the tile to open the tile details.

One this page you can:

- Print out the Physical Activity Log
- Print out the Outside Activity Validation Form
- Add participation for events completed in the Physical Activity category

**4** To enter participation for any of the Physical Activity activities, click the hyperlink at the bottom.

**PHYSICAL ACTIVITY**

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**Award Information**

Earnable amount: Up to 400 HRA Dollars  
 Amount Awarded: HRA Dollars

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**How to Qualify**

The following activities qualify:

- Any Personal Training session (Wellness, Another Gym, YMCA, etc.)
- Any Group Exercise Classes
- Any races: 5K, 10K, 1/2, etc.
- Any Athletic Training program (i.e. Jump Start, Team 13, etc.)

The above activities should be added to the portal for each day completed.

Create Your Own: Log 7 days with 30 minute physical activity using app or journal 7 days = 1 session. Enter only the 7th day completed into the portal. All credit is given on the 7th day.

[Physical Activity Log](#)

Any activities completed outside of Employee Wellness must have an [Outside Activity Validation Form](#) for proof of attendance. Keep these forms for your records.

Enter participation information, [by clicking here](#)

- 5 Complete three steps to enter your participation:
1. Select the date you completed your activity.
  2. Leave a comment to indicate what type of visit you completed: Personal Training, Group Exercise, Title of race, Training program, or \*On-Your-Own Physical Activity log.

\*Note: Physical Activity log participation is only added after 7 days have been logged. Only enter the 7th day into the calendar.

- 6 3. Click Submit

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.

**Instructions**  
Enter the dates of completed session.  
Enter description of completed activity in comments field.  
If session completed outside of Employee Wellness, complete an "Outside Activity" document and keep for your records - must also add participation dates here.  
If using an app or paper journal must be able to provide documentation if requested.

**Resources**  
One-on-One\_DRAFT

**Participation Details**

Calendar: JUNE 2017  
Sun Mon Tue Wed Thu Fri Sat  
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

COMMENTS  
Wellness Coach

Selected Available Participated

Clear Submit

My Rewards		
Name	Reward	Status
Wellness Incentive	1 \$ Premium Reduction	Completed: 09/14/17
One-on-One	75 of 400 HRA Dollars	Completed: 09/14/17
Physical Activity	25 of 400 HRA Dollars	Completed: 09/14/17
Preventive Care	50 of 400 HRA Dollars	Completed: 09/14/17
Increasing Knowledge	20 of 400 HRA Dollars	Completed: 09/14/17
Series Programs	100 of 400 HRA Dollars	Completed: 09/14/17
<b>Totals:</b>		
\$ Premium Reduction		1
HRA Dollars		270

**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:

- **Personal Training or Group Exercise:** Employee Wellness can pull completed visit upon request. If your personal training or group exercise class was outside of Wellness, please complete the Outside Activity Validation Form.
- **Completed Races:** Must be able to provide documentation the race was completed. Race results are acceptable as long as name is displayed.
- **Athletic Training Program:** Please complete the Outside Activity Validation Form .
- **Create Your Own Physical Activity Log:** Use the Physical Activity Log to document 7 days of on your own (non-instructor lead) workouts. If you are using an electronic device or app, must be able to print off 7 days worth of activity per session. 7 days of on your own activity = 1 session in the calendar above. Enter only the 7th day into the participation calendar. Each 7 days must be unique and cannot be repeated. In other logs or activities.