

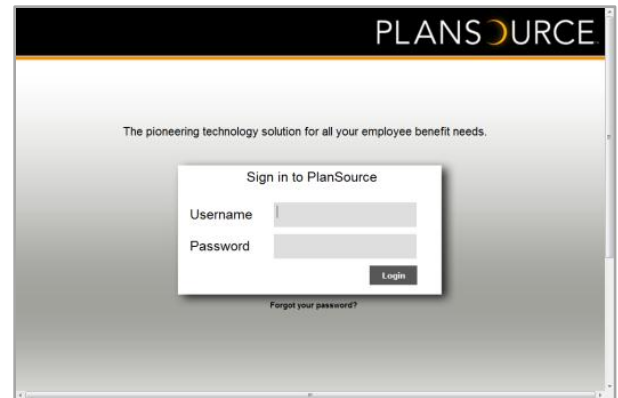
INSTRUCTIONS TO CHECK WELLNESS INCENTIVE PROGRESS

1. Login

ENROLLMENT URL:

<https://benefits.plansource.com>

- **USERNAME:** Your user name is the following: the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN. For example: If your name is Jane Anderson and the last four of your SSN is 1234, your user name would be janders1234
- **PASSWORD:** Your birthdate in YYYYMMDD format. For example: If your birthdate is August 14, 1962, your password would be 19620814. At initial login, you will be prompted to change your password



Prior to Open Enrollment all passwords will be reset to the birthday format. Passwords expire every couple of months. If your password has expired - click on "forgot your password" for email instructions to reset it.

2. Launch Page

Click on "View my Personal Info"
Be sure to verify all personal information is correct.

There are four wellness incentive fields for each year.

- * Wellness Exam - will be recorded by December 15th.
- *1 and 2-Wellness Activities completed - will be recorded though-out the year as completed. FitThumb will be recorded by November 15th.
- *Wellness Incentive (Yes or No) if this field says Yes then you have completed all the requirements.

