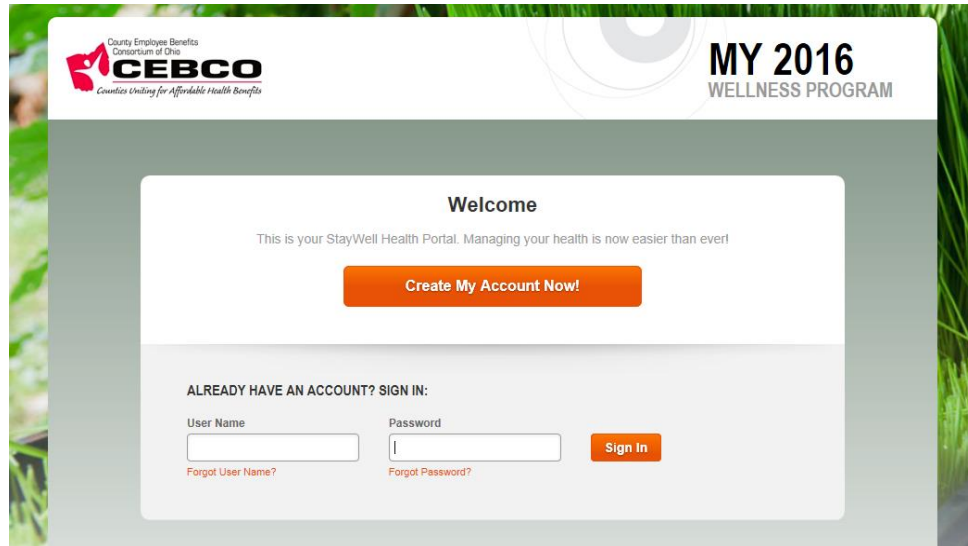
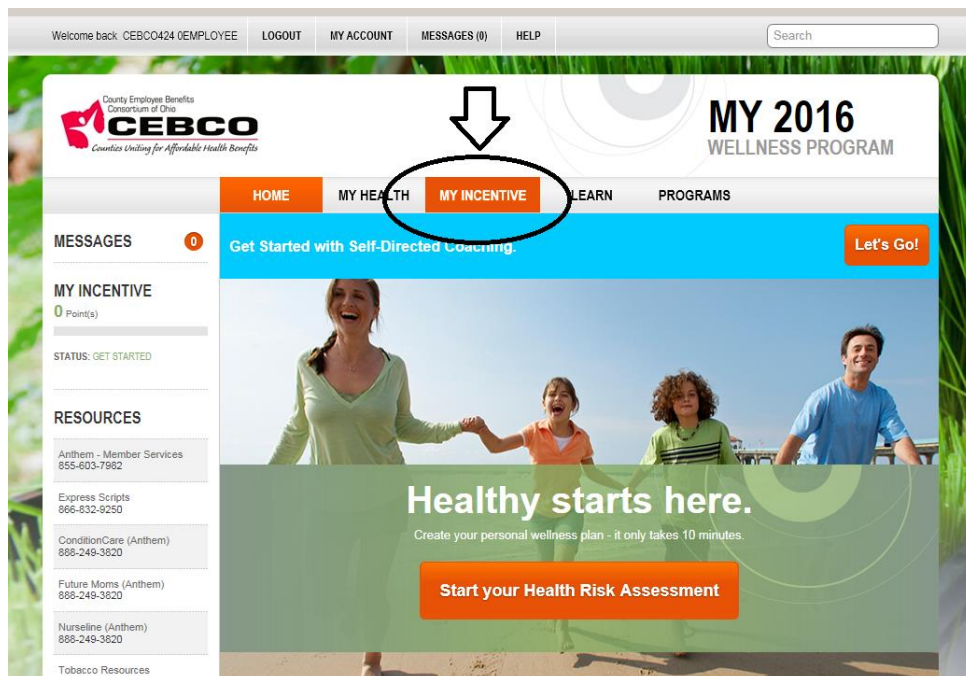


Guide to Self-Reporting a Lunch and Learn Event to StayWell


1. Go to <http://cebcowellness.staywell.com/> and login. Enter your User Name and Password, then click on the orange **Sign In** box.



2. Click on the **My Incentive** tab from the top of the menu bar:



3. Scroll down until you see the Health Challenges box that contains the Educational Session/Lunch-n-Learn options (there are two sessions listed in the StayWell menu of program events). Click on the orange text to initiate self-reporting actions.



Health Challenges Learn More		Min: 25	Max: 100
	Date	Status	Value
Self-Directed Coaching	10/15/2015 - 9/30/2016		100
StayWell 10K-A-Day Challenge	4/18/2016 - 6/22/2016		100
12 workouts per month 1	10/15/2015 - 9/30/2016		25
12 workouts per month 2	10/15/2015 - 9/30/2016		25
Educational Session/Lunch-n-Learn Session 1	10/15/2015 - 9/30/2016		25
Educational Session/Lunch-n-Learn Session 2	10/15/2015 - 9/30/2016		25
County/Community Event 1	10/15/2015 - 9/30/2016		25

4. Once you have clicked on the appropriate Educational Session/Lunch-n-Learn link (Session 1 or Session 2), you will then click on the orange **Report Now** box near the center of the screen.



County Employee Benefits Consortium of Ohio
CEBCO
Counties Uniting for Affordable Health Benefits

MY 2016 WELLNESS PROGRAM

HOME MY HEALTH MY INCENTIVE LEARN **PROGRAMS**

MESSAGES 0

MY INCENTIVE
0 Point(s)
STATUS: GET STARTED

RESOURCES
Anthem - Member Services
855-603-7982
Express Scripts
866-832-8250
ConditionCare (Anthem)
888-249-3820
Future Moms (Anthem)
888-249-3820
Nurseline (Anthem)
888-249-3820
Tobacco Resources
Screening Options

Self Reported

Educational Session/Lunch-n-Learn 1

Self-report your attendance at an health-related educational session or Lunch-n-Learn and receive credit toward your points goal!

Certify that you have attended an Education Session or Lunch-n-Learn that is at least 30 minutes in duration by clicking "Report Now" below.

Report Now

- Click inside the white box which states “Enter date completed” to select the date of the Lunch and Learn event you attended.

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CEBCO
Counties Uniting for Affordable Health Benefits

MY 2016 WELLNESS PROGRAM

HOME MY HEALTH MY INCENTIVE LEARN **PROGRAMS**

MESSAGES 0

MY INCENTIVE
0 Point(s)
STATUS: GET STARTED

RESOURCES
Anthem - Member Services
855-603-7962
Express Scripts
866-832-9250
ConditionCare (Anthem)
888-249-3820
Future Moms (Anthem)
888-249-3820
Nurseline (Anthem)
888-249-3820
Tobacco Resources
Screening Options
Helpline

Self Reported

Educational Session/Lunch-n-Learn 1

Note that by self-reporting completion of this activity, you affirm you have met the completion requirements and are self-reporting honestly. Rewards obtained by submitting false information shall be returned, and your plan sponsor may also take appropriate corrective action.

Enter date completed
Date is required

Certify Self Report

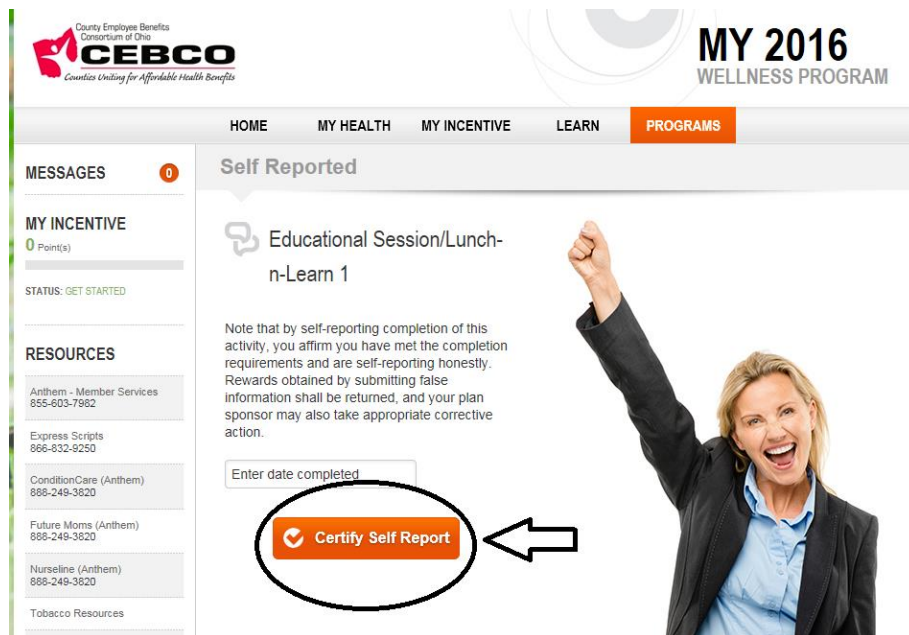
When you click inside the white text box, a calendar feature will be enabled. This will allow you to enter the exact date of the Lunch and Learn event you wish to report. You can navigate to the appropriate month using the black front and back arrows located on either side of the month description. Once the desired month is in view, click on the appropriate date to continue.

Rewards obtained by submitting false information shall be returned, and your plan sponsor may also take appropriate corrective action.

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6. Lastly, you will be prompted to certify your self-reporting activity by clicking on the orange **Certify Self Report** box located near the middle of the screen. This is the final step!



Health Risk Assessment Reminder

While you are logged in to your StayWell portal account, consider taking the required Health Risk Assessment (which will also earn you 75 points!). It can be accessed from the **My Incentive** tab or the **Program** tab on the main page. Click **Get Started** to begin the 10-15 minute process. Be sure to have your health screening information readily available.

