



CORE
FAQs



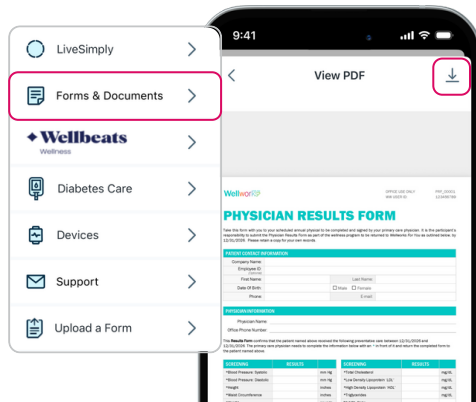
Form Submission



Access, download, complete, and submit your program forms and documents in the Wellness Portal or Mobile App.

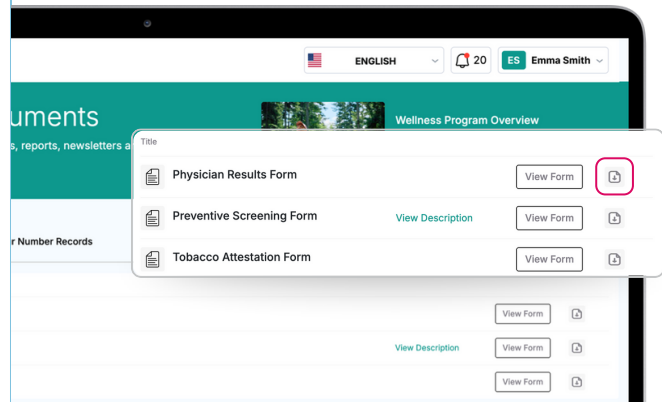
Download via Mobile App

Go to **Forms & Documents** via the menu. Tap the form you need, then tap the download button in the top-right corner.



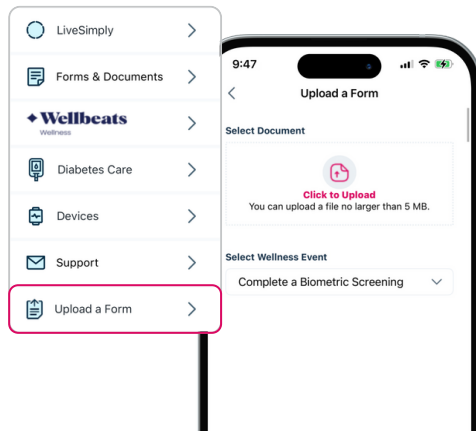
Download from Portal

Go to **Forms & Documents** via the sidebar under **My Program**. In the row of the form you need, click the download button to download the form.



Upload via Mobile App

Go to the **Upload a Form** tab in the top left menu, select **Click to Upload**, and choose the relevant event from the Select Wellness Event drop-down. Users are limited to **one (1)** file per submission.



Upload to Portal

Click **Upload Forms** on the Home page. Select the event title from the dropdown and upload your form. Users are limited to **one (1)** file per submission.

Submit Your Program Forms

Upload completed program documents such as physician or activity forms here to submit for participation credit.



- > Complete a Biometric Screening
- > Tobacco Program
- > Physician Results Form 2025
- > Annual Preventive Exam
- > Vision Exam
- > Race Participation
- > Blood Donation
- > Wellbeing Log

Important: Once reviewed, you must select **SUBMIT/SEND MY FORMS** as needed in order for your form to be processed.

Please Note: Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal. Submission via Wellness Portal or Wellworks For You mobile app, will result in an immediate confirmation that your form was received. Any other means of submission requires you to log into your Wellness Portal or Wellworks For You mobile app to confirm your form was processed.

View and Download Documents for Completion



All forms, guides, and applicable documents are located in your **Wellness Portal** within Forms & Documents accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion. QR codes are unique to each participant and cannot be shared.

Wellness Portal Login Credentials



An account has already been generated for you. Refer to your Wellness Program Guide to view your Portal login credentials.

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact a Wellworks For You Representative at **(800) 425-4657**



View Details of Your Program & Incentive Progress



Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (Get Started, In Progress, or Completed). You can also view your program status right on the homepage in the top right-hand section.

Incentives & Incentive Distribution Dates



Reference your Wellness Program Guide, located in Forms & Documents, for information pertaining to your Wellness Program incentive and effective date(s). If this information is not included in your program guide, please reach out to your HR or Benefits Coordinator for further details.

Finding a Primary Care Provider



If you do not have a doctor, you can select a doctor within your company's health benefit plan network. You can call the number on the back of your medical insurance card or visit your medical insurance carrier's website. This website is provided within your Wellness Program Guide, located in Forms & Documents. You can also reach out to your HR or Benefits Coordinator for further assistance.

Please note: Wellworks For You manages the Wellness Program only, not medical insurance benefits.

Data Given To Your Employer



Your specific individual data is not provided to your employer. Your employer is only given aggregate data and is only notified once you complete the Wellness Program in its entirety. Wellworks For You is required by law to maintain the privacy and security of your personal identifiable health information.

Voluntary Wellness Program



Your company's Wellness Program is a voluntary program. If you choose to participate, you will be asked to complete various wellness activities. You are not required to participate; however, if you do, you will receive an incentive distributed by your company for doing so.

Contact Your Wellness Team



Our "Chat Live" feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday, 8:00am ET to 7:00pm ET*) to answer any questions and guide you on a path towards wellness. (*not available on the mobile app*)

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via your **Wellness Portal**. Select **Support** from the Portal homepage or Wellworks For You Mobile App. You can also call Wellworks For You at **800.425.4657**.

Download the Mobile App

Access your Wellness Program guide and forms, confirm participation and completion of requirements. Need to submit forms or get in touch with our wellness team? It's all streamlined through the app, ensuring you have everything you need to stay on top of your wellness goals right at your fingertips.

