



"With you every step of the way to support your health"



SUCAP is excited about SUCAP's Wellness Incentive Program. Your health and the health of the company is very important to us. This program is meant to be a fun and rewarding way to help support you in getting and staying healthy.

Incentive Levels:

Each year the Incentive levels will change and the information will be distributed.

Note: You must receive the required amount of points to receive the incentive. Prize drawing will be a planned throughout the year.

Programs:

We are offering several events that you can participate in to receive points. The more events you participate in, the more points you will receive. **You must log on to log in to record your activities and receive points. If you are not currently enrolled in the SUCAP Wellness program please contact Teresa Campbell 563-4517.**

Getting setup on the incentive tracking website:

Go to www.incentivetracking.com to log-in. Your username is your email address. Your initial password is **default123**. The system will then have you create your own password.

Username: your email

Password: Must be 8 characters long with a capital letter, lowercase letter, a number and a symbol (e.g. @, #, \$, etc)

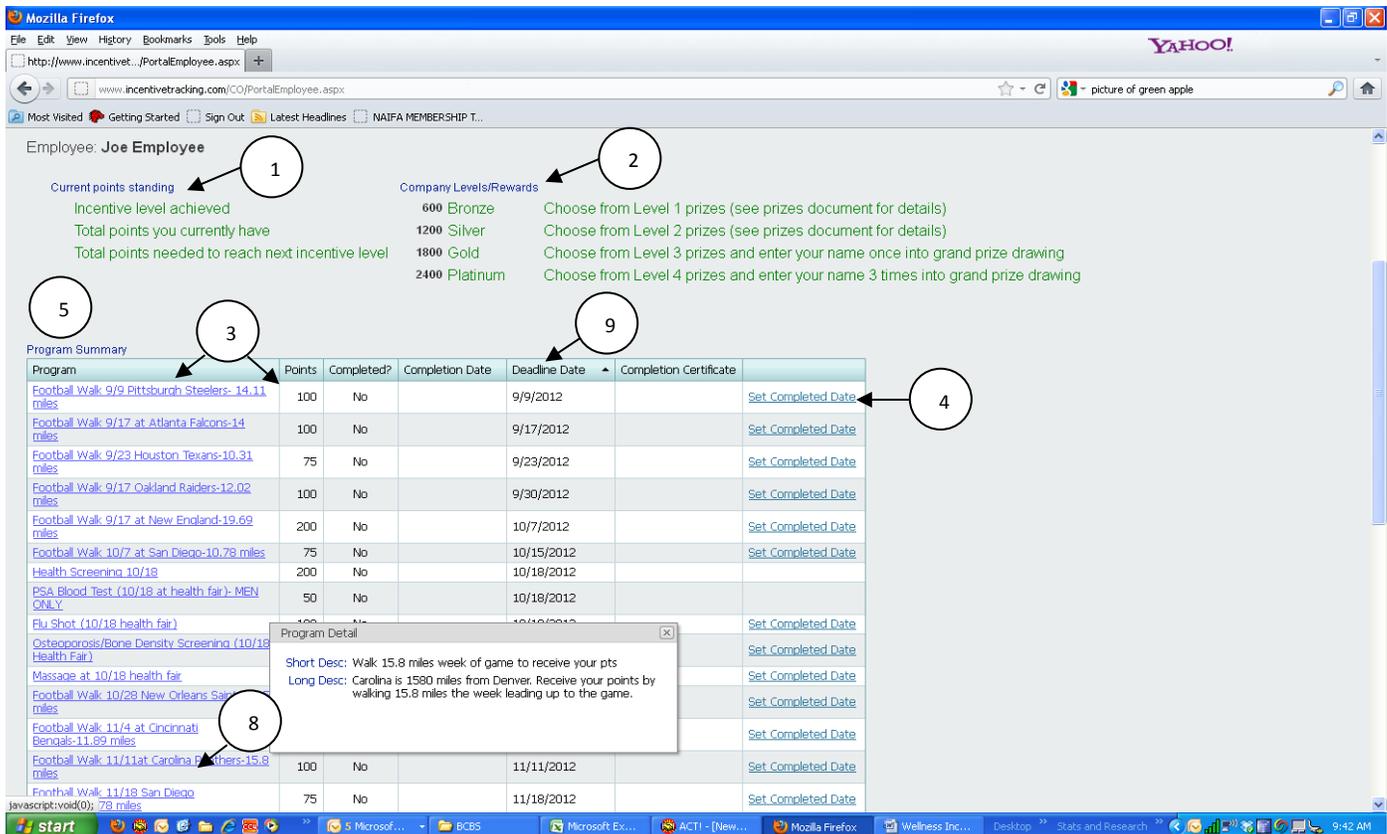
If at any time you forget your password, you can click on "Forgot Your Password" to have it emailed to you. Put this website in your "favorites" for future reference.



Using the incentive tracking website:

Once logged in, you will have the ability to track your progress, view upcoming events and give yourself points for participating in an event (where applicable). Other capabilities:

- 1) Track your current point standings and levels achieved.
- 2) Review your company incentive levels and rewards.
- 3) View activities the company is offering and how many points each activity is worth.
- 4) Set completion of activity for the activities that the administrator allowed me to complete (further instruction on next page).
- 5) Have access to view company provided education/communication fliers.
- 6) Sign-up for upcoming events via online scheduler and view activities you are already signed up for.
- 7) Take company survey if/when available.
- 8) Click on an event to get more details.
- 9) You can sort columns by clicking on column header (e.g. If you want to have the events sorted by deadline date, simply click on the column header "Deadline Date").



Employee: **Joe Employee**

Current points standing: **1**

Incentive level achieved: **2**

Total points you currently have: **5**

Total points needed to reach next incentive level: **3**

Company Levels/Rewards:

- 600 Bronze Choose from Level 1 prizes (see prizes document for details)
- 1200 Silver Choose from Level 2 prizes (see prizes document for details)
- 1800 Gold Choose from Level 3 prizes and enter your name once into grand prize drawing
- 2400 Platinum Choose from Level 4 prizes and enter your name 3 times into grand prize drawing

Program Summary

Program	Points	Completed?	Completion Date	Deadline Date	Completion Certificate
Football Walk 9/9 Pittsburgh Steelers-14.11 miles	100	No		9/9/2012	Set Completed Date
Football Walk 9/17 at Atlanta Falcons-14 miles	100	No		9/17/2012	Set Completed Date
Football Walk 9/23 Houston Texans-10.31 miles	75	No		9/23/2012	Set Completed Date
Football Walk 9/17 Oakland Raiders-12.02 miles	100	No		9/30/2012	Set Completed Date
Football Walk 9/17 at New England-19.69 miles	200	No		10/7/2012	Set Completed Date
Football Walk 10/7 at San Diego-10.78 miles	75	No		10/15/2012	Set Completed Date
Health Screening 10/18	200	No		10/18/2012	Set Completed Date
PSA Blood Test (10/18 at health fair)- MEN ONLY	50	No		10/18/2012	Set Completed Date
Flu Shot (10/18 health fair)	100	No		10/18/2012	Set Completed Date
Osteoporosis/Bone Density Screening (10/18 Health Fair)	100	No		10/18/2012	Set Completed Date
Massage at 10/18 health fair	100	No		10/18/2012	Set Completed Date
Football Walk 10/28 New Orleans Saints-11.89 miles	100	No		10/28/2012	Set Completed Date
Football Walk 11/4 at Cincinnati Bengals-11.89 miles	100	No		11/4/2012	Set Completed Date
Football Walk 11/11 at Carolina Panthers-15.8 miles	100	No		11/11/2012	Set Completed Date
Football Walk 11/18 San Diego	75	No		11/18/2012	Set Completed Date

Program Detail for Football Walk 11/11 at Carolina Panthers-15.8 miles:

Short Desc: Walk 15.8 miles week of game to receive your pts
 Long Desc: Carolina is 1580 miles from Denver. Receive your points by walking 15.8 miles the week leading up to the game.



How do I get points?

For some events, points will automatically be awarded for participation. For other events you will be able to "self complete" to receive your points. Below are instructions on how to "self complete" an event to receive points. We are doing the "self complete" on an honor system, so please only complete events that you participate in.

- 1) Click on "Set Completed Date"
- 2) Check the "Completed?" box
- 3) Fill out the completion date
- 4) Upload completion certificate/receipt/claims form. This is only for events that need proof of completion (e.g. routine dental visit, health screen at physicians office, flu shot a doctors office or clinic, etc)
- 5) Click on "Update"
- 6) Once completed, the designated points will be assigned to you.

Employee: Joe Employee

Current points standing
 Incentive level achieved
 Total points you currently have
 Total points needed to reach next incentive level

Company Levels/Rewards
 600 Bronze Choose from Level 1 prizes (see prizes document for details)
 1200 Silver Choose from Level 2 prizes (see prizes document for details)
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Program	Points	Completed?	Completion Date	Deadline Date	Completion Certificate
Football Walk 9/9 Pittsburgh Steelers-14.11 miles	100	No		9/9/2012	
Points: <input type="text" value="100"/> Completion Date: <input type="text"/> Completion Certificate: <input type="text"/> <input type="button" value="Browse..."/> Upload Document Allowed image types: pdf, doc, docx, xls, jpg, gif Maximum file size: 2Mb Instructions: 1. "Browse" and select a file 2. click "Upload Document" 3. Click "Update" when finished.					
Football Walk 9/17 at Atlanta Falcons-14 miles	100	No		9/17/2012	Set Completed Date
Football Walk 9/23 Houston Texans-10.31 miles	75	No		9/23/2012	Set Completed Date
Football Walk 9/17 Oakland Raiders-12.02 miles	100	No		9/30/2012	Set Completed Date
Football Walk 9/17 at New England-19.69 miles	200	No		10/7/2012	Set Completed Date
Football Walk 10/7 at San Diego-10.78 miles	75	No		10/15/2012	Set Completed Date
Football Walk 10/28 New Orleans Saints-13.5 miles	100	No		10/28/2012	Set Completed Date

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact us at tecampbell@sucap.org and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.