



# Reporting Wellness Participation via the MyWellPath Portal

6/24/2022

The process for WellPathians to report activity using the MyWellPath Portal has become easier. When WellPathians report participation, they will simply check a box, attesting that they have completed the activity they are reporting. No more uploading of simple evidence is required.

This is how it's done:

When you log into your home page click on *Activity* (#1 in picture below) to open the *report activity pulldown menu*:

**Know Your Numbers (KYN):**

✓ Complete

Earn 100 WellPath points for completing the KYN annually +50 points for KYN consultation.

**Recent Logged Activities**

Show 5 entries

Name	Category	Activity Name	Points	Co
	WellPath Endorsed Challenge	The Streak Challenge 2022 (50 points)	50	Apr
Andrew	WellPath	The Streak: Quiz 6	5	Apr

Figure 1 WellPathian's home screen in MyWellPath Portal

Then click on *Log Activity* (#2 below) in the pulldown menu to open the *Log Activity Window*.

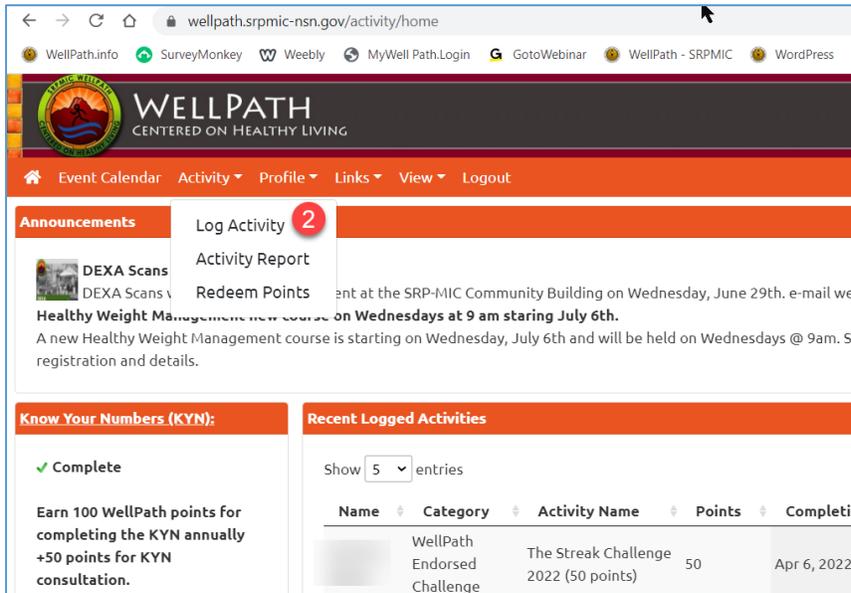


Figure 2 Pulldown menu from "Activity" link in navigation bar

When the *Log Activity Window* opens you fill in the fields:

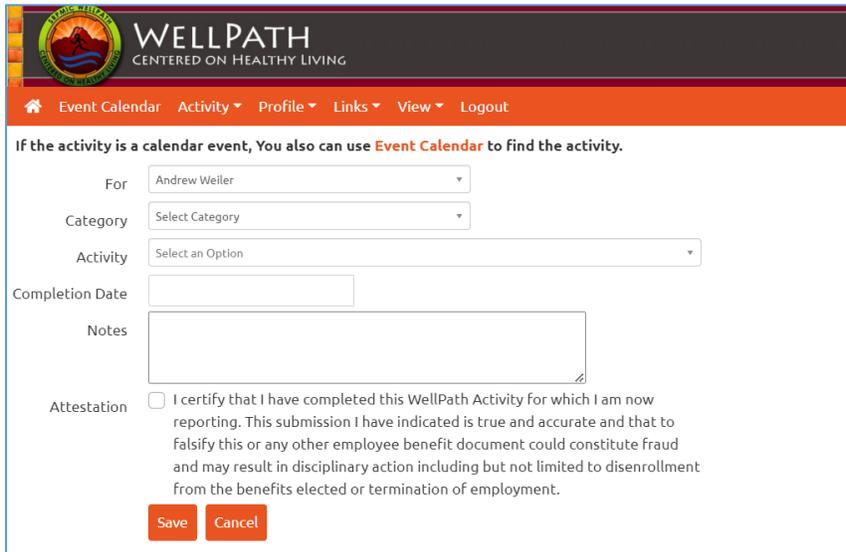


Figure 3 Log Activity Window

The fields you complete are:

- **For** (the person who completed the activity be it the employee or a dependent on the health plan),
- **Category** (one of the six categories of participation see screenshot below):
  - 1) WellPath-endorsed events,
  - 2) Challenges,
  - 3) Exercise/Fitness,
  - 4) Health Enhancement Goal,
  - 5) Prevention.
  - 6) Know Your Numbers or
  - 7) WellPath Voucher),
- **Activity** (to filter and select the specific activity) – **If you don't find the specific activity for which are reporting, stop, e-mail [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov),**
- **Completion Date** (pick the date the activity was completed),
- **Notes** (write any notes for WellPath's review), and
- Check the **Attestation Box** (to certify your report is true).

The screenshot shows the 'logActivity' page on the WellPath website. The form is titled 'logActivity' and includes the following fields and options:

- For:** Andrew Weller
- Category:** Select Category
- Activity:** Select Category
- Completion Date:** Select Category
- Notes:** Health Enhancement Goal, KYTs, Prevention
- Attestation:** WellPath Endorsed Challenge, WellPath Endorsed Event, WellPath Voucher (culture)

The 'Attestation' section contains a text box with the following disclaimer: "Activity for which I am now true and accurate and that to document could constitute fraud but not limited to disenrollment from the benefits elected or termination of employment." Below the text box are 'Save' and 'Cancel' buttons.

Registration or WellPath program questions?  
Please visit [www.wellpath.info](http://www.wellpath.info) or email [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov).

Figure 4 WellPath Participation Categories

A completed form looks like this:

The screenshot shows the WellPath web application interface. At the top left is the WellPath logo with the tagline "CENTERED ON HEALTHY LIVING". To the right of the logo is the text "WELLPATH" in large letters and "CENTERED ON HEALTHY LIVING" in smaller letters. Below the logo and text is a navigation bar with a home icon and the following menu items: "Event Calendar", "Activity", "Profile", "Links", "View", and "Logout".

The main content area contains a form with the following fields and options:

- For:** Andrew Weiler (dropdown menu)
- Category:** Prevention (dropdown menu)
- Activity:** COVID-19 Booster Vaccination #1 2022 (employees only) (dropdown menu)
- Completion Date:** 1/22/2022 (text input)
- Notes:** First booster after initial vaccination series. (text area)
- Attestation:**  I certify that I have completed this WellPath Activity for which I am now reporting. This submission I have indicated is true and accurate and that to falsify this or any other employee benefit document could constitute fraud and may result in disciplinary action including but not limited to disenrollment from the benefits elected or termination of employment.

At the bottom of the form are two buttons: "Save" and "Cancel".

Instead of collecting simple evidence to upload, you simply click the box for *Attestation*, where you certify that your report is true and accurate under penalty of disciplinary action such as disenrollment from WellPath, up to termination of employment.

**NOTE: If you don't find the specific activity for which are reporting, stop, and e-mail [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov) for assistance.**

Click on *Save* and you are done.

If you have any questions send an e-mail to [wellness@srpmic-nsn.gov](mailto:wellness@srpmic-nsn.gov).