



Wellness Registration Guide

Hoosier School Benefit Trust Health & Wellness Center

2019

Welcome to MyWellness

Registration Guide

Go to mywellness.ecommunity.com and select **Click Here to Sign Up** under **First Time User** to create your profile. Fill in the required information *using your legal name used for insurance coverage* (your personal information will be kept confidential), read and accept the Terms of Service, and click **Submit**.

Wellness Screening Information

Schedule a wellness screening at your school location (instructions below) or at an HSBT Health and Wellness Center with a Health Coach.

To Schedule your Health Screening

1. Log in to your MyWellness portal at mywellness.ecommunity.com
2. Click **Upcoming Events** in the top bar. This will take you to the Event Registration page
3. Scroll through to choose your preferred appointment time & day
4. Select the appointment of your choice and click **Register**
5. Add your appointment to your Outlook calendar by clicking the **green arrow** (shown below)
Set an alert. *If you miss your appointment, it may be difficult to reschedule as spots fill up*
6. Take the **Personal Health Assessment** prior to attending your screening appointment. The PHA is found under the *Health Education* tab listed as PHA.

To Cancel an Appointment & Reschedule

Please give 48 hours notice of cancelation by unregistering your previous appointment time.

You may only schedule one screening appointment at a time. If you need to change your appointment after you have registered, you must first go to your initial appointment and click **Unregister** before following steps 2 – 5 to schedule your new appointment.

Device Registration Guide

1 Set up your fitness **device account** on the device website. Instructions should be included in the booklet that came with your device. Find specific device instructions on the MyWellness portal under *forms and documents*.

2 Download the device App onto your smartphone or mobile device and sign in with the **username & password** you created. All set!
**Don't have a smartphone? You will need to install the specific device software to your computer in order to sync your steps.*

3 Pair your device account with your MyWellness Account.
On your MyWellness portal, click **Activate Your Fitness Device**.
Click your device > Connect > Allow.

**Activate Your
Fitness Device**

4 Make sure to sync and charge your device regularly. Data will sync to your computer, or to your phone or tablet (with Bluetooth on), and will upload to your MyWellness account when you sync throughout the day. Please note a 20 minute delay will occur.

Questions about your Device?

To learn more about your device, including functions, water resistance, and more, please visit the device company website. If you encounter any issues with your device, please check the website for troubleshooting or contact them directly.

For other devices such as the Apple Watch, follow the instructions under *Forms and Documents* on the portal.

Other MyWellness Questions?

If you encounter any issues with your portal, contact mywellness@ecommunity.com.

Mobile Access: The *HealthyNow* App



Did you know MyWellness has a mobile App? **Download the *HealthyNow* mobile App to:**

- Check your messages, Wellness Challenge status, Incentive status, and more!
- Track your food, exercise, steps, weight, blood pressure, medications, and events!

Log in to your web browser to register for: your Portal, Wellness Challenges, Wellness Workshops, and to complete the Personal Health Assessment.

Please Note: Mobile access through the *HealthyNow* App is a reflection of your myWellness portal. All steps are tracked/counted through your device and App. If you would like to see your steps in real time, please look to your device – the *HealthyNow* App may take some time to sync and therefore may be behind in its reporting. You can also log in to your portal at mywellness.ecommunity.com through your phone's web browser.

Set-up is easy!

1. Click the **Activate Your SmartPhone** icon on your MyWellness portal
2. Enter your phone number xxx-xxx-xxxx, set a PIN of your choice, confirm your PIN, set your reminders, select your service provider, and click **Save**. ****NOTE:** *You do not need to enter an email address*
3. Open the **HealthyNow App** and enter your phone number and PIN. Use portal code: **CHN**



What else can my portal do?

Whatever your health goals, the tools on your portal can help you get there. Take a look around to:

- Log your food, create meal plans, find and print recipes, keep track of your water intake, and determine your personalized nutritional needs in **Nutrition**.
- Log your exercise, track your steps, & plan and download fitness plans in **Exercise Logs**.
- Track your blood pressure, blood glucose, cholesterol, and more in **Health Logs**.
- Take a free **Personal Health Assessment (PHA)** to determine your health score.
- Complete **Wellness Workshops** or explore the extensive **Health Library** to learn more about ongoing health concerns or education for yourself or a family member.
- Participate in **Wellness Challenges**, sign up for **events**, review your **wellness screening results**, or read the monthly **WellNews** newsletter.
- *And so much more!*



Hoosier School Benefit Trust 2019 Points at a Glance

January 1, 2019 - December 17, 2019

PHA	Points Per	Max Points
Personal Health Assessment	25	25

Biometric Screening Metrics	Points Per	Max Points
Biometric Screening Participation	25	25
Nicotine Free	Non-nicotine user	100
BMI	18.5 - 24.9	
Total Cholesterol/HDL Ratio	< 4.5	
Blood Pressure	< 140 / < 90	
Blood Glucose	< 100	

* For any biometrics not in range: complete one of the Reasonable Alternatives

*Reasonable Alternatives	Points Per	Max Points
Annual Physical at an HSBT Health & Wellness Clinic	100	100
Medical Waiver (HSBT Health & Wellness Clinic Providers Managing Chronic Condition)	100	

Health Coaching Sessions	Points Per	Max Points
Health Coaching sessions	25	75

Step Challenges	Points Per	Max Points
Challenge 1 2/4/19 - 2/18/19 5k steps 2 weeks	25	100
Challenge 2 3/11/19 - 3/25/19 7k steps 2 weeks	25	
Challenge 3 4/15/19 - 5/13/19 5k steps 4 weeks	25	
Challenge 4 6/3/19 - 6/10/19 10k steps 1 week	25	
Challenge 5 7/1/19 - 7/15/19 6k steps 2 weeks	25	
Challenge 6 8/5/19 - 9/23/19 8k steps 4 weeks	25	
Challenge 7 11/4/19 - 11/18/19 10k steps 2 weeks	25	

Wellness Workshops	Max Points
1 week: 10 points 2 weeks: 20 points 3 weeks: 30 points 4 weeks: 40 points 6 weeks: 50 points 12 weeks: 60 points	100

MyWellness Rewards	Employee Max Reward	Spouse Max Reward
Gold Level 150+ Points	\$150	\$150
Silver Level 25-140 Points	\$25-\$145	\$25-\$145

All points must be submitted before: December 17, 2019

