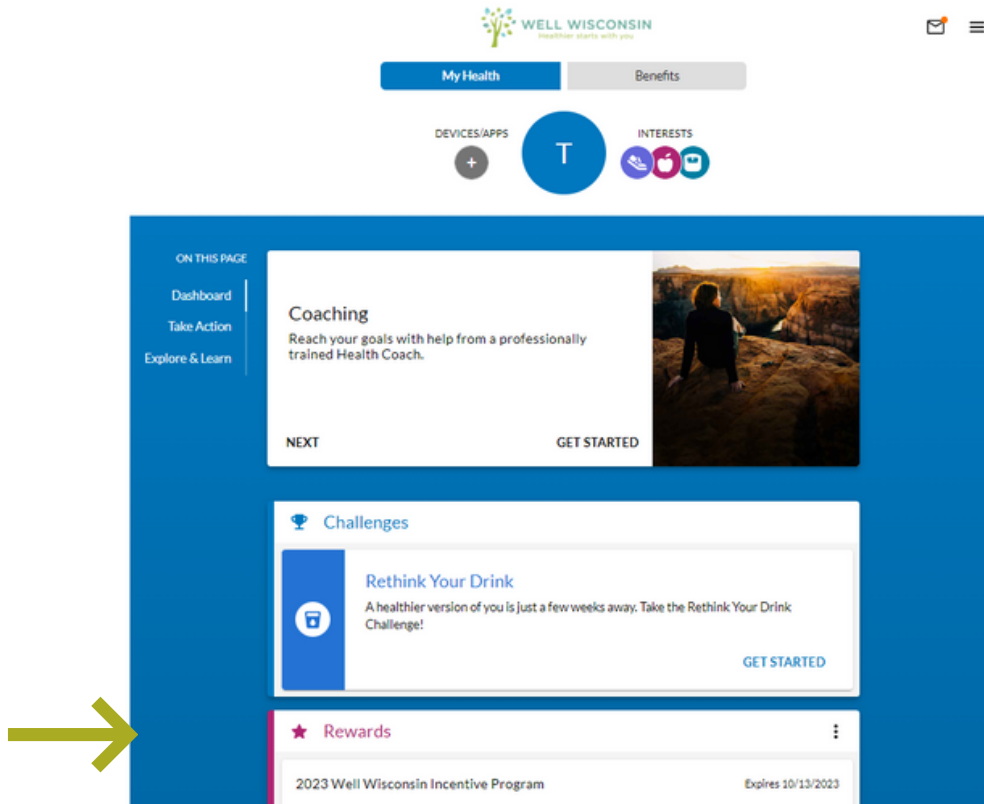


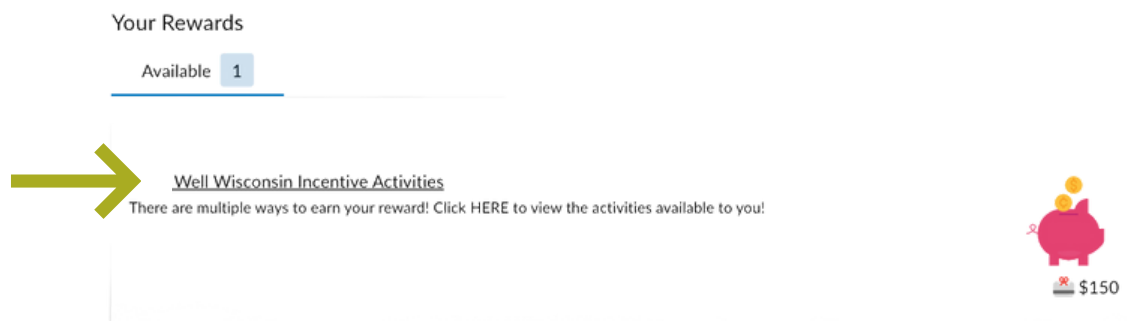
# HOW-TO GUIDE:

## Report Employer-Sponsored Activity Completion

**Step 1:** Once you are signed into your account at [webmdhealth.com/wellwisconsin](http://webmdhealth.com/wellwisconsin), click **Rewards** from your dashboard.





**Step 2:** Click **Well Wisconsin Incentive Activities**




**Step 3:** Click **Earning Details**.


**Well-being Activities**  
Choose any of the below activities to complete the well-being portion of the Well Wisconsin program.

 **Earning Details** 


**Step 4:** Click **Participate in an Employer Sponsored Activity**.

**Listen to 2 Well Wisconsin Radio Interviews**  
Monthly expert interviews on various health topics with professionals around the state!

**Earning Details** 

 **Participate in an Employer Sponsored Activity**

**Step 5:** Click **Report Completion** to get credit for the activity you completed.


**Employer Sponsored Activity** 

Pre-approved activity hosted by an employer in the group health insurance program. Watch for information from them regarding whether this option is available to you.

After you've participated in your Employer Sponsored Activity, follow these steps to self-report your completion:

- Return to this activity in the Well Wisconsin reward program
- Select "Report Completion" in the bottom right corner
- Fill out the required fields
- Select "Save" to finalize your completion

[Return to Rewards](#)

 **REPORT COMPLETION**

**Step 7:** Enter the date and select the activity description from the dropdown menu that describes the Employer Sponsored Activity you completed.

Report Completion of:  
Employer Sponsored Activity

When did you do this? \*

MM/DD/YYYY



Which employer sponsored activity did you participate in? \*

- Book Club
- Financial Wellness
- Kindness
- Mental Health
- Mindfulness
- Nutrition
- Physical Activity
- Prevention
- Professional Development
- Self-Care
- Stress Management
- Sustainability

**Step 8:** Check the box to **confirm that the information above is correct**. Click **save** to submit completion.

Which employer sponsored activity did you participate in? \*



I confirm that the information above is correct \*

This action cannot be undone.

 SAVE

**To earn your \$150 incentive**, complete the health assessment and a health check.  
Visit [webmdhealth.com/wellwisconsin](http://webmdhealth.com/wellwisconsin) to learn more.

The Well Wisconsin incentive program is a voluntary program available to employees, retirees and spouses enrolled in the State of Wisconsin Group Health Insurance Program, excluding Medicare Advantage participants who have incentives available through their health plan. The Well Wisconsin incentive will automatically be issued to eligible participants upon completing the applicable activities. All wellness incentives paid to participants are considered taxable income to the group health plan subscriber and are reported to their employer, who will issue a W2. In some cases, the Wisconsin Retirement System acts as the employer. Retirees, continuants and their spouses will have some taxes withheld from the incentive amount earned.