

# Downloading the Wellness Exam Form Instructions

1

Click on the  icon on your desktop to sign in to the platform.

2

From the platform's main page, click on the "Home" tab, then from the drop-down menu, select "Rewards".

3

Click on the "Complete Annual Physical + Biometric Reporting" title.

4

Click "Take Me There" tab.

5

Select the wellness form to download and save.

6

When your provider completes the wellness form, scan and save the document to your computer. Or take a clear picture of the completed wellness form and upload it. Click on the "Form Submission Instructions" tab and read the instructions carefully. Then click on the "Upload Form" tab to upload wellness form.