"One Life, Live it Well"

2015 Incentive Program FAQ

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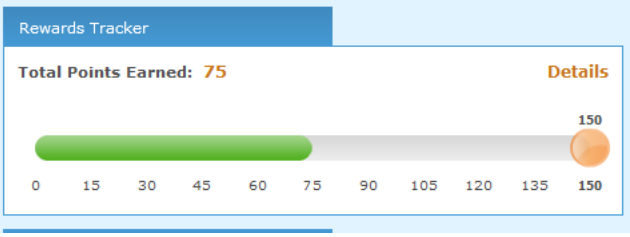
1. **What are the components of the 2015 incentive program?**
    a. Complete the online personal health assessment
    b. Complete 1 online workshop of your choosing
    c. Complete 1 LiveWell Vermont Wellness Challenge
    d. Visit your Primary Care provider for your Annual Exam and document your visit

2. **Who is eligible to participate?**
    a. All state employees and retirees are eligible to participate in the incentive program.
        i. All active, permanent employees insured with Blue Cross Blue Shield of Vermont through the State of Vermont are eligible for monetary incentive.
        ii. Active, permant employees NOT insured with Blue Cross Blue Shield of Vermont through the State of Vermont are eligible for drawings.
        iii. Temporary and retired state employees and contractors are not eligible for rewards.

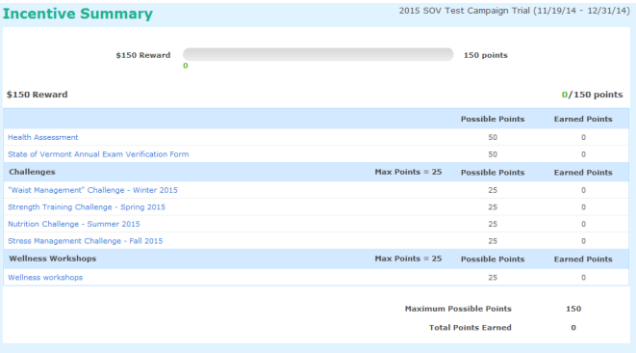
3. **What are the rewards for completing the incentive program components for Active, Permanent employees insured with Blue Cross Blue Shield of Vermont?**

Task	Incentive Reward
Health Assessment	$50
Online Workshop	$25
Wellness Challenge	$25
Bonus: Annual Exam	$50

4. **How many points do I have towards my incentive?**
    i. Scroll down to “Rewards Tracker” on your dashboard

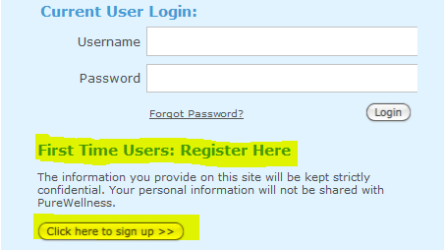


    ii. Click on “Details” for specifics
    iii. You will be linked to the “Incentive Summary”. The table shows points earned for each component. Challenge points will take approximately one week to appear after successful completion.



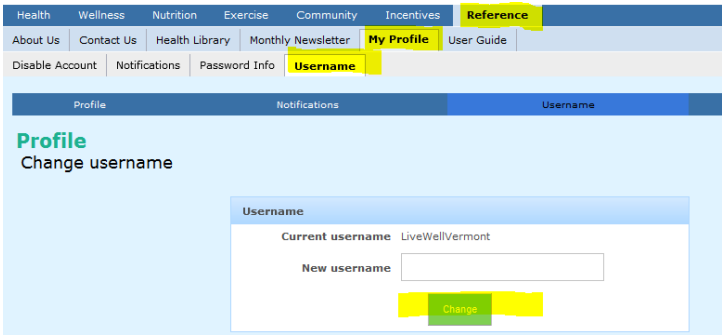
5. **When will I receive my incentive reward?**
   a. Monetary rewards and drawings will occur on a quarterly basis through direct deposit in your paycheck. You will be notified by email prior to receiving your reward.

6. **How do I create an account for the wellness portal?**
   a. Go to: https://mybluehealth.bcbsvt.com
   b. Click on the sign up button under "First Time Users: Register Here".

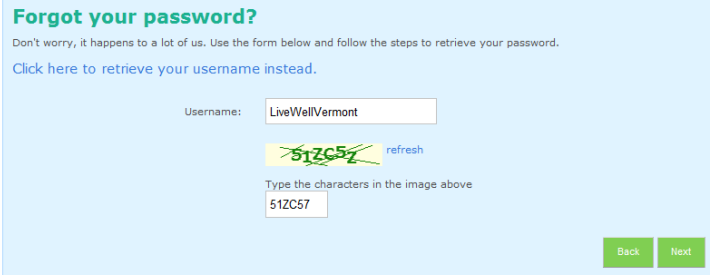


   c. **Create Username:** Use your **employee or retiree number** as your username, available on your ID badge or pay statement.
   d. **Create a Password:** Password must include at least 1 capital letter, 1 number, 1 special character (!@#$%^&*) and be a minimum of 8 characters in length. Write your username and password down as you will use this for all future access to the portal.
   e. Under **"Member Information"** enter your name as it appears on your Blue Cross Blue Shield of VT Insurance Card. **If you are not insured by Blue Cross Blue Shield of VT**, enter your name as it appears on your pay statement.
   f. Enter an email address to receive wellness communications and to have the ability to retrieve your password.

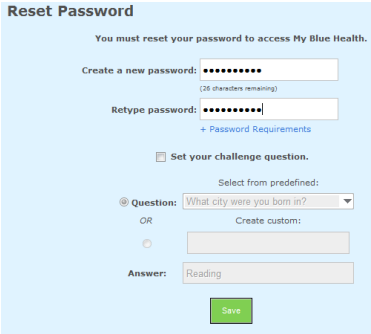
7. **How do I change my Username?**
   a. Your Username must be your employee number to be eligible for the wellness incentive plan. Follow the steps below to change to your employee or retiree number.
      i. Log into https://mybluehealth.bcbsvt.com
      ii. Select "Reference" tab
      iii. Select "My Profile"
      iv. Select "Username"
      v. On the My Profile, type your employee or retiree number in the field circled and labeled as show below
      vi. Click on "Change Member Name" to complete your Username change



8. **How do I retrieve my Password?**
   a. Visit https://mybluehealth.bcbsvt.com
   b. Fill in your current Username
   c. Type security characters
   d. Click "Next"



   e. Answer the security question
   f. Create a new password



   g. Log in with you Username and new password

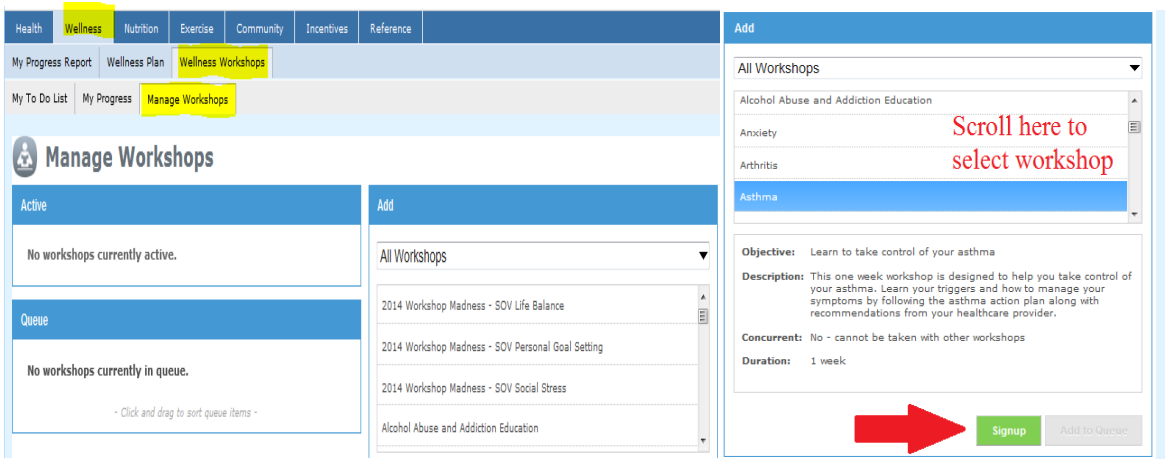
9. **How do I complete my Health Assessment?**
   a. Go to: https://mybluehealth.bcbsvt.com
   b. Log in with your Username and Password
   c. Click on "Health Assessment" under "Start Here" on the left side of your page.

10. **How do I complete a Workshop?**

Workshops must be completed by November 1, 2015. You must register with enough time to complete the specific workshop. Workshops vary in length from 1 to 12 weeks.

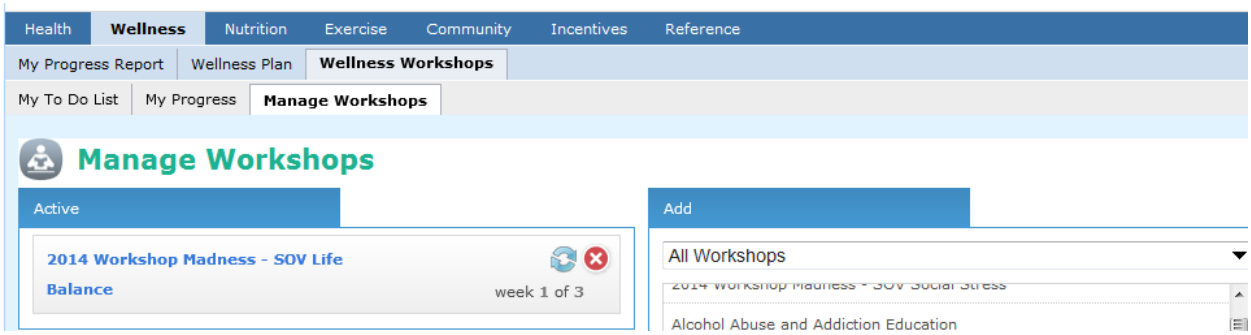
   a. Go to: https://mybluehealth.bcbsvt.com
   b. Log in with your Username and Password
   c. Select "Wellness" from the menu bar

d. Select “Wellness Workshops”
e. Select “Manage Workshops”
f. Scroll through the available workshops under “Add” and click on your workshop of choice
g. Select “Sign Up”
h. Completion points will be loaded upon completion of the workshop.



11. How do I unenroll from a Workshop?

a. Go to: https://mybluehealth.bcbsvt.com
b. Log in with your Username and Password
c. Select “Wellness” from the menu bar
d. Select “Wellness Workshops”
e. Select “Manage Workshops”
f. You will see your current workshop listed under the “Active” Tab
g. Click on the red “x” to unenroll from the workshop
h. You are now able to enroll for another workshop



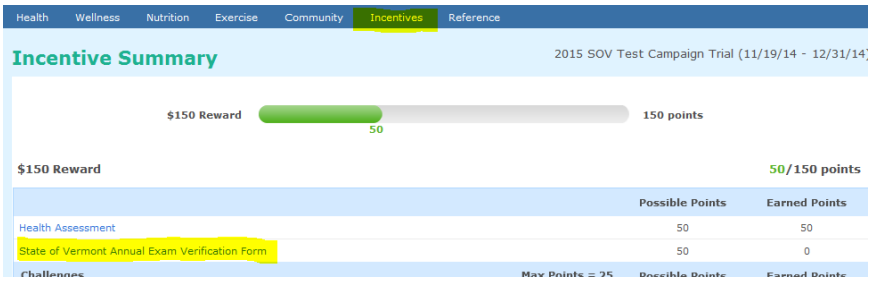
12. What challenges will be offered in 2015?

a. Four challenges will be offered during 2014. Registration announcements will be sent out via email and the wellness portal.

Challenge	Type of Challenge	Registration Period	Start Date	End Date
Waist Management	Weight Management	1/5/15	1/19/15	3/1/15
Vermont Strong	Activity-Strength Training	3/23/15	4/6/15	5/17/15
LiveWell Veggie Challenge	Nutrition	7/6/15	7/20/15	8/16/15
Stress Management	Stress Management	9/7/15	9/21/15	10/18/15

13. How do I complete a challenge?

a. All challenges have unique completion requirements. Please read through components during each challenges' registration period.

14. How do I document my Annual Exam?

a. Click on "Incentive" tab from your dashboard.
b. Click on "Incentive Summary" tab.
c. Click on "State of Vermont Annual Verification Form"
d. Complete the form.