

CITY OF DE PERE MEMO



To: Benefit Eligible Employees and their Spouses
From: Human Resources
Date: October 8, 2021
RE: **MyHealics Rewards**

We are excited to announce that the City of De Pere has partnered with Healics, who has been our Health Assessment vendor for a number of years, to make submission of preventative exam forms easier. The City will use the Healics rewards platform called MyHealics Rewards for submission and tracking of preventative exam forms and flu/COVID immunization records for the Health Reimbursement Account (HRA) incentive.

Once a participant (employee or spouse) is logged into their MyHealics dashboard (the same account currently used for Health Assessments), the participant can easily upload documentation and verify submission at any time during the year. Please note: Do NOT upload anyone's forms but your own when logged into your dashboard.

All preventative exam forms and immunization records must be uploaded to Healics at www.myhealics.com to receive credit into the employee's HRA.

To receive full HRA funds by January 1st, **forms should be uploaded by Thanksgiving.**

- *Forms uploaded after Thanksgiving through December 31st will still receive credit but may see a delay in receiving full HRA funds.*

To upload:

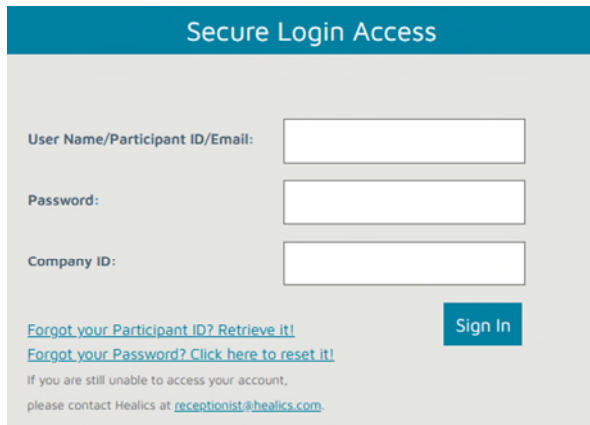
1. Either scan your form to a PDF or take a photo of it (Max. Size: 2 MB; supported file types: PDF, PNG, GIF, JPG, ZIP)
 2. Log into your Healics account at www.myhealics.com (reminder Company ID is CityDePere; your ID is your legal first and last name, no spaces)
 3. Click on the **"Upload Center"** tab from the top menu bar.
 4. Choose your file, select **"Wellness Program Points"** as the document type, and enter notes such as "2021 annual physical form" then click on upload.
- Healics will verify documentation submitted; please allow 1 -2 business days.
 - If the documentation is not complete or "No" was circled, Healics will email the participant to let them know what on the form needs to be corrected in order to receive credit.
 - You can verify form receipt by logging into your Healics account. Once the document has been verified, you will see a blue checkmark under the status column.



Need Help? If you need assistance accessing your account or have questions about form receipt, email the Healics team at receptionist@healics.com or call 800.432.5427 and they will be happy to assist you!

MyHealics Rewards Login Information

MyHealics Rewards platform login credentials are the same as the ones used for Health Assessments.



The screenshot shows a login form titled "Secure Login Access". It contains three input fields: "User Name/Participant ID/Email:", "Password:", and "Company ID:". Below the "Password:" field is a "Sign In" button. At the bottom left, there are two links: "Forgot your Participant ID? Retrieve it!" and "Forgot your Password? Click here to reset it!". Below these links is a note: "If you are still unable to access your account, please contact Healics at receptionist@ihealics.com."

User Name/Participant ID/Email (not case-sensitive):

User Name: your legal first and last name (i.e. JohnSmith)

*no space between first and last name

You can use your email as your User Name after your first login.

Password (case-sensitive):

First time users: *wellness*

Returning users: if you have previously logged into the MyHealics Dashboard, enter that password instead of *wellness*.

Company ID: CityDePere