

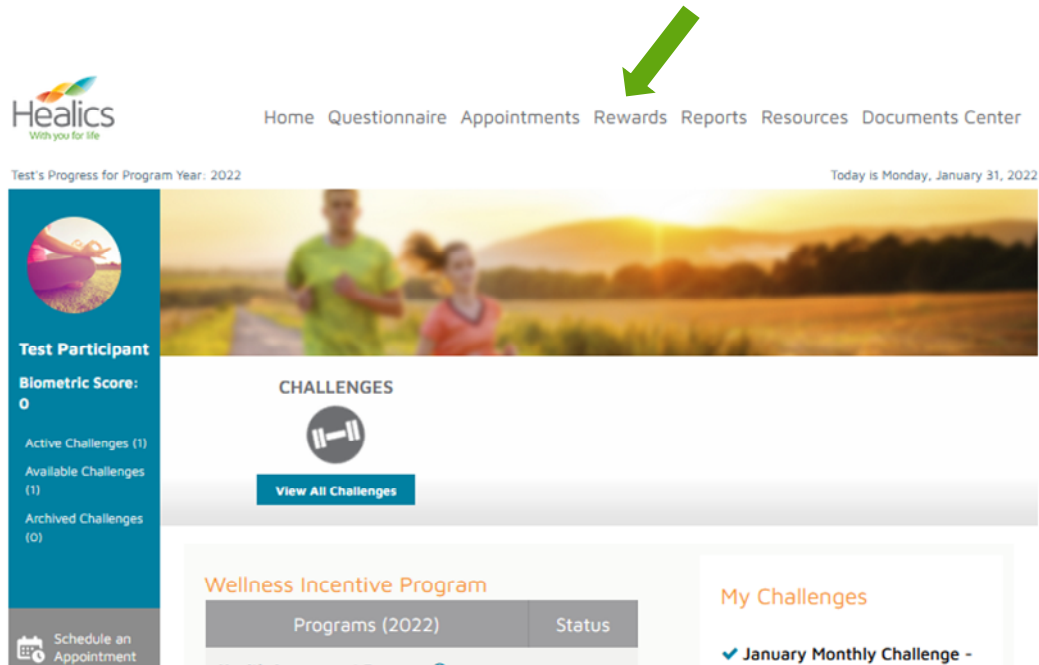
Self-Reporting Activities


User Instructions

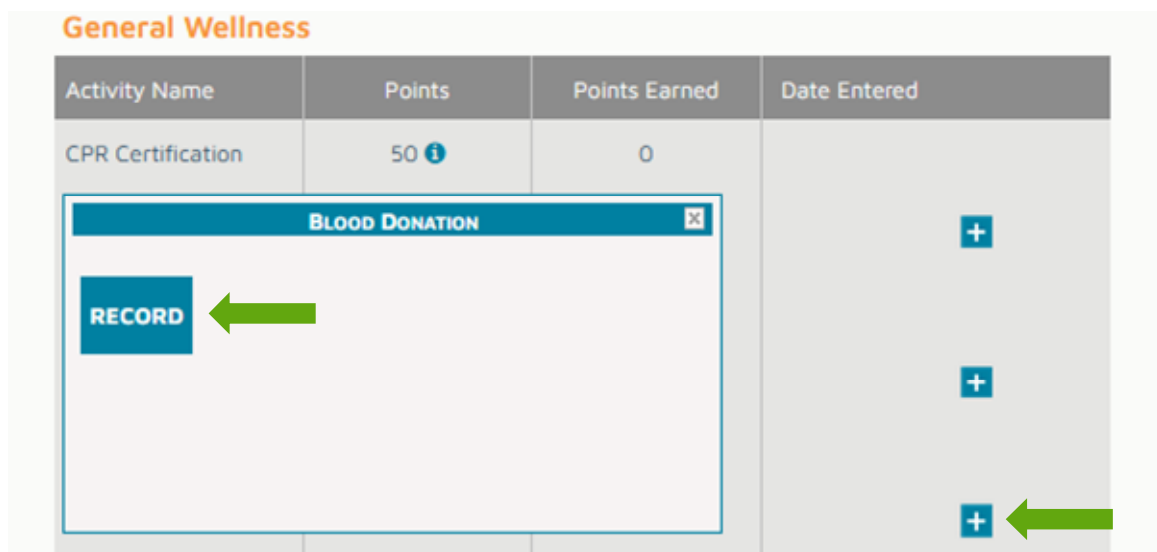


How to Self-Report Wellness Activities

1. Click **Rewards** in the top menu bar of your MyHealics Dashboard



2. Click the  next to the activity you wish to record points for, then click **Record**



3. Provide information for all available fields, then click **Save** to record your entry

General Wellness

Activity Name	Points	Points Earned	Date Entered
CPR Certification	50 ⓘ	0	

BLOOD DONATION [X]

New Activity

Program Name:

Completion Location:

Date:

Save

Three blue '+' icons are visible in the Date Entered column of the table.

4. You'll receive confirmation the points have been recorded and the points will appear in the **Points Earned** column for the activity

General Wellness

Activity Name	Points	Points Earned	Date Entered
CPR Certification	50 ⓘ	0	
Community Involvement	10 ⓘ	0	
Healthy Recipe	50 ⓘ	0	
Volunteer Work	50 ⓘ	0	
Wellness Champion	50 ⓘ	0	
Blood Donation	100 ⓘ	100	

5. You may add another activity, edit or delete a previously recorded activity, by clicking the again

General Wellness

Activity Name	Points	Points Earned	Date Entered

BLOOD DONATION [X]

Edit Existing Activity

Program Name:

Completion Location:

Date:

Save **Delete**

Add Another Blood Donation

Previously Recorded Activities

Activity #1

Four blue '+' icons are visible in the Date Entered column of the table.