

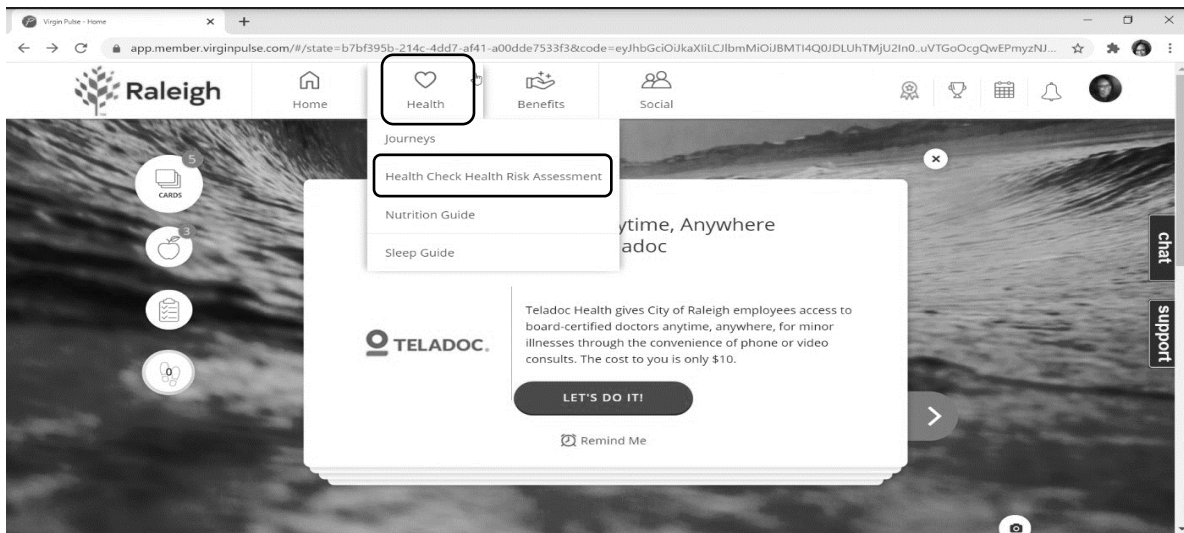
Navigating Your Virgin Pulse Portal for the 2022 Annual Wellness Assessment (AWA) Program

1. Log in to your Virgin Pulse portal by visiting member.virginpulse.com:

Here, you can reset your username or password if you do not remember your Virgin Pulse log in information from the previous year. New to the City? Or haven't created your Virgin Pulse account? Create an account at: join.virginpulse.com/Wellnessforlife. If you recently retired from the City and used a City of Raleigh email address for your Virgin Pulse account, you will need to call Virgin Pulse support at **855-954-1861** to reset your account in order to get access.

2. Complete the online Health Risk Assessment:

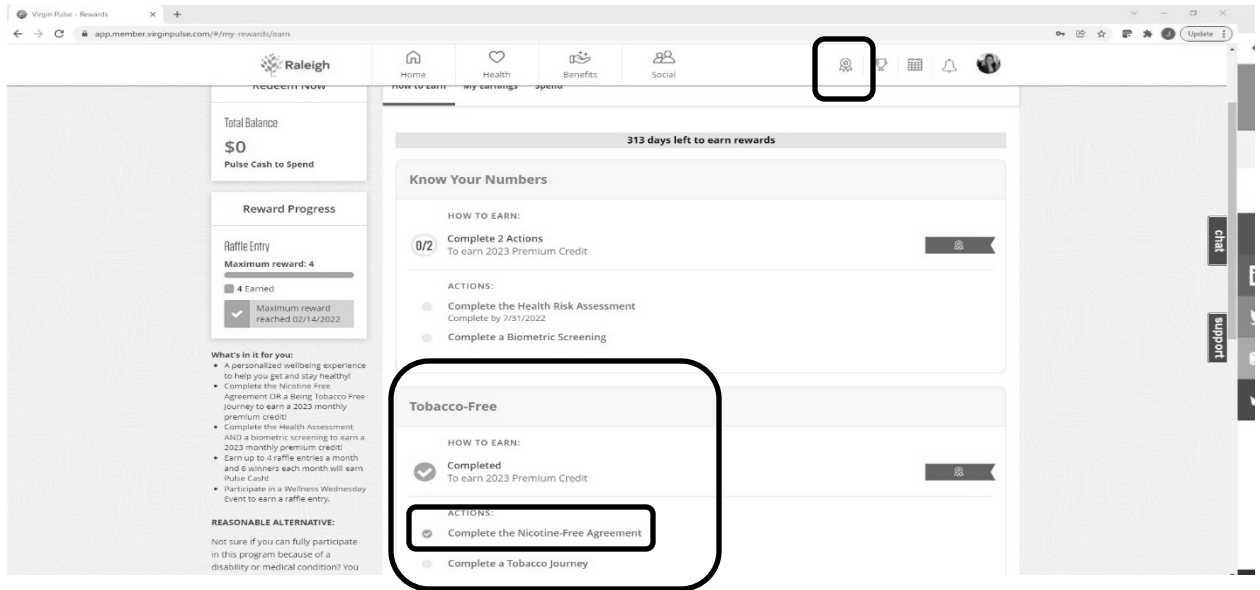
The Health Risk Assessment (HRA) is located on your personal dashboard in your Virgin Pulse account. It can also be found under the "Health" tab at the top of the page. The HRA must be completed by July 31, 2022. You will know that the HRA is complete after receiving a "Health Score" at the end. You can also check completion status on your "Rewards" tab shown in Step 5.



3. Complete the Nicotine-Free Agreement or complete a Tobacco Journey:

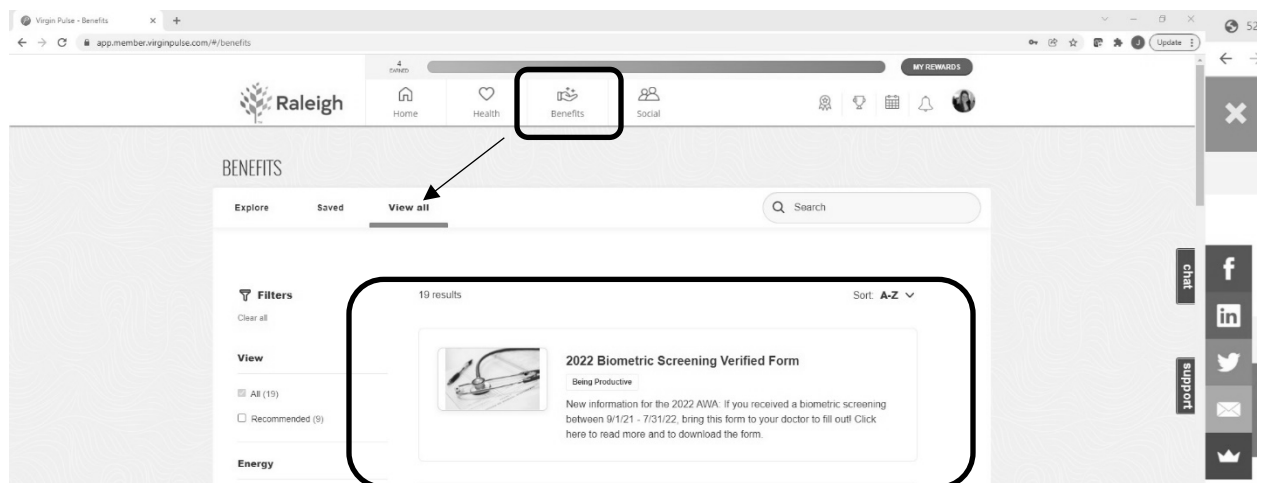
The Nicotine-Free Agreement or the Tobacco Journey is located under the "Rewards" tab. Scroll down to the Tobacco Free section to complete. If you are a non-tobacco user, click on "Complete the Nicotine-Free Agreement" then click on "Take me there". This will take you to your profile page where you will scroll to find the "Nicotine-Free Agreement". Tobacco Journeys are an option for tobacco users who want to stop using tobacco to receive the premium discount. You only need to complete one journey by July 31, 2022. If you currently use tobacco and do not plan to quit, then no action is needed.

Questions? Contact Virgin Pulse support@virginpulse.com, call 855-954-1861, or live chat at member.virginpulse.com



4. Complete a biometric screening through two options:

1. Complete the Biometric Screening Verified Form with your primary care provider (PCP) and submit by July 31, 2022. This form is located on the “Benefits” page. Make sure to click “View ALL” (see arrow) to view the form. All biometrics must be performed with your PCP between Sept. 1, 2021 and July 31, 2022 to receive credit for participation. Instructions on how to securely submit your form are located at the top of the Biometric Screening Verified Form. Once you have submitted the form, please allow up to 10 business days for a confirmation to show in your Virgin Pulse account.
2. Attend an onsite biometric screening between May 31 and June 30, 2022. Visit <https://wakemed.as.me/CORBiometricScreenings> to schedule your screening appointment as **no walk-ins will be accepted**. The onsite biometric screening schedule to schedule your onsite appointment will also be located on the “Benefits” page and on Corecon. The onsite biometrics data will be collected and uploaded to the Virgin Pulse portal by the screening vendor.

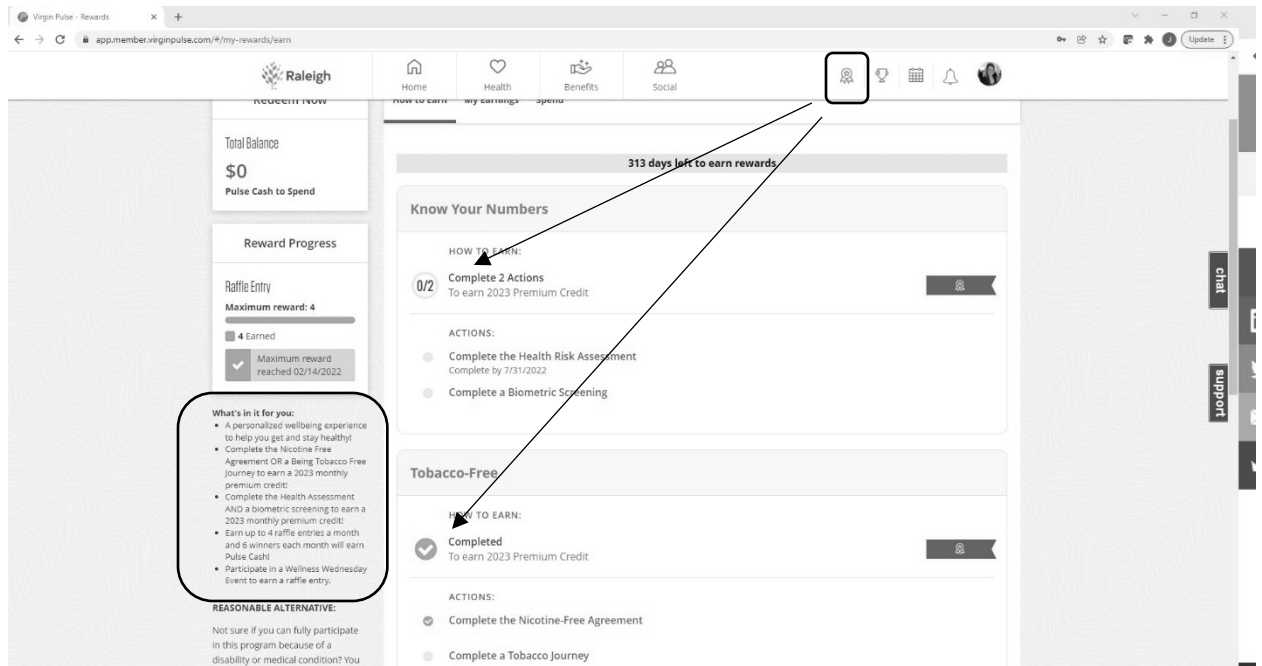


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5. View the status of your AWA components:

Go to the “Rewards” tab to view the completion status of your AWA components and to complete your Nicotine-Free Agreement or Tobacco Journey before the July 31, 2022 deadline. You will also find the status of your COVID-19 vaccination verification on your Virgin Pulse “Rewards” tab. The green checkmark will appear once the item has been successfully completed.

All four AWA components (online health risk assessment, online nicotine-free agreement or tobacco-free journey, biometric screening, and COVID-19 vaccination verification form) must be successfully completed before the July, 31 2022 deadline to be eligible for the health insurance premium discount. However, if you only complete some and not all four AWA components before the July 31, 2022, deadline, you will not be fully compliant. This means that you will only receive a partial discount for the 2023 health plan year.



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