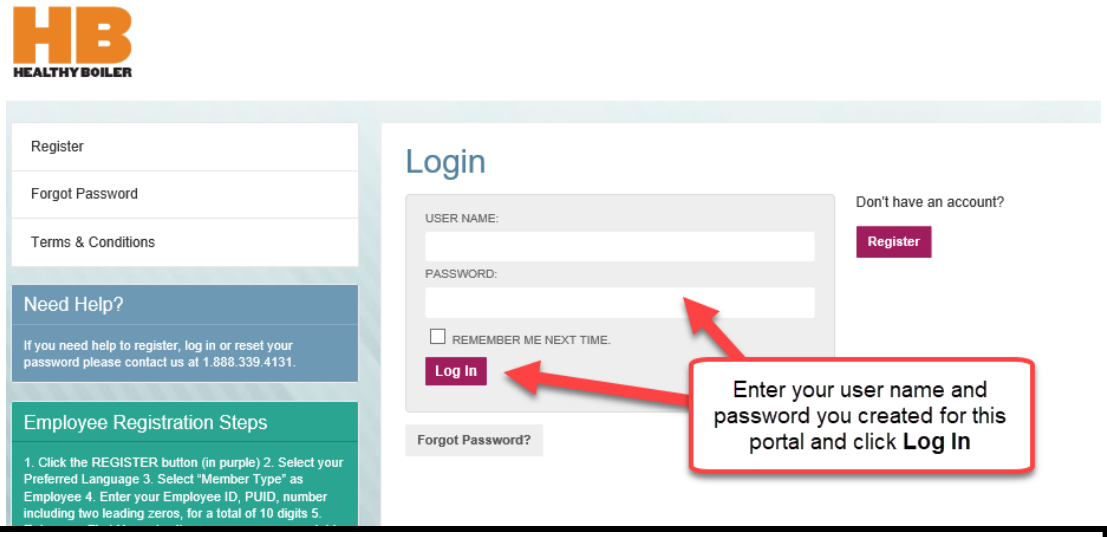
Quick Reference Guide

Completing 2021 Healthy Boiler Incentive

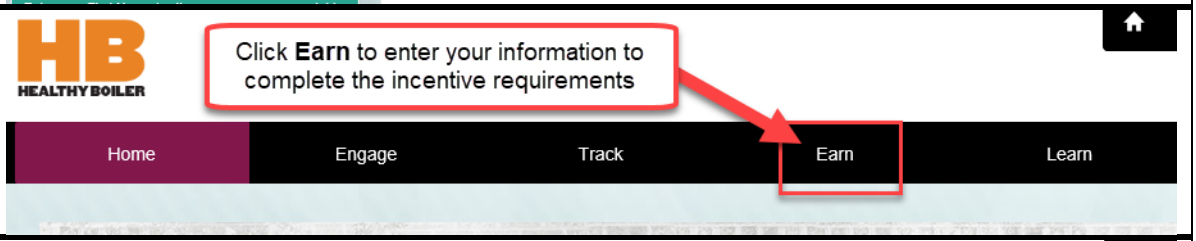
Important Spouses must have their own Healthy Boiler account and submit the required information into their own portal to receive incentive funds.

Log into the Healthy Boiler Wellness Portal.

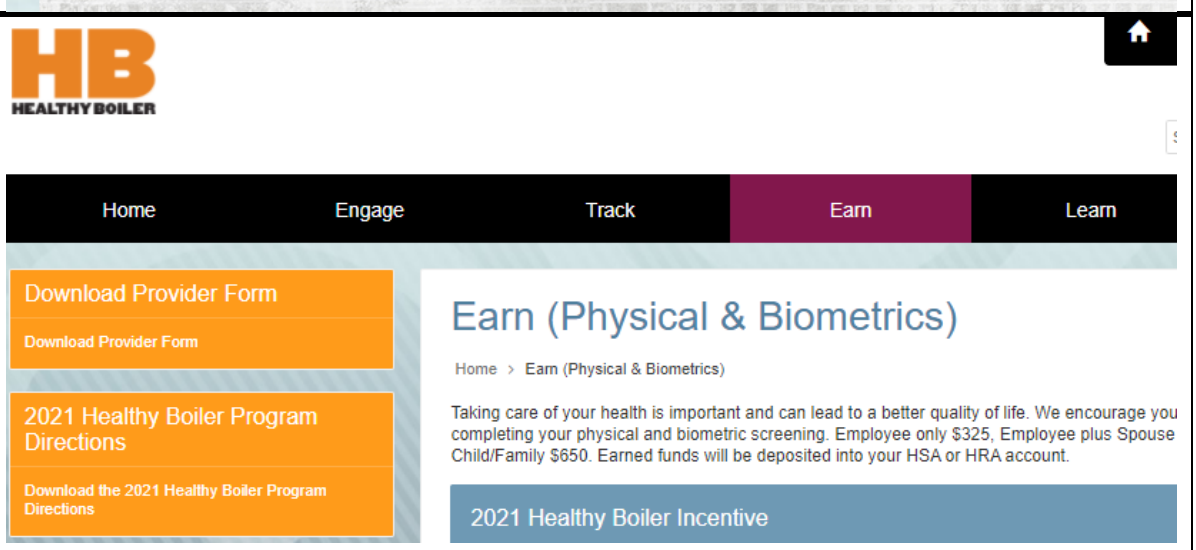
(www.healthyboiler.com)



On the main page, click **Earn.**

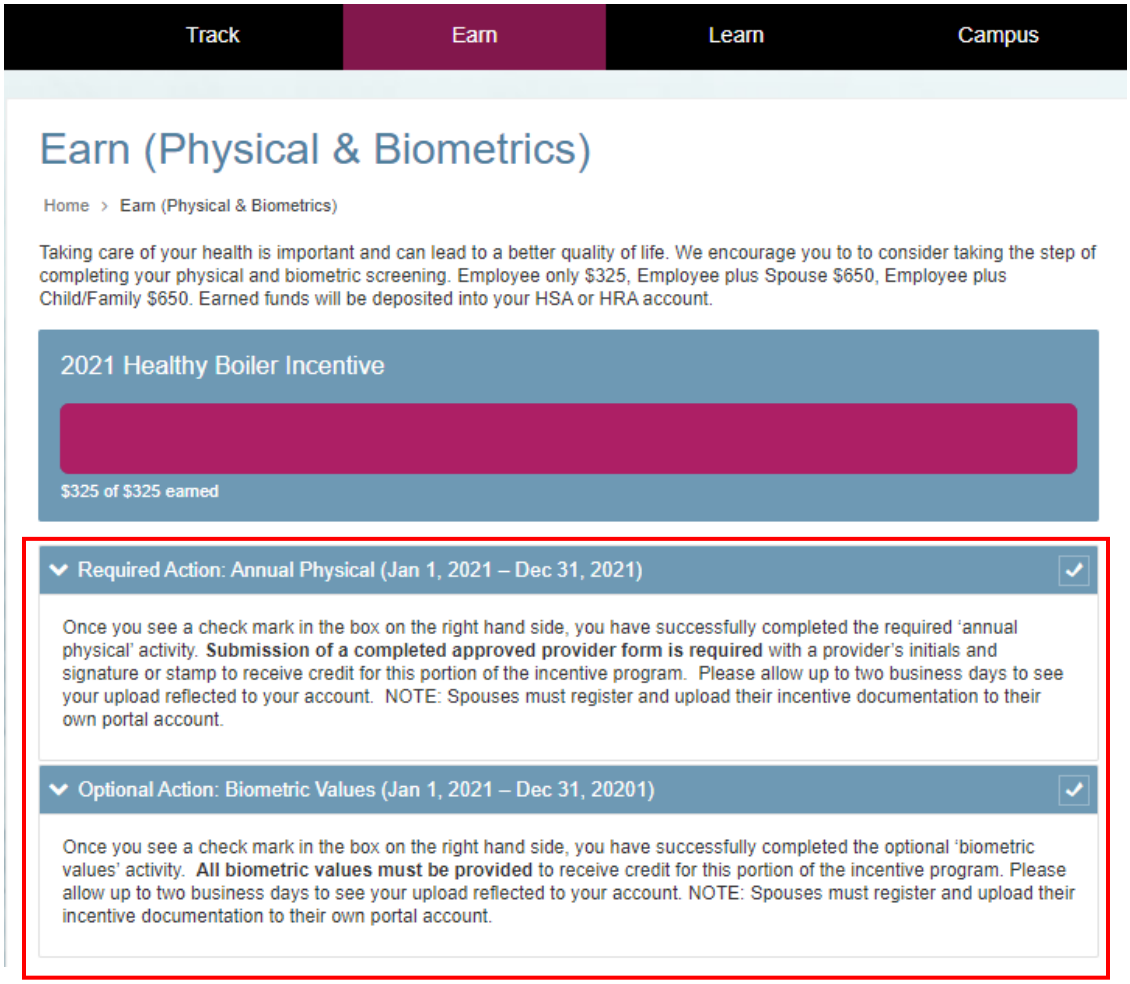


In the Download Provider Form orange box, click on **Download Provider Form.** A pdf version of the form will appear and you will be able to print it.



Annual Physical and Biometric Screenings are separated for 2021. Your annual physical is required with an option to submit your biometric values. This is clearly listed on the portal.

Once your Provider Form has been completed & signed off by your Primary Care Provider, you will need to enter your information into all the required fields listed below the heading **Optional Action: Biometric Values.**



Enter your information into the form fields.

EmployeeIdentifier *
Enter the employee's PUID - Enter as 10 Digits

RegistrationType *
Employee or Spouse as on the Medical Plan

- ○ EE
- ○ SP

FirstName *
Legal First Name as on Medical Plan

LastName *

BirthDate *
Enter DOB (Ex. YYYY-MM-DD)

Gender *
M for Male and F for Female

- ○ F
- ○ M

Date *
Date of Physical & Biometrics (Ex. YYYY-MM-DD)

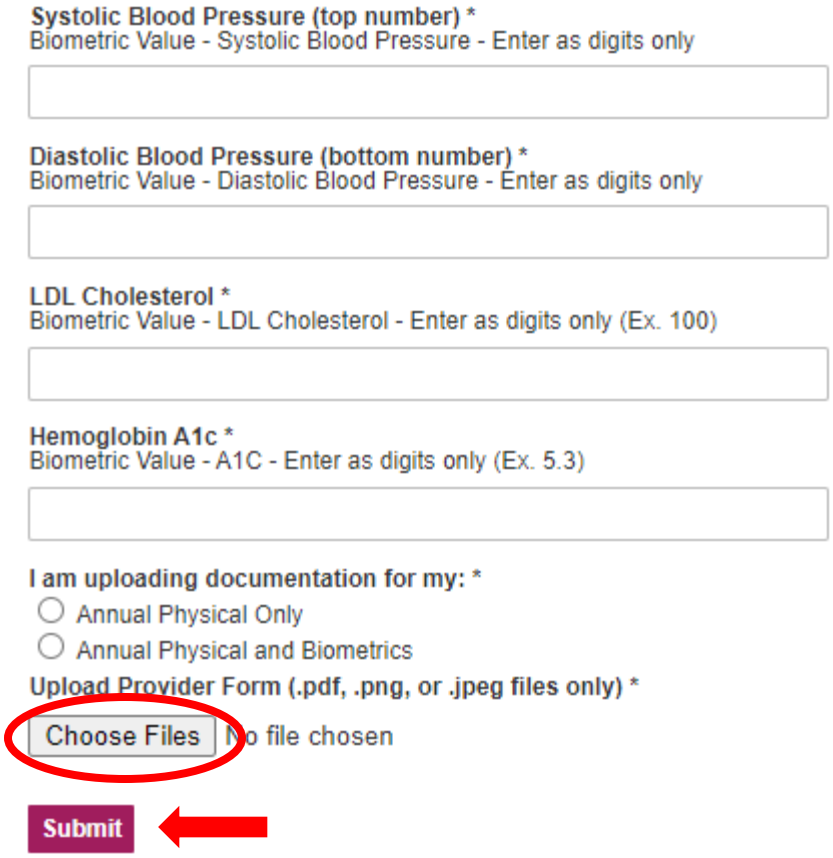
WEIGHT (lb) *
Biometric Value - Weight - Enter as pounds with digits only (Ex. 150.5)

HEIGHT (in) *
Biometric Value - Height - Enter as inches with digits only (Ex. 5'5.3" is 65.3)

BMI *
Biometric Value - BMI - Enter as digits only (Ex. 25.75)

Click on **Choose Files** to upload your completed Provider Form.

Once uploaded click on **Submit.**



Once **Submit** is clicked, you will see a message that pops up saying your form was submitted. Once the form has been processed by One to One Health, ***allow up to 2 business days,*** you will receive an email linked to your Healthy Boiler account that will read:

From: noreply@healthyboiler.com
Subject line: *Your Healthy Boiler Incentive has been processed!*
Body: *Thank you for participating in the Healthy Boiler incentive program! Your form has been successfully processed. Incentive payments will be deposited (into an HSA or HRA) after the end of each month on the last paycheck of one of the following months: January, February, March, April, May, June, July, August, September, October, November, and December. For example: if you complete your incentive in the month of January, your incentive payment will be paid on the last paycheck of the month in February.*

At this time, your incentive status in the portal will show progress based on the items that were submitted. *If you submitted both physical and biometric values, it will appear like below.*