

Accessing the Wellness Portal

Accessing the Wellness Portal Using a Computer or Mobile Browser

- 1. Go to **www.medmutual.com/member** to sign in or create a My Health Plan account.
- If you already have a My Health Plan account, log in using your username and password. If you forgot your username or password, follow the prompts on the page to reset that information.
 Tip: You will need to enter your ID number from your Medical Mutual insurance card and your date of birth.
- 3. If you have not yet created a My Health Plan account, you will need to start by registering.

K MEDICAL MUTUAL	Contact Us: 800.382.5729
My Health Plan	Not Registered?
Dog In to My Health Plan	to: • Reference claims and payment information • View your plan benefits
Username Username	Learn more about wellness programs Access money-saving tools and tips Participate in exclusive members-
Password	only offers Register for an Account
Forgot <u>Username</u> or <u>Password</u>	Take A Test Drive Preview My Health Plan with the Jane Doe

- a. Click Register for an Account.
- b. Enter the required information. Here you will also create your username and password, which you will use to log in to your account each visit.
- c. If you have questions about registration, this document will walk you through the process in more detail.
- d. If you are having trouble signing in to My Health Plan, call the Customer Care telephone number on the back of your ID card.

Tip: If you have more than one policy, there is a drop-down at the top of the home screen on My Health Plan and the app. Be sure to select the correct policy from that list for the appropriate wellness experience.

 Once you have created/signed in to your My Health Plan account, click on the Healthy Living drop-down menu and select Wellness Portal.

You will need to check the **Terms** box and **Accept and Submit** to acknowledge that you are being securely transferred to the wellness portal.



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Wellness Portal	Health Awareness	Discounts
Fitness	Healthy Outlooks	
Preventive Care	Chronic Condition Manage	ement
WW	Maternity Program	
Quit Tobacco	, ,	

Accessing the Wellness Portal Using the Medical Mutual App

- Search MedMutual in the App Store or Google Play Store and to download the Medical Mutual health and fitness app.
- 2. If you already have a My Health Plan account, log in using your username and password.
- If you have not yet created a My Health Plan account, you will need to start by registering. Tip: Be sure to save your username and password for future use.
 - a. If you are having trouble signing in to My Health Plan, call the Customer Care telephone number on the back of your ID card.
- 4. Select Wellness to access the wellness portal.

(Information continues on the next page)



Navigating the Wellness Portal

1. Wellness Checklist

- → When you sign in for the first time, you will be asked to confirm your personal information. Each time after that, you will be taken directly to your wellness checklist.
- → Your wellness checklist helps keep you on track. It outlines what tasks need to be completed, by when, and how much they are worth.
 By expanding each task, you will find more information and instruction on how to achieve it.

2. Reward Summary

- $\rightarrow\,$ Review what you have earned so far and how you got there.
- → Go back to your wellness checklist to see what's left on your list.

3. Health Data

- → Review and download your results.
- → Track your steps and activity minutes.
- → You can filter by the different types of health data collected to see how you did in a specific area.

4. Resources

- → Review and use available resources. Follow the prompts to access the tools.
- → Find answers to frequently asked questions by reading through the FAQ document.
- → Tip: Some of these resources may be part of your program. Refer to your wellness checklist for more information.

(Information continues on the next page)





Le	t's take a clos	e r look	
	at your resu	ts.	
Go to	your <u>wellness checklist</u> to see more d	letailed information	h.
Stort Timeframe	MEASURE	RESULT	DATE
End Timeframe	Activity Minutes Long Title Example	24	9/11/20
	Steps	8,578	9/11/20
Health Data	Activity Minutes	48	9/10/20
Biometrics	Steps	12,240	9/10/20
2 LDL	BMI	27.3	8/25/20
Glasse	LDL	101	8/25/20
Activities	Flu Shot	Done	7/12/20
Activity Minutes	BMI	31.5	3/20/19
	Nicotine	Negative	3/20/19
Chollenges			
Challenges	LivingEosy	Done	2/10/19



5. Upload Forms

- → Click Upload Forms to submit and check the status of your forms.
- → Attach or drag your completed form into the designated area and click Submit.
- \rightarrow A few things to keep in mind:
 - You will be prompted to download appropriate forms on the wellness checklist.
 - Submit one file at a time.
 - Make sure your form is dated and contains the correct signatures before you submit.
 - Make sure your file format is a PNG, JPG, PDF or HEIC.
 - You will receive an email after you submit your form. Form processing typically takes 5-7 business days after we receive it. You will receive an email again when the status changes.
 - Important Note: If you completed a preventive care exam and are on the Medical Mutual insurance, you should automatically get credit on the portal in 4-8 weeks. If you have not received credit for your preventive care service or do not have Medical Mutual insurance, please submit a preventive care form (which you can download on the resources page) by the appeal deadline. This is especially important if you have a qualifying visit towards the end of the program window.

6. Contact Us

→ If you have additional questions about your program or run into an issue along the way, we are here to help! Visit this page to send us a message or call toll-free at 1-855-553-1006.

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	We want to here	ar from you.		
	Get in touch with yo	our questions.		
Cive us a call				
844.925.2782 We're here to help	Drop us a line!	Drop us a line!		
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Dr. SW, Suite 400 Cleveland, Ohio 4413	5 Employer*	Phone Number*		
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A Few More Tips

- → You could see an error message for several reasons. Read through the notice on screen and if you still have questions, contact us for help.
- → Do not be alarmed if an activity does not show as "complete" right away. It can take some time for the portal to display certain results. If a deadline is approaching, but your completion status still is not displaying correctly, you can contact Medical Mutual Wellness to confirm your completion status.
- → If you are not able to participate or meet the goals of your program, the Medical Mutual Wellness team can work with you and your doctor to find an alternative way to earn the reward. Learn more about appeals by going to your wellness checklist and downloading the appeals form. Read through the instructions outlined on the first page.