

Submitting Exam and Vaccine Forms

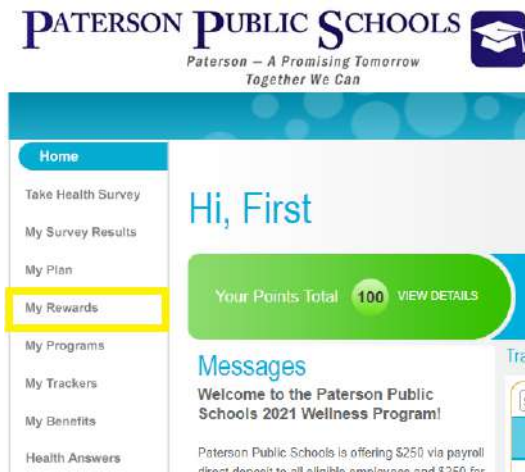
A Step-by-Step Guide

This step-by-step guide will help you complete the process for submitting your exam forms and/or vaccine forms.

Log into your wellness account at BeBetterHealth.net

Exam and Vaccine Forms to be completed can be found under the My Benefits tab.

1 Select **My Rewards** tab.



2 Expand **Prevention** from the dropdown menu.



3 Click **“Log This”** next to the exam or vaccine for which you are submitting documentation.



4 Complete **all fields** on pop-up box. Select **“Choose file”** to upload image of your exam/ vaccine form.

Program Participation

To indicate that you met your goal, select the checkbox and enter the date the goal was achieved.

☒ confirm I completed the covid vaccine

Date: 04/01/2021

Select completed exam Form: **Choose File** No file chosen

I confirm with my electronic signature below that the goal has been met.

Signature: John Smith

Date: 4/26/2021

Submit **Reset** **Cancel**

5

Select the file to upload from your computer, phone, or tablet. Click “Open” to attach for submission.

6

Click “Submit.”

Note: Only **one** page can be uploaded per exam or vaccine. For **vaccine forms**, lay the vaccine card on the submission form and **take a picture of them together**.

7

If submitted successfully, the Earned Points will update and Status will display as “Completed.”

	Max Possible Points	Earned Points	Status
ASSESSMENT			
Health Survey	100	0	In Progress
GOAL ACHIEVEMENT			
PREVENTION			
Annual Physical	100	100	Completed
Vision Exam	50	0	Log This!
Dental Checkup	50	50	Completed
Skin Cancer Screening	75	0	Log This!
Age/Gender Appropriate Screening	75	0	Log This!
Flu Vaccination	100	0	Log This!
COVID-19 Vaccination	200	0	Log This!
PROGRAM PARTICIPATION			
Total Points	1424 points possible	150 points earned	

Tip for Uploading Forms:

You will need to first have an image saved on your computer, phone, or tablet to upload. If uploading from your phone or tablet, you can simply take a picture of the vaccine form and select that image to upload from your photos. If using a computer, you can email yourself the picture, open the image from your email on the computer, save it to your computer desktop, and upload the image from your computer desktop. (Word document, PDF, photo image, etc. are acceptable attachments.)

Tip for Form Verification:

Prior to uploading your form, it is important to **ensure that all fields on the form are completed**. If there is missing information you will be contacted by beBetter via phone call or email. If the corrected form is not submitted to beBetter your completion status and **points will be removed** for that corresponding form and you will need to resubmit your completed form through your beBetter wellness portal.

For assistance with logging into your wellness portal contact our support desk by calling 866-748-0957 or emailing supportbbh@ebix.com.