



**We've Got You
Covered this Year.**

**2025
WELLNESS PROGRAM**



Participate in your Wellness Program this year to earn a Premium Discount for the 2025 – 2026 Plan Year.

All T&M Associate employees will have opportunities to participate in various wellness activities. Enrolled employees and covered spouses can earn an incentive by completing the requirements below. See pages 2 - 3 for how to complete these steps.

TIER ONE REQUIREMENTS



STEP 1

View the Physician Results Form from the Wellness Portal and follow the flyer instructions. See page 6 for submission methods. Exams between 7/1/24–6/30/25 are valid.

ANNUAL PHYSICAL WITH LABWORK

EMPLOYEE + SPOUSE REQUIREMENT

DEADLINE: JUNE 30, 2025



STEP 2

Complete all questions except the Health Metrics section. The Health Metrics section will automatically update once you complete the Annual Physical with Lab Work.

KNOW YOUR NUMBER ASSESSMENT

EMPLOYEE + SPOUSE REQUIREMENT

DEADLINE: JUNE 30, 2025



STEP 3

Once you receive a KYN Risk Tracker Score you can schedule a coaching session with a Wellworks For You Health Coach to review your score.

KNOW YOUR NUMBER HEALTH COACHING CALL

EMPLOYEE ONLY REQUIREMENT

DEADLINE: JUNE 30, 2025



Schedule Your KYN Health Coaching Review

1. Log into your **Wellness Portal**.
2. Click on **Coach's Corner**.
3. Under the Upcoming Appointments calendar click the **Schedule Appointment** button.
4. Choose your Calendar View and select your Time Zone.
5. Add at least one (1) Health Coach by clicking **Add** beneath the Health Coach's name and photo to view their availability.
6. Available appointment times will be shown in green. Click on any available appointment time that is convenient for your schedule.
7. Select a topic to discuss, choose a contact method, fill in the required fields, and click **Confirm Appointment**.
8. Your Health Coach will contact you on your appointment date and time.

PLEASE NOTE: An alternate phone number is required if you select Phone as your preferred contact method. Your email confirmation will be sent to the email address used when making an appointment. If there are no available appointment times for the Health Coach(es) you selected, you will be instructed to use the arrows above the calendar to view other weeks.

TIER TWO REQUIREMENTS



Employees who complete Tier One Requirements are also eligible to earn the Tier Two Incentive by completing various wellness activities. Wellness Activities (with the exception of the Follow Up Health Coach Call) can be completed in any order, regardless of Tier One completion status. Please note the specific activity deadline, as some activity deadlines are prior to the June 30, 2025, program deadline. Visit the Wellness Portal for additional information on how to complete the various activities.

EARN A MINIMUM OF 50 POINTS BY COMPLETING VARIOUS WELLNESS ACTIVITIES

EMPLOYEE ONLY REQUIREMENT

DEADLINE: JUNE 30, 2025

<p>FOLLOW UP HEALTH COACH CALL 25 pts</p> <p>DEADLINE: JUNE 30, 2025</p> <p>Once you've completed your Know Your Number Health Coaching Call (KYN), you may continue to meet with your Health Coach. Only one (1) additional call will count towards your Tier Two incentive.</p>	<p>AGE/GENDER PREVENTIVE EXAM 25 pts</p> <p>DEADLINE: JUNE 30, 2025</p> <p>Earn up to 50 points by submitting the Preventive Screening Form. Visit the Wellness Portal for available exam types and submission instructions. Exams between 7/1/24 - 6/30/25 are valid.</p>	<p>DENTAL OR VISION EXAM 20 pts</p> <p>DEADLINE: JUNE 30, 2025</p> <p>Complete one (1) dental or vision preventive exam to earn credit for this activity. Visit the Wellness Portal for details and submission instructions. Exams between 7/1/24 - 6/30/25 are valid.</p>	<p>HEALTHY HABITS CHALLENGE 10 pts</p> <p>FEB. 10 - MARCH 24</p> <p>This individual challenge encourages you to complete various healthy habits over the course of six (6) weeks to help you develop habits that will stay with you for the rest of your life.</p>
<p>COUCH TO 5K CHALLENGE 10 pts</p> <p>APRIL 21 - JUNE 2</p> <p>This walking challenge will start with a goal of 2,500 steps per day, and gradually increase your steps each week, working toward an average of 7,000 steps per day by the end of six (6) weeks.</p>	<p>ELEARNING SERIES 5 pts</p> <p>DEADLINE: JUNE 30, 2025</p> <p>Earn up to 20 points by completing Learning Series under the Learning Center section of the Wellness Portal. The Post Module survey must be completed to earn participation.</p>	<p>ELEARNING VIDEOS 1 pt</p> <p>DEADLINE: JUNE 30, 2025</p> <p>Earn up to 10 points by completing Learning Videos under the Learning Center section of the Wellness Portal. If available, the Post Module survey must be completed to earn participation.</p>	

INCENTIVES

EARN YOUR INCENTIVE

EMPLOYEE ONLY MEDICAL COVERAGE:

Enrolled employees who complete the Tier One requirements will be eligible to receive a \$25 bi-weekly Premium Differential in the 2025-2026 plan year (\$650 annually). Enrolled employees who complete Tier One AND Tier Two will be eligible to receive a \$35 bi-weekly Premium Differential in the 2025-2026 plan year (\$910 annually).

EMPLOYEE + SPOUSE MEDICAL COVERAGE:

Enrolled employees and covered spouses who complete the Tier One requirements will be eligible to receive a \$40 bi-weekly Premium Differential in the 2025-2026 plan year (\$1,040 annually). Enrolled employees will have the opportunity to complete Tier One AND Tier Two requirements to be eligible to receive a \$50 bi-weekly Premium Differential in the 2025-2026 plan year (\$1,300 annually). Employee must complete Tier 1 for Spouse to be eligible.



View your Incentive Progress

Looking for an overview of your progress to date?

- Log into your Wellness Portal (www.wellworksforyoulogin.com).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.



SERVICES

FREQUENTLY ASKED QUESTIONS

Do I need to complete Tier One requirements before starting Tier Two?

No. You can complete Tier Two activities prior to completion of the Tier One Requirement, with the exception of the Follow Up Health Coaching Call, which must be completed AFTER completing your initial KYN Health Coaching call.

What if I earn over 50 points but do not complete all three Tier One requirements by the June 30, 2025, deadline?

If you do not complete the Tier One requirements, you will NOT be eligible to receive either Tier One or Tier Two incentive.

What if there are no available KYN Health Coaching Call sessions prior to the June 30, 2025, deadline?

KYN Health Coaching Call sessions are subject to availability. We recommend scheduling your call at least three (3) weeks prior to the program deadline to ensure you are able to secure an appointment. If there are no available appointments, no exceptions or extensions will be allowed. You may schedule your appointment as early in the program year as you would like, just ensure you have completed the Annual Physical with Bloodwork and Know Your Number Assessment prior to your scheduled call.

Does my spouse need to complete the KYN Health Coaching Call to be eligible for Tier One? No. Spouses are only required to complete the Annual Physical with Bloodwork and the Know Your Number Assessment in order to qualify for the Tier One incentive.

Do my spouse and I both need to complete Tier One to be eligible?

Employees must complete Tier One requirements for their Spouse to be eligible. Employees who complete Tier One, but their spouse does not, will receive the Employee Only incentive rate. Spouses who complete Tier One, but the employee does not, are not eligible for an incentive.

Wellbeing Desktop

From your wellness portal, access the wellness desktop for instant shortcuts to your most important program activities and resources.



LEARNING CENTER



MENTAL HEALTH



CHALLENGES



KNOW YOUR NUMBER ASSESSMENT

GET MORE INFORMATION

Need more details on your wellness activities? Find submission guidelines, access to forms, specific deadlines, and more on the Wellness Portal.

VISIT THE WELLNESS PORTAL

ADDITIONAL INFORMATION

RECOMMENDED SUBMISSION METHOD: AUTOMATIC PARTICIPATION VIA QR CODE

Our new QR Code technology instantly allows providers to submit results in real-time via a secure QR Code link.

Mobile App:

1. Log into your **Wellworks For You Mobile App** and go to the **Wellness Locker**.
2. Select the [Physician Results Form/ Proof of Annual Physical Form] during your visit.
3. Choose **Complete Form Online** to access the secure QR Code link for your provider.
4. Upon submission, you will receive automatic participation credit.

Web Portal:

1. Log into your **Wellness Portal** and go to the **Wellness Locker**.
2. Print the [Physician Results Form/Proof of Annual Physical Form] and the QR Code page.
3. Have your provider scan the QR Code from your device to complete the submission.

PLEASE NOTE:

QR codes are **unique** to each participant and **cannot** be shared.

If all required metrics are not available at your appointment, use the paper-based form or request your provider to submit the form online after receiving the metrics.

SUBMIT, VIEW & DOWNLOAD DOCUMENTS FOR COMPLETION

All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion. All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways.

UPLOAD TO THE WEB PORTAL:

Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.

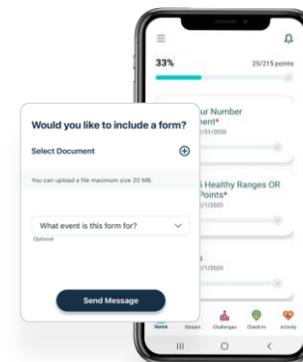


PLEASE NOTE:

Wellworks For You requires **at least seven (7) to ten (10) business days** for processing and participation to be updated in the Wellness Portal.

UPLOAD VIA THE MOBILE APP:

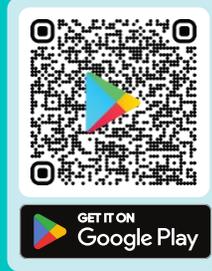
Take a photo of your form using your Smartphone. Next, upload it to the the Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.



RESOURCES

Download the Mobile App

Easily sync your device, check the Challenge Leaderboard, track your habits, and even confirm your Wellness Program completion status with the Wellworks For You Mobile App!



Please follow the steps below to log into your Wellworks For You account or create an account if you do not have one.

LOG INTO THE WELLNESS PORTAL

1. Go to www.wellworksforyoulogin.com
2. Your username will be: **EMPLOYEE:** Employee Email
JDoe@TandMAssociates.com
SPOUSE: TM_FirstInitial+LastName+YOB TM_SDoe1986
3. Your temporary password will be: Individual's DOB - MMDDYYYY
4. Accept the terms of the Consent Form
5. Fill in the required information

FORGOT YOUR USERNAME OR PASSWORD?

1. Go to www.wellworksforyoulogin.com.
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **800.425.4657**

In accordance with HIPAA confidentiality laws, your individual data is accessible only to you and the third-party vendor, Wellworks For You.



THE FINE PRINT



By participating in the T&M Associates voluntary wellness program, you are acknowledging that you've read and understand the fine print and protections from disclosure of medical information located in the Wellness Locker by clicking [here](#).



CONTACT YOUR WELLNESS TEAM

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your **Wellness Team** via your **Wellness Portal**.



CONTACT US

Simply select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800.425.4657**.