



# Form Upload

## Instructions

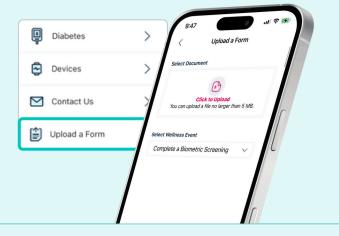
Find all forms and documents, available to download in the Wellness Locker, accessible from the Portal menu or homepage. Complete and submit directly in the Portal or Mobile App.

#### **AUTOMATIC PARTICIPATION VIA OR CODE:**

Our new QR Code technology instantly allows providers to submit results in real-time via a secure QR Code link. This is available for the Physician Results Form/Proof of Annual Physical Form only, at this time.

### **AUTOMATICALLY Mobile App Wellness Portal** 1. Log in to your Wellworks For You Mobile App and go 1. Log in to your Wellness Portal and go to the to the Wellness Locker. Wellness Locker. 2. Select the Proof of Annual Physical Form during your 2. Print the Proof of Annual Physical Form and the QR Code page. 3. Choose Complete Form Online to access the secure 3. Have your provider scan the QR Code from your device to complete the submission. QR Code link for your provider. 4. Upon submission, you will receive automatic 4. You will receive automatic participation credit participation credit. upon submission. MANUALLY **Upload to Portal Upload via Mobile App** Take a photo of your form using your smartphone and Click the **Upload a Form** tile from the homepage.

Take a photo of your form using your smartphone and upload it via the mobile app. Go to the **Upload a Form** tab in the top left menu, select **Click to Upload**, and choose the relevant event from the Select Wellness Event dropdown. Users are limited to **one** (1) file per submission.



Click the **Upload a Form** tile from the homepage. 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 7–10 business days to process submitted forms and update your Wellness Portal. It is your responsibility to submit all required documents, and we recommend keeping a copy for your records.

QR Codes are unique to each participant and may not be shared.

