



Accept the Healthy Habit Challenge

CHALLENGE INSTRUCTIONS

County of Los Angeles Employee Wellness Portal

LACountyGetsFit.com

Healthy Weight Loss Challenge | Keep It Moving Challenge | Total Health Challenge

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How to Create an Employee Wellness Portal Account

NOTE: If you have previously created a wellness portal account, you do not need to create another one. These instructions are for new users who have not already created an account.

Step 1: Go to LACountyGetsFit.com to register



Not Yet Registered?

- Enter your First Name and Last Name
- Click the dropdown arrow to select Department
- Click the dropdown arrow to select E or C, then enter your Employee ID
- Enter your Email & Confirm Email
- Select Yes or No to Earn Rewards
- Type in the code shown on your screen, then check the box "I am not a Robot". Click the Continue button when it is displayed.

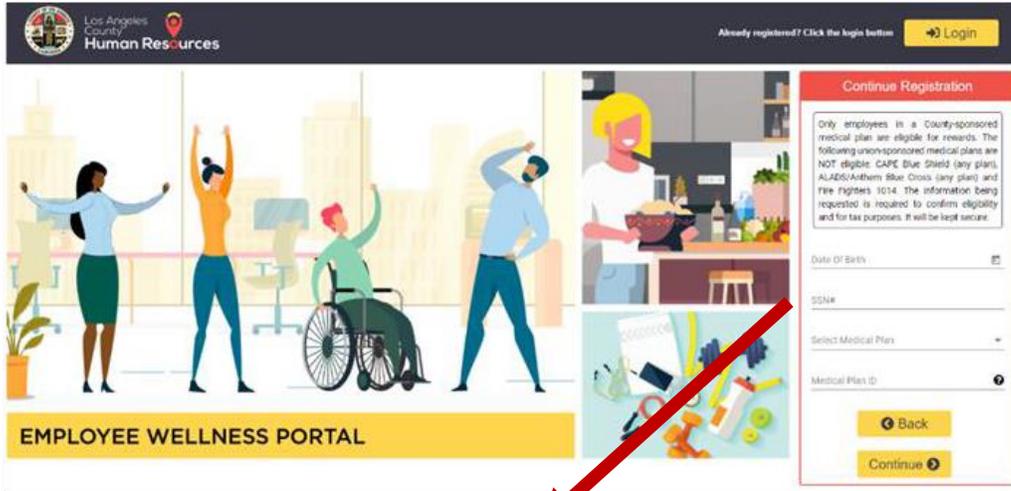
Rewards are limited to County employees who are direct-subscribers in a County-sponsored medical plan and while supplies last. In accordance with applicable tax law, reward cards you receive will be reported by the County as taxable wages on your W-2, and applicable payroll taxes will be withheld from your regular pay.

Wellness Portal Technical Support - 800.435.5023, option 2 - support@mybenefitschannel.com
Support Hours: 6:00 am to 3:00 pm (Pacific Time), Monday – Friday, except major holidays.





Step 2: Continue Registration



Continue Registration

Only employees in a County-sponsored medical plan are eligible for rewards. The following union-sponsored medical plans are NOT eligible: CAPE Blue Shield (any plan), ALADS/Anthem Blue Cross (any plan) and Fire Fighters 1014. The information being requested is required to confirm eligibility and for tax purposes. It will be kept secure.

Date Of Birth

SSN#

Select Medical Plan

Medical Plan ID

Enter your Date of Birth.

Enter your Social Security Number.

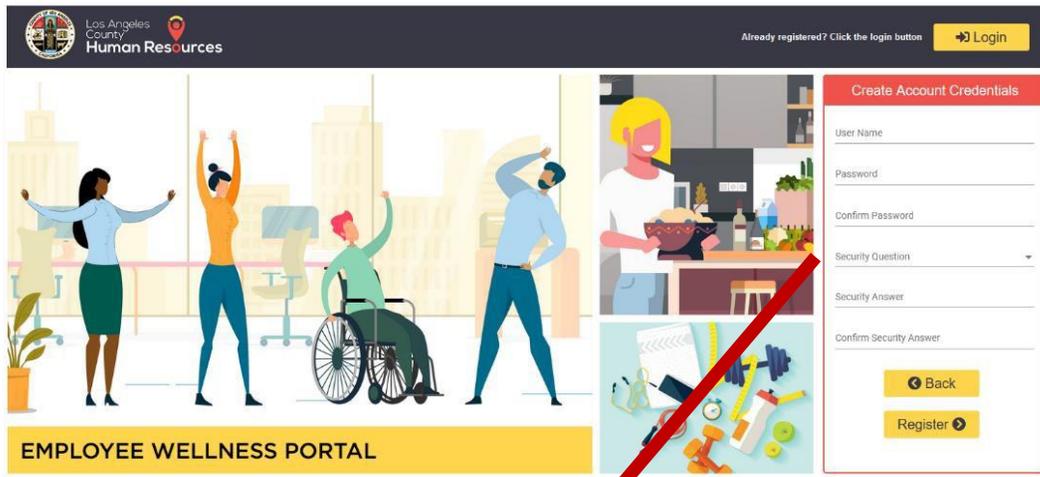
Click the dropdown arrow to select your Medical Plan.

Enter your Medical Plan ID

Click the question mark icon to open a new browser tab of a graphic showing where to find your Medical Plan ID on your health insurance card.



Step 3: Create Account Credentials



Create Account Credentials

User Name

Password

Confirm Password

Security Question

Security Answer

Confirm Security Answer

← Back
Register →

Create a User Name and enter it in this field.
Recommend using your email address as your User Name.

Create a Password and enter it in this field.

Confirm Password and enter it again in this field.

Click dropdown arrow to select Security Question.

Enter Security Answer in this field.

Confirm Security Answer and enter it in this field.

Click the Register button to complete registration.

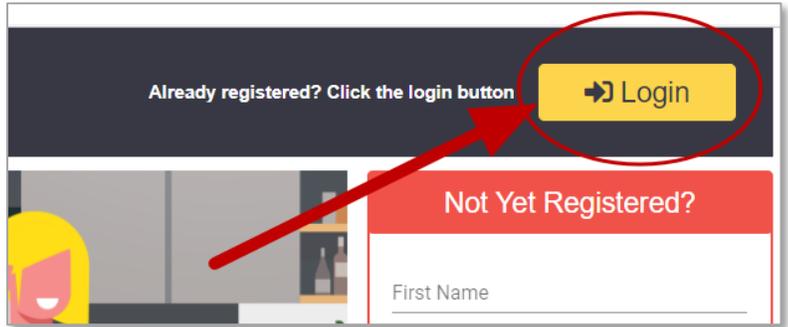


Healthy Weight Loss Challenge: How to Register

INSTRUCTION: Team Captains (and individuals participating solo) will follow these steps to complete and submit their Initial Team Registration survey for the Healthy Weight Loss Challenge.

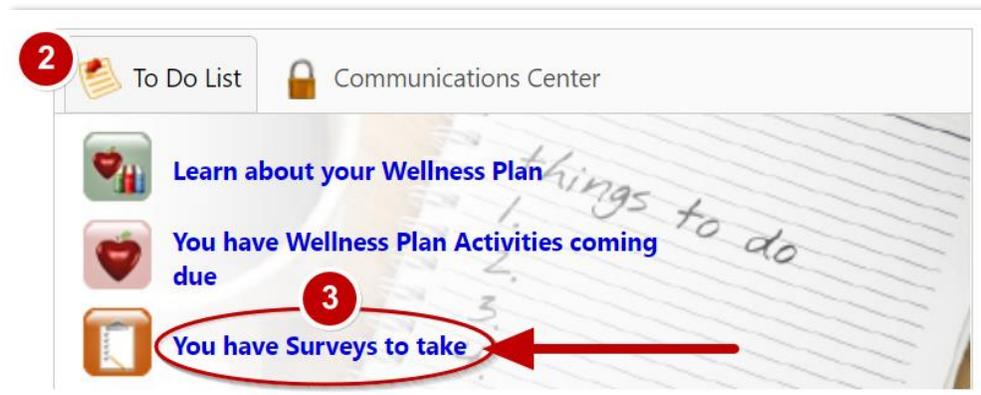
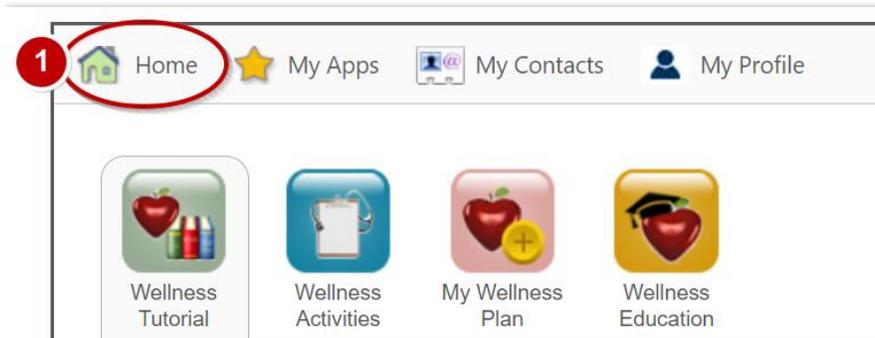
Step 1: Log in to the wellness portal at LACountyGetsFit.com

- If you have already created an account, click the yellow Login button at the top of the page and then enter your username and password.
- If you have not created an account, then complete each field of the registration form located below the Login area. See **page 2** for instructions on how to create an account.



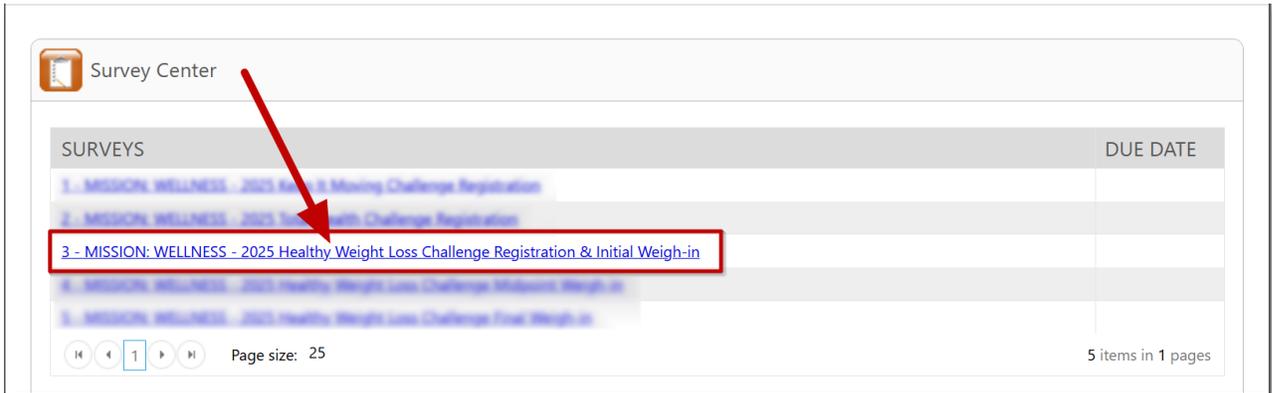
Step 2: Go to your To-Do List

- In the Wellness Tutorial, click the **(1) "Home"** icon on the navigation bar to navigate to your **To Do List**. In the **(2) To-Do List**, click the link **(3) "You have Surveys to take"**





- In the **Survey Center**, click on the **survey name** to access it.



Step 3: Complete Registration

- Complete the Team Captain (or Individual Participant) Registration Information. **Note:** all fields are required.

Preview 4 - MISSION: WELLNESS - Healthy Weight Loss Challenge Registration & Initial Weigh In [Exit Preview](#)

Registration Information

To register as a Team Captain or Individual Participant complete all fields below, then click the **"Next"** button to proceed to the Team Information page.

1) Team Captain LAST Name:

This item is required

2) Team Captain FIRST Name:

This item is required

3) Team Captain Employee Number
(Do not include the "E" when entering your number)

This item is required

4) Select your department from the drop down list below:

This item is required



- Click the **Next** button at the bottom of the page to add your Team Information.

8) Work City, State & Zip Code
(Enter your WORK city, state & zip code, not your personal one)

This item is required

Click the "**Next**" button to add your Team Information.

- Enter your team information and initial total team weight. **Note:** all fields are required.

Preview 4 - MISSION: WELLNESS - Healthy Weight Loss Challenge Registration & Initial Weigh In [Exit Preview](#)

Team Information and Initial Weigh-in

1) Enter your Team Name.
Your team name will remain the same during the challenge.
Note: If you're a "team of one", DO NOT use your name as your team name. If you're a "team of one" and prefer for your results to NOT appear on the Challenge Leaderboard, please submit your request via email to: support@mybenefitschannel.com

This item is required

- Click the blue **Finish** button to submit your team registration information.

4) Total Team Weight (during Registration Week).
In the field below, enter the **total number of pounds** your team weighs.
Note: If a member of your team drops out at some point, then in future weigh ins just include and roll over their initial weight.

This item is required

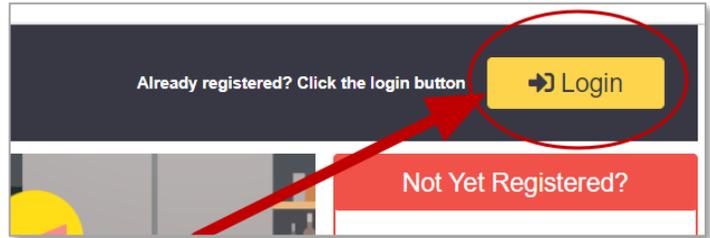


How to Complete the Midpoint Weigh-in Survey

INSTRUCTION: Team Captains (and individuals participating solo) will follow these steps to complete and submit their Midpoint Weigh-in survey for the Healthy Weight Loss Challenge.

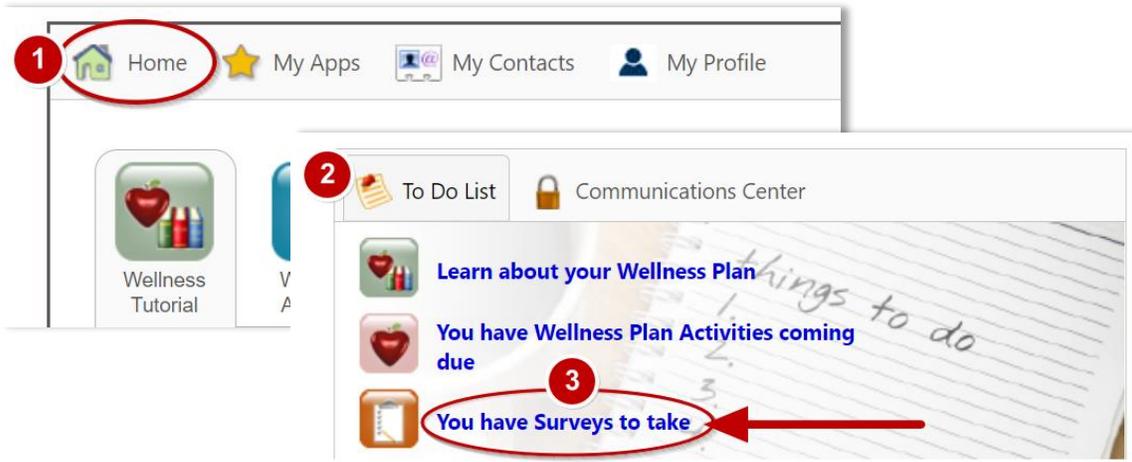
Step 1: Log in to your wellness portal

- Go to LACountyGetsFit.com and click the yellow **Login** button at the top of the page. Then enter your username & password.

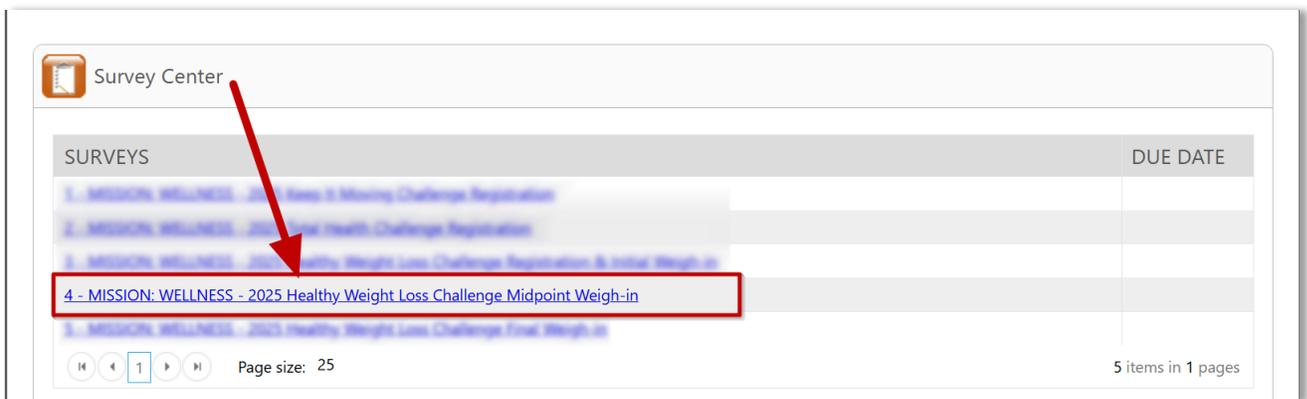


Step 2: Go to your To-Do List

- In the Wellness Tutorial, click the (1) **“Home”** icon on the navigation bar to navigate to your **To Do List**. In the (2) **To-Do List**, click the link (3) **“You have Surveys to take”**.



- In the **Survey Center**, click on the **Mission: Wellness – 2025 Health Weight Loss Challenge Midpoint Weigh-in**.





Step 3: Complete the Midpoint Weigh-in Survey

- Enter your team's total midpoint team weight in the appropriate field. Click the **Finish** button to submit.

4 - MISSION: WELLNESS - 2024 Healthy Weight Loss Challenge Midpoint Weigh-in

MISSION: WELLNESS - Healthy Weight Loss Challenge Midpoint Weigh-in



Accept the Healthy Habit Challenge

Enter the **your total team weight (in pounds)** in the box below. If you have a team member drop out, you must include their initial weight in your total.

This survey closes **11/15/24 11:59 PM**; please submit your team's midpoint weight by this date. Thank you!

Midpoint Team Weight in pounds:

This item is required

Click the blue **Finish** button below to submit your team's midpoint weigh-in results.

For Technical Issues with this form, email support@mybenefitschannel.com
For Wellness Program Questions, email workplaceprograms.hr@lacounty.gov

Disclaimer: your response will be shared with a 3rd party and employer in order to administer an incentive.

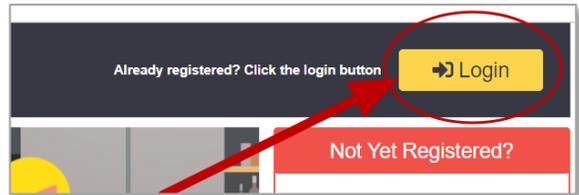


How to Complete the Final Weigh-in Survey

INSTRUCTION: Team Captains (and individuals participating solo) will follow these steps to complete and submit their Final Weigh-in survey for the Healthy Weight Loss Challenge.

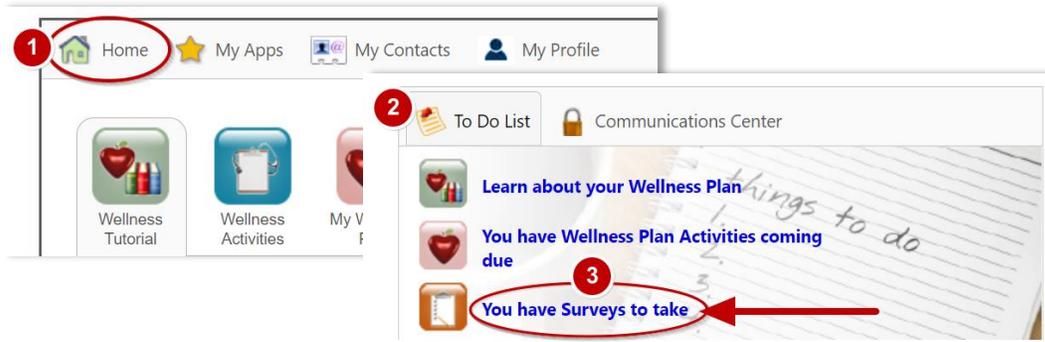
Step 1: Log in to your wellness portal

- Go to LACountyGetsFit.com and click the yellow **Login** button at the top of the page. Then enter your username & password.



Step 2: Go to your To-Do List

- In the Wellness Tutorial, click the **(1) "Home"** icon on the navigation bar to navigate to your **To Do List**. In the **(2) To-Do List**, click the link **(3) "You have Surveys to take"**.

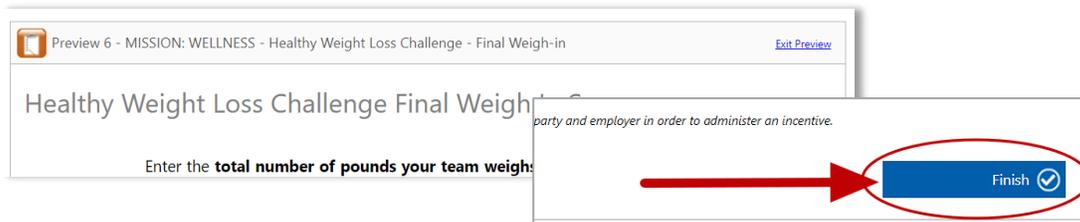


- In the **Survey Center**, click on **Mission: Wellness – 2025 Healthy Weight Loss Challenge Final Weigh-in**.



Step 3: Complete the Final Weigh-In Survey

- Enter your team’s total team weight in the appropriate field. Click the blue **Finish** button at the bottom of the page to submit your team’s final weight.





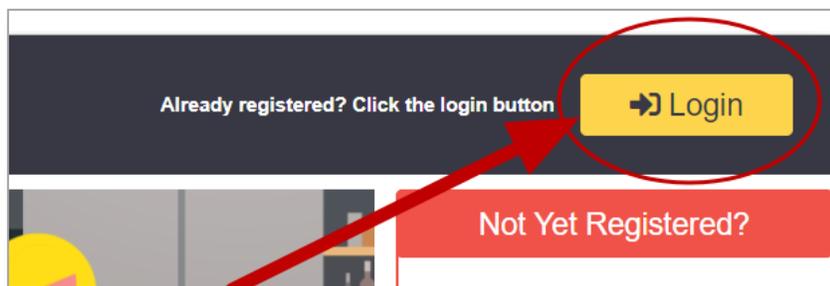
Keep It Moving Challenge: How to Register

INSTRUCTION: Team Captains (and individuals participating solo) will follow these steps to complete and submit the registration survey for the Keep It Moving Challenge.

NOTE: Team Captains will also need to create their teams in the portal. See instructions for creating your team starting on page 13.

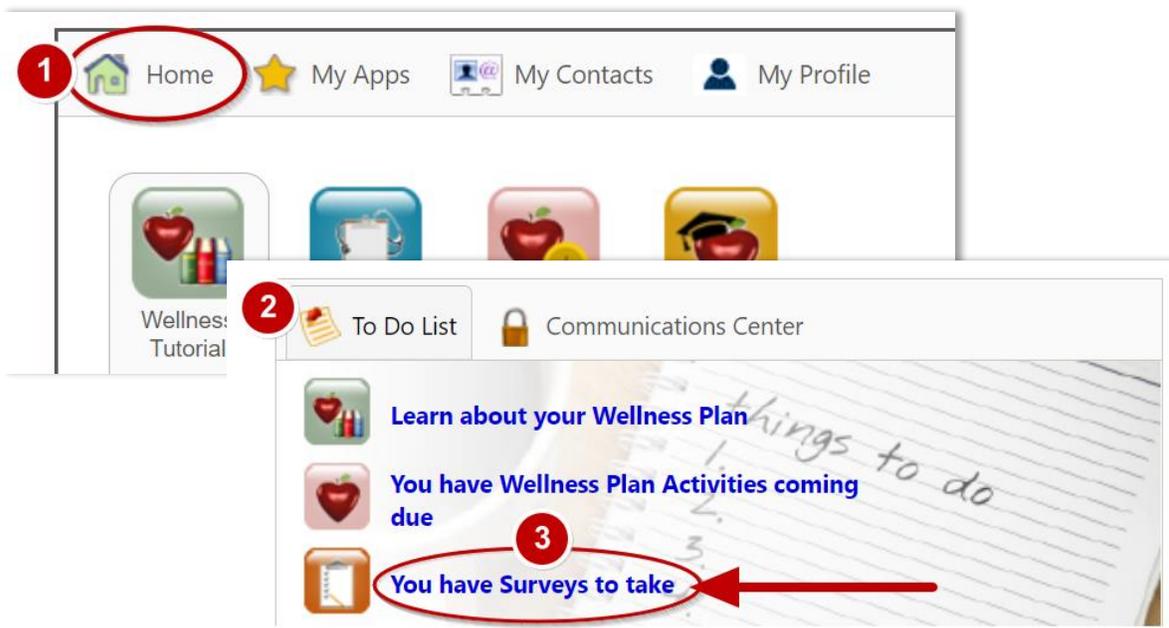
Step 1: Log in to your wellness portal

- Go to LACountyGetsFit.com and click the yellow **Login** button at the top of the page. Then enter your username & password.
- If you have not created an account, then complete each field of the registration form located below the Login area. See page 2 for instructions on how to create an account.



Step 2: Go to your To-Do List

- In the Wellness Tutorial, click the (1) **“Home”** icon on the navigation bar to navigate to your **To Do List**. In the (2) **To-Do List**, click the link (3) **“You have Surveys to take”**.





- In the **Survey Center**, click on **Mission: Wellness – 2025 Keep It Moving Challenge Registration**.

Survey Center

SURVEYS	DUE DATE
1 - MISSION: WELLNESS - 2025 Keep It Moving Challenge Registration	
2. MISSION: WELLNESS - 2025 Total Health Challenge Registration	
3. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Registration & Initial Weigh-in	
4. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Midpoint Weigh-in	
5. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Final Weigh-in	

Page size: 25 5 items in 1 pages

Step 2: Complete Registration

- Follow the instructions to complete and submit the survey.

1 - MISSION: WELLNESS - 2024 Keep It Moving Challenge Registration

MISSION: WELLNESS - Keep It Moving Challenge

Accept the Healthy Habit Challenge

INSTRUCTIONS:

Teams and Individuals: To sign up for the challenge, please complete and submit this survey no later than **May 8th**.

Click the **"Next"** button below to proceed to the survey.

For Technical issues with this form, email support@mybenefitschannel.com
For Wellness Program Questions, email workplaceprograms@hr.lacounty.gov

Exit Survey Next

Page 1 of 3

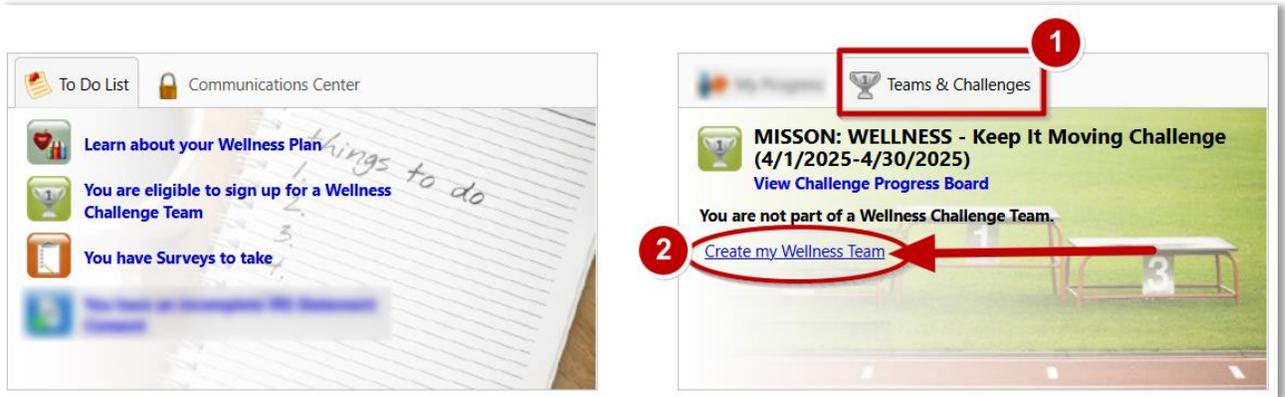


Keep It Moving Challenge: How to Create Your Team in the Portal

INSTRUCTION: Team Captains (and individuals participating solo) will follow these steps to create their team in the Wellness Portal at LACountyGetsFit.com.

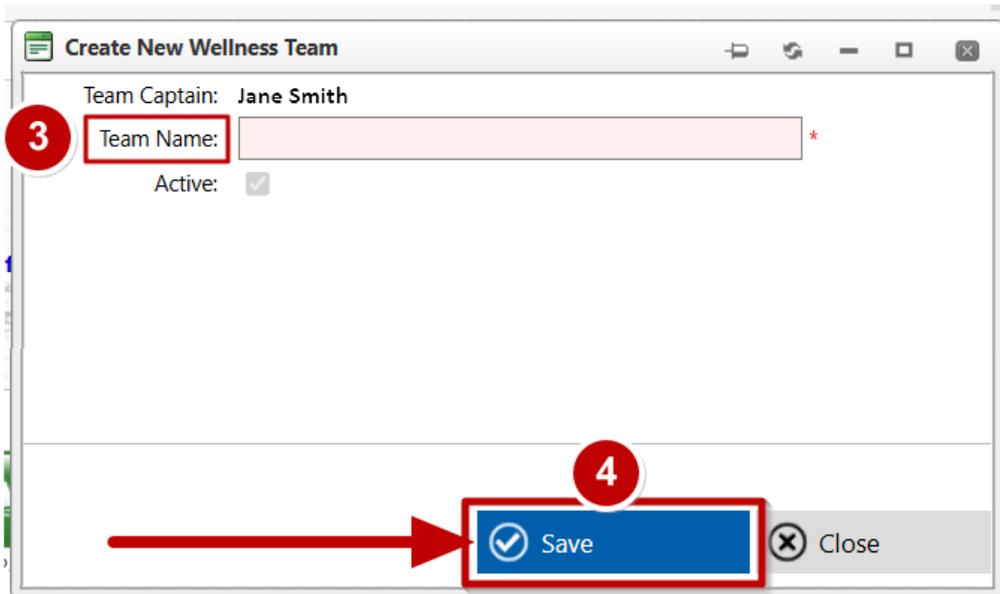
Step 1: Go to the Teams & Challenges Board

- Log into your Wellness Portal Account and click on the (1) "Teams & Challenges" tab. Click on (2) Create my Wellness Team blue link.



Step 2: Create Wellness Team

- In the pop-up box "Create New Wellness Team", enter your Team Name in the (3) field shaded light red, then click (4) Save.

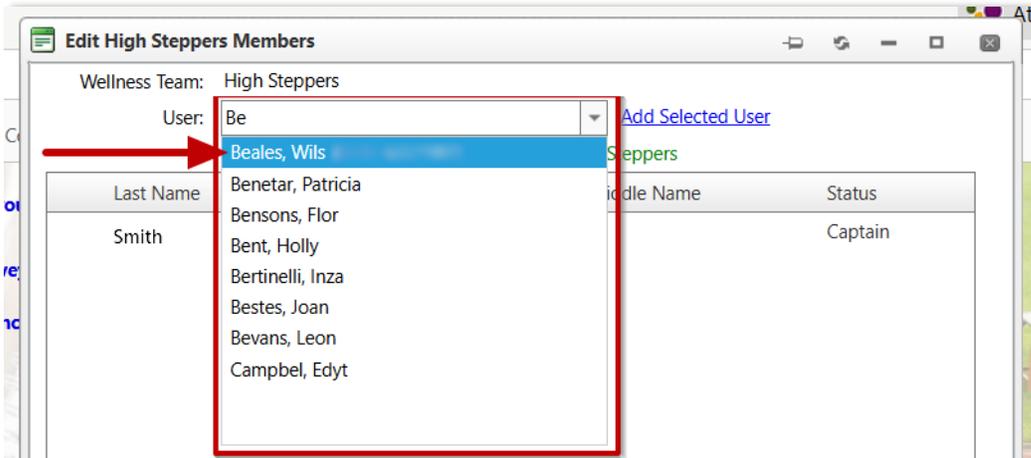


NOTE: If you are an individual participating and do not want to add any team members to your team, you are done. Click the Save & Close button after you have created your team in the portal.



Step 3: Add Team Members

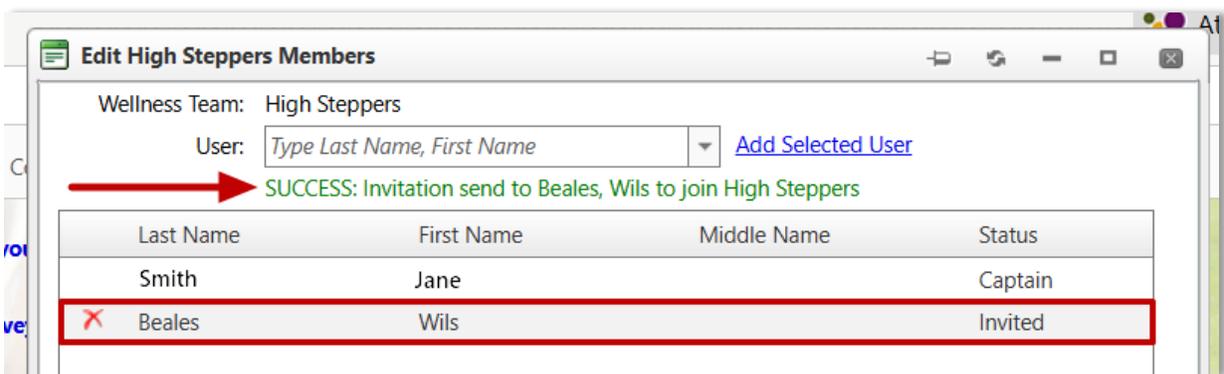
- In the pop-up box, search for the name of someone you would like to invite to your team, by typing in their Last Name, First Name in the (1) User field and selecting their name from the dropdown menu. Click on their name to select it and add the name to the User field.



- Click the link (2) "Add Selected User" to invite the user to participate on your team. Only 15 team members are allowed on a team (includes the Captain as a team member).



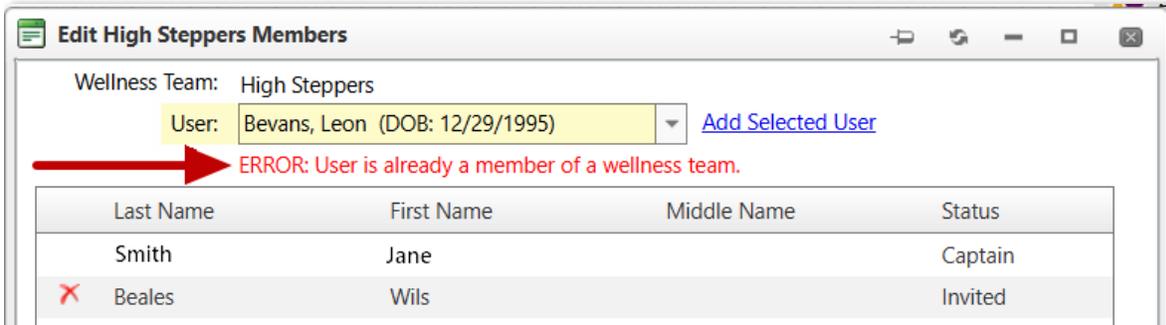
- You will see the selected user displayed in the team member box and the Status field will show "Invited" with a "SUCCESS: Invitation send..." message.



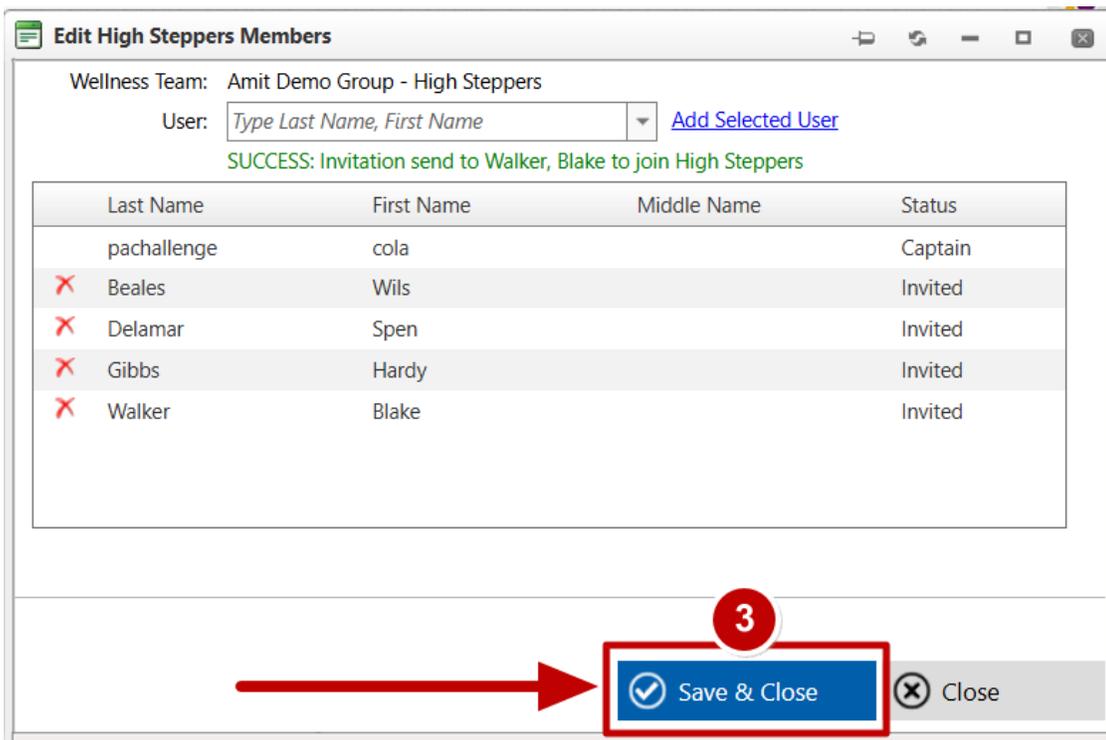


NOT ABLE TO LOCATE A USER IN THE SYSTEM? If the Team Captain is unable to locate a user/person in the system, that person has not registered yet at LACountyGetsFit.com. The Team Captain, will need to contact the person they want to add to their team and have them register at LACountyGetsFit.com by following the **steps on page 2 of this document**. After the person has registered, the Team Captain will need to provide the instructions on how to join their team as outlined on **page 18** of this document.

- If you select a user that is already a member of a team, you will see an Error message “**ERROR: User is already a member of a wellness team**” and you will **not** be able to add that specific user to your team.



- You can continue adding users to your team by following the steps listed above. When you have completed adding members to your team, click the **(3)** “**Save & Close**” button.





Keep It Moving Challenge: How to View/Edit Team Members

INSTRUCTION: Team Captains can view team members who have accepted the invitation to join their team by following the steps below.

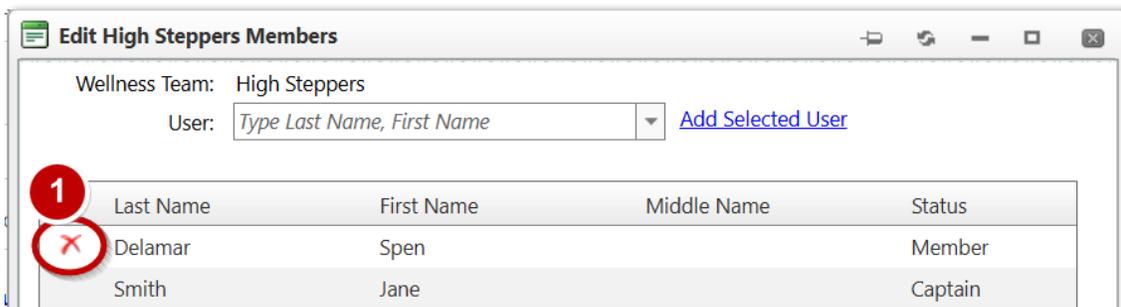
Step 1: Log in to Wellness Portal Account

- To view/edit team members, Team Captains will log into their wellness portal account and click on the **Teams & Challenges** tab. Click on the **“people icon”** next to the number of team members to view/edit team members.

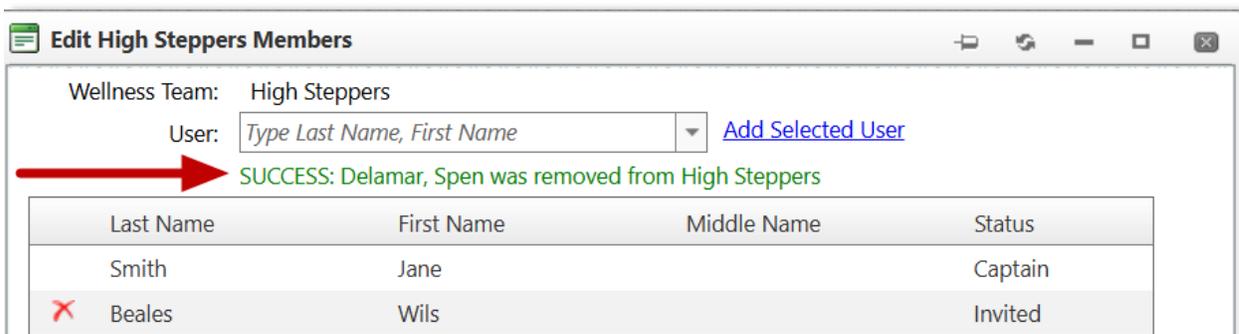


Step 2: View/Edit Team Members

- The pop-up box will open with the team members names and their status listed as either **“Member”** or **“Invited”**. To delete a member or someone you sent an invitation to from your team, click the **(1) “red X”** by their Last Name.



- After removing a team member, You will see a **“SUCCESS”** message in green stating that the user was removed from the team. The team member will receive an email notification that they were removed from the team. Click the **(2) Save & Close** button to save your changes.





Keep It Moving Challenge: Example Email Notification to Join Team

After Team Captains add participants to their wellness team, each participant will receive an email notification inviting them to join the team. **Below is an example of the email notification an invitee will receive.** We recommend checking your inbox as well as any spam or junk folders for the email notification.

Invitation to join a wellness team **SAMPLE EMAIL INVITATION**

 Lori Cook
To:  Lori Cook

From: MyBenefitsChannel Team <noreply@mybenefitschannel.com>
Sent: Wednesday, April 9, 2025 3:21 PM
To: Joan Bestes <[Invitee email address](#)>
Subject: Invitation to join a wellness team

Dear Joan,

You're invited to join a wellness team!

You have been invited by Team Captain, **Juli Brandri** to join the '**Juli Runners**' team.

Please log in to your LACountyGetsFit.com account to join the wellness team. Refer to the Mission: Wellness Challenge Instructions document for steps to join the wellness team.

Please do not reply to this message. This mailbox is not monitored.

Best of Luck in the Challenge!

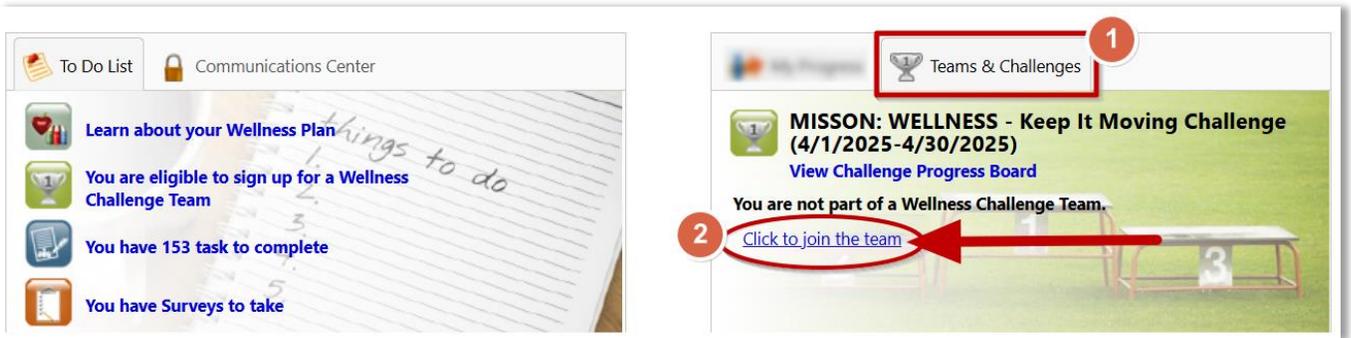


Keep It Moving Challenge: How to Join a Team

INSTRUCTION: Individuals invited to join a wellness team by a Team Captain will follow these steps to join the team.

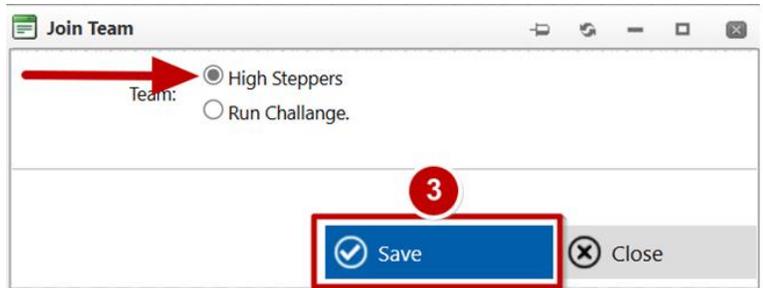
Step 1: Log in to Wellness Portal Account

- The individual that was sent the invitation to join a team, will need to log into their Wellness Portal Account at LACountyGetsFit.com and click on the **(1) Teams & Challenge** tab, then click on **(2) "Click to join the team"**.



Step 2: Join the Team

- In the "Join Team" pop-up box, a list of teams that you have been invited to join will be displayed. Select the team you want to join and click the **(3) Save** button. If the max number of team members have been reached, you will receive a message letting you know to contact the Team Captain.



- After selecting the team you want to join, you will see on the **Teams & Challenges** tab that you are a member of the team. The team name will be displayed in bold before "Summary".



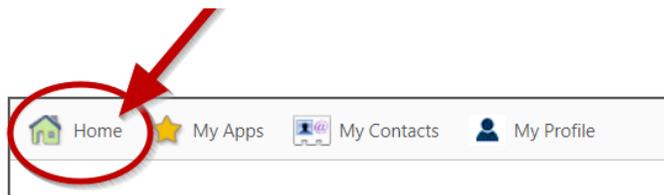


Keep It Moving Challenge: How to Submit Daily Activity Tracking

NOTE: Each team member will be responsible for logging their Physical Activity in their Wellness Portal Account at LACountyGetsFit.com by following the steps below. Fitness activity will be converted to equivalent steps and will determine the prize winners!

Step 1: Navigate to the Home page

- After logging in to the portal with your username & password, from the Wellness Tutorial section, click **(1) "Home"** at the top of the page.



Step 2 and 3: Go to the Physical Activity Tracker

- On the home screen, click on the **(2) Trackers & Monitors** icon. Then click on the **(3) Physical Activity** icon.



Step 4: Enter Physical Activity Data

To Enter **AEROBIC STEPS**:

- In "Track Physical Activity" box type the **Date** in the field or click the calendar icon to select the Date.
- In the "Activity" field, click in the box to select "Aerobic Steps" from the dropdown menu.
- Type in your steps in the **# of Steps** field.
- In the **Notes** field type in the **type of device** you used to track your steps.
- Click "Log this Value" to log your steps.

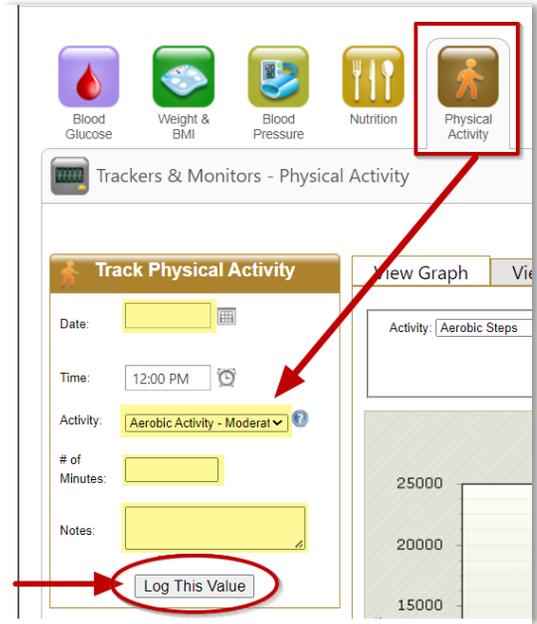




How To Enter AEROBIC ACTIVITY – MODERATE:

Note: Aerobic Activity Minutes will be converted to Aerobic Steps in the “View Log” tab of your tracker. 1 minute of aerobic activity – moderate is equivalent to 105.6 steps.

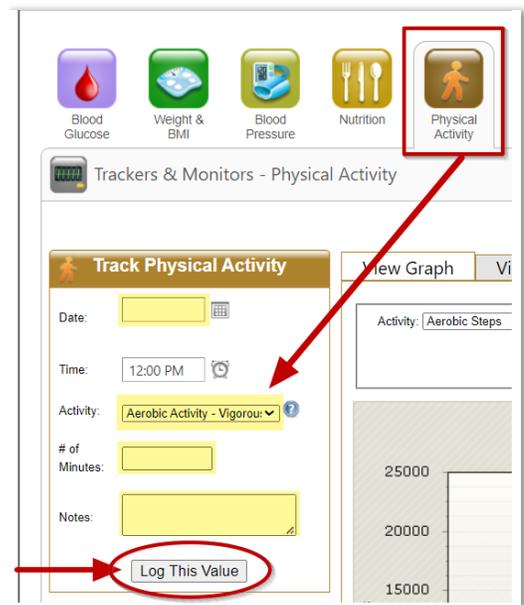
- In “Track Physical Activity” box type the **Date** in the field or click the calendar icon to select the Date.
- In the “Activity” field, click in the box to select “Aerobic Activity – Moderate” from the dropdown menu.
- Type in the number of minutes in the # of **Minutes** field.
- In the **Notes** field type in the **type of activity** you did (i.e. Walking, Jogging, Swimming).
- Click “Log this Value” to log your activity.



How To Enter AEROBIC ACTIVITY – VIGOROUS:

Note: Aerobic Activity Minutes will be converted to Aerobic Steps in the “View Log” tab of your tracker. 1 minute of aerobic activity – vigorous is equivalent to 105.6 steps.

- In “Track Physical Activity” box type the **Date** in the field or click the calendar icon to select the Date.
- In the “Activity” field, click in the box to select “Aerobic Activity – Vigorous” from the dropdown menu.
- Type in the number of minutes in the # of **Minutes** field.
- In the **Notes** field type in the **type of activity** you did (i.e. Walking, Jogging, Swimming).
- Click “Log this Value” to log your activity.

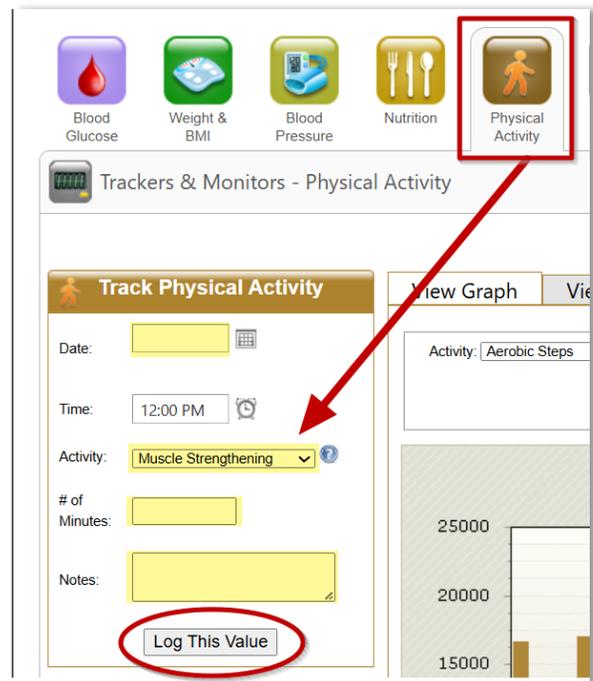




How To Enter **MUSCLE STRENGTHENING MINUTES**:

Note: Muscle Strengthening Minutes will be converted to Aerobic Steps in the “View Log” tab of your tracker. 1 minute of aerobic activity – vigorous is equivalent to 105.6 steps.

- In “Track Physical Activity” box type the **Date** in the field or click the calendar icon to select the Date.
- In the “Activity” field, click in the box to select “Muscle Strengthening” from the dropdown menu.
- Type in the number of minutes in the # of Minutes field.
- In the Notes field type in the **type of activity** you did (i.e. Weight-lifting, resistance bands, push-ups/sit-ups, yoga, heaving gardening).
- Click “Log this Value” to log your activity.



Examples of Activities:

- Aerobic Steps : Walking, race-walking, jogging, running, using an elliptical machines
- Aerobic Activity – Moderate Intensity: Playing doubles tennis, ballroom dancing, cycling 10 mph or slower, shooting hoops, water aerobics.
- Aerobic Activity – Vigorous Intensity: Swimming laps, playing singles tennis, aerobic dancing, cycling 10 mph or faster, hiking uphill or with a heavy backpack, playing in a basketball game.
- Muscle Strengthening Activity: Weight-lifting, using resistance bands, push-ups/sit-ups, yoga, heaving gardening.

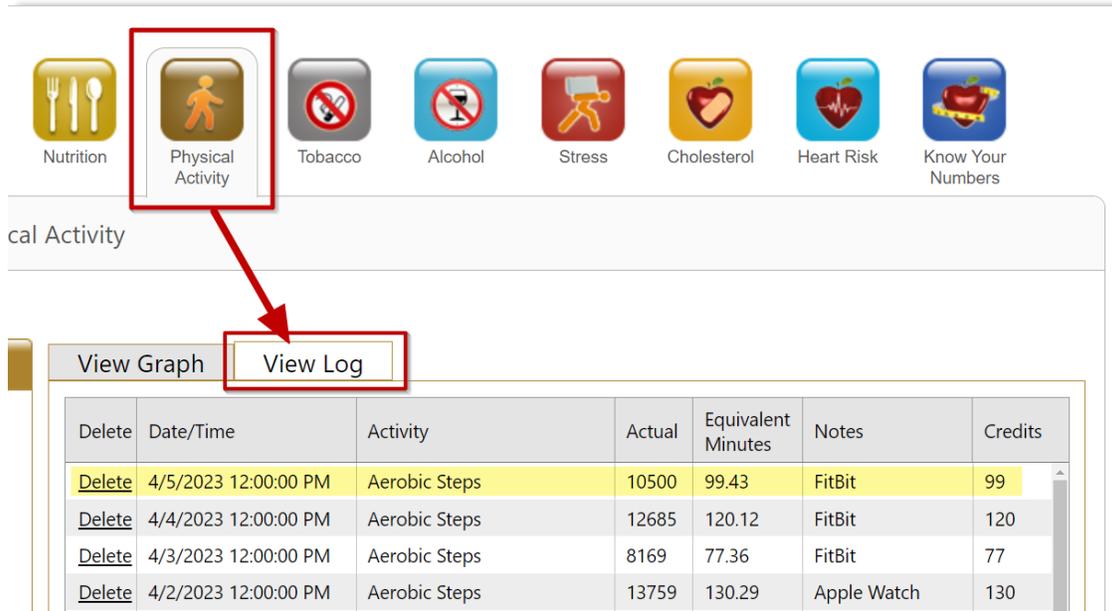
You can access the CDCs physical activities level of intensity document to use as a guide for selecting the intensity level of your activity to report in the portal [here](#).



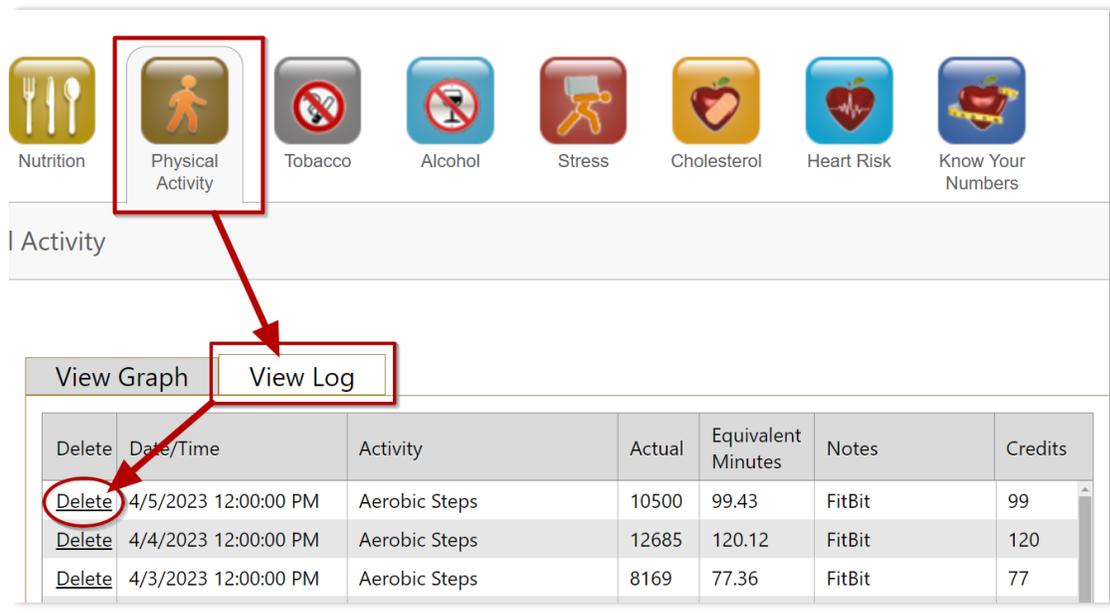
Keep It Moving Challenge: How to View & Delete Activity Entries

Step 1: View Physical Activity Log

- In the Physical Activity Tracker, click on the “View Log” tab. There you will see your physical activity entries you have recorded.



- If you made an error when entering your physical activity, you can delete your entry by clicking the “Delete” link under the **Delete** column. After deleting an entry, you will need to re-enter your physical activity data for that date.

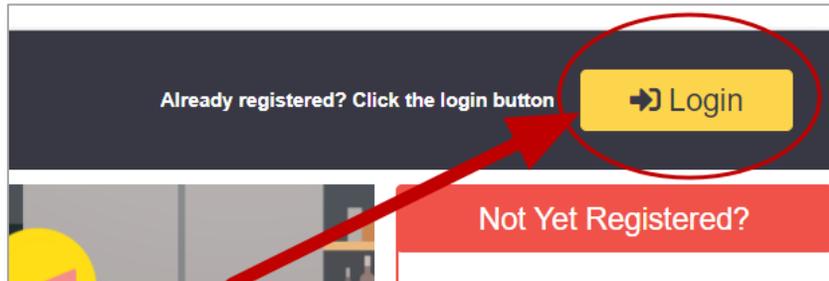




Total Health Challenge: How to Register

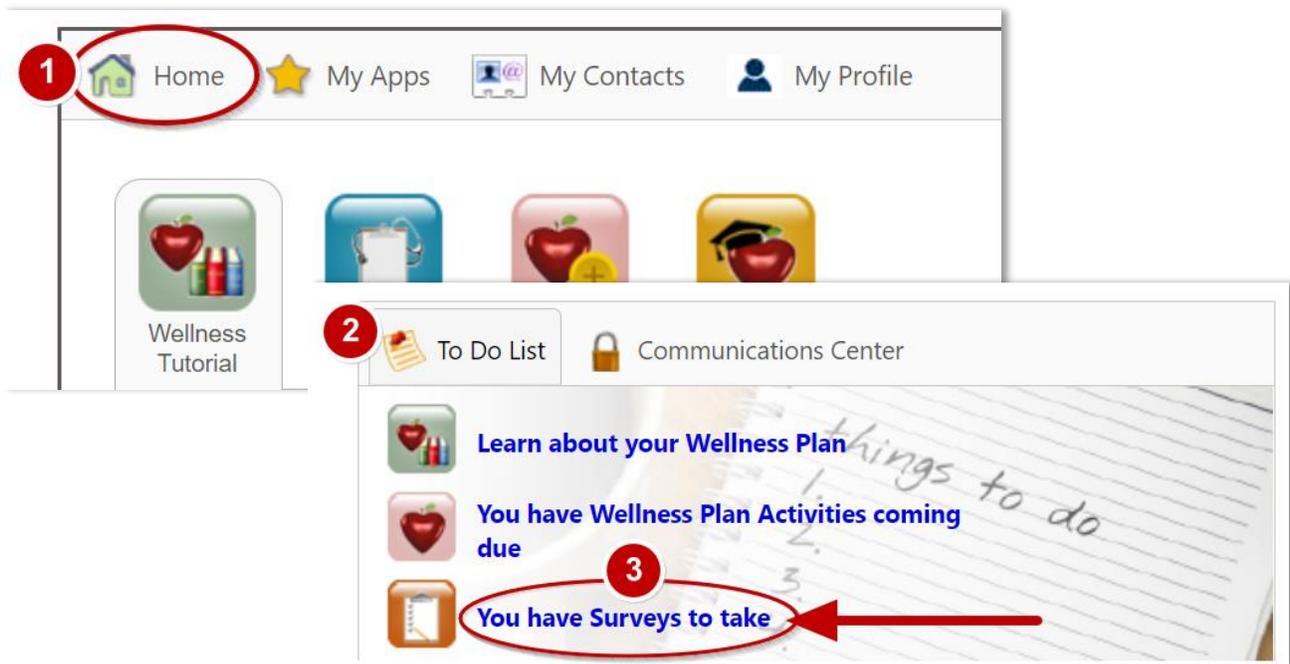
Step 1: Log in to your wellness portal

- Go to LACountyGetsFit.com and click the yellow **Login** button at the top of the page. Then enter your username & password.



Step 2: Go to your To-Do List

- In the Wellness Tutorial, click the **(1) "Home"** icon on the navigation bar to navigate to your **To Do List**. In the **(2) To-Do List**, click the link **(3) "You have Surveys to take"**.





- In the **Survey Center** click on **Mission: Wellness – 2025 Total Health Challenge Registration**.

Survey Center

SURVEYS	DUE DATE
1. MISSION: WELLNESS - 2025 Total Health Challenge Registration	
2 - MISSION: WELLNESS - 2025 Total Health Challenge Registration	
3. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Registration & Initial Weigh-in	
4. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Midpoint Weigh-in	
5. MISSION: WELLNESS - 2025 Healthy Weight Loss Challenge Final Weigh-in	

Page size: 25 5 items in 1 pages

Step 2: Complete Registration

- Follow the instructions to complete and submit the survey.

2 - MISSION: WELLNESS - 2025 Total Health Challenge Registration

MISSION: WELLNESS - Total Health Challenge

Accept the Healthy Habit Challenge

INSTRUCTIONS:

To participate in the challenge, please complete the registration survey in its entirety. Click the **"Next"** button below to proceed to the survey.

For Technical issues with this form, email support@mybenefitschannel.com
For Wellness Program Questions, email workplaceprograms@hr.lacounty.gov

Exit Survey Next

Page 1 of 2

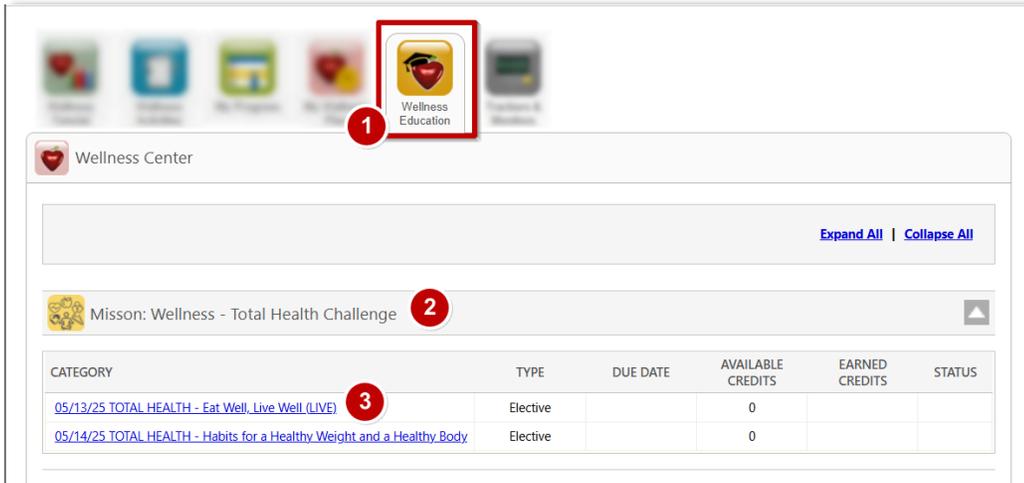


Total Health Challenge: How to Sign up to attend the Educational Webinars

The Total Health Educational Webinars will be displayed in the portal beginning May 1st through June 30th in Wellness Education under the category “Mission: Wellness – Total Health Challenge”.

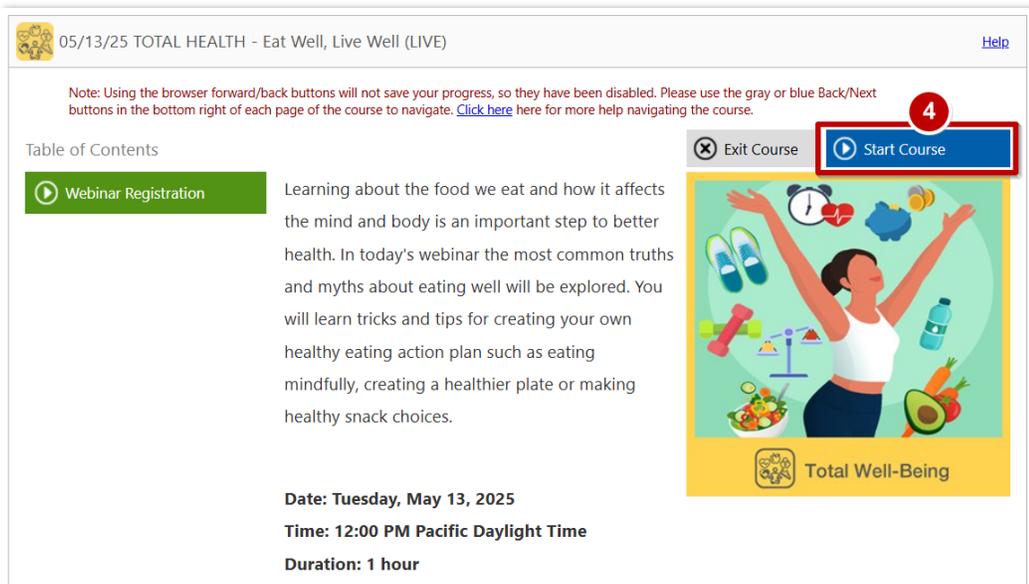
Step 1: Go to Wellness Education

- Log into your wellness portal account and click on **(1) Wellness Education**. Navigate to the **(2) “Mission: Wellness – Total Health Challenge”** category. Then click on the **(3)** name of the webinar you want to register for.



Step 2: Register for the Webinar

- Click **(4) “Start Course”** for the link to register for the webinar.





- Click **(5)** [Click here to register for the webinar](#) link. A new window will open and you will be taken to the webinar vendor's registration site to register for the webinar. **Webinars will be offered LIVE or as a RECORDING.**
- Complete a minimum of 4 educational webinars to be entered into a giveaway drawing.

05/13/25 TOTAL HEALTH - Eat Well, Live Well (LIVE) [Help](#)

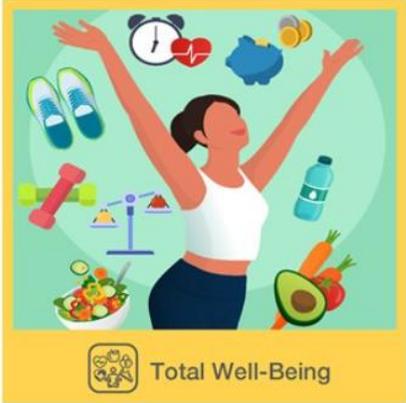
Menu Webinar Registration Save & Exit Section

5
[Click here to register for the webinar](#)

A confirmation email with attendee link to join the webinar will be sent to you.

Once you have viewed the webinar, please return to this page and press the blue "Finish Course" button below to self-report this webinar as attended.

Once your attendance has been verified by the webinar host and completion has been uploaded to the portal, you will be able to see the credits earned on your Wellness Activities page under "Group Sponsored Activities".



Total Well-Being

Finish Course



Total Health Challenge: How to Verify Webinar Completion

Step 1: Go to Wellness Activities

- Log into your wellness portal account and click on **(1) Wellness Activities**. Go to the **(2) “Group Sponsored Activities”** category and search for the webinar date and “TOTAL HEALTH Attendance Verified Activity” in blue.
- Once your attendance has been verified by the webinar host, a **(3) green check mark** will be displayed in the **Status column**.
- Note:** No (zero) credits are associated with the Total Health Challenge verification activities. Therefore “0” (zero) will be displayed in the Available Credits and Earned Credits column.

The screenshot shows the 'Wellness Center' interface. At the top, there are navigation icons: 'Wellness Tutorial', 'Wellness Activities' (highlighted with a red box and a '1' in a red circle), 'My Progress', 'My Wellness Plan', 'Wellness Education', and 'Tools & Metrics'. Below this is a 'Wellness Center' header with a plan dropdown set to '2025 COLA Wellness Plan - DEMO (1/1/2025 - 12/31/2025)' and 'Expand All | Collapse All' links. Underneath, there are radio buttons for 'Show By': 'Category' (selected), 'Priority', and 'Coming Due'. A 'Group Sponsored Activities' section is highlighted with a red box and a '2' in a red circle. Below this is a table with columns: 'ACTIVITIES', 'TYPE', 'DUE DATE', 'AVAILABLE CREDITS', 'EARNED CREDITS', and 'STATUS'. The first row is highlighted with a red box and a '3' in a red circle, showing a green checkmark in the 'STATUS' column. The second row shows a similar activity with '0' in the 'AVAILABLE CREDITS' and 'EARNED CREDITS' columns. The third row shows a 'Wellness Program Tutorial' with '0' in the 'AVAILABLE CREDITS' column.

ACTIVITIES	TYPE	DUE DATE	AVAILABLE CREDITS	EARNED CREDITS	STATUS
05/13/25 TOTAL HEALTH Attendance Verified - Eat Well, Live Well	Elective		0	0	✓
05/14/25 TOTAL HEALTH Attendance Verified - Habits for a Healthy Weight and a Healthy Body	Elective		0		
Wellness Program Tutorial	Recommended		0		



MISSION: WELLNESS FAQs

- 1. I did not get a confirmation when I completed the Challenge surveys. Did my information and/or team information get captured?**

The system does not generate confirmation emails but rest assured, your team information was received.

- 2. My team member has dropped out of the weight loss challenge. What weight do I enter for them at either the midpoint or final weigh-in?**

If one of your team members has dropped out of the challenge, you will need to include the same weight that he/she had recorded for the initial weigh-in. If they dropped out after the midpoint weigh-in, you will need to use their last recorded weight.

- 3. I want to add one more team member or change some existing information. How can I add to/edit the Team Registration & Initial Weigh-In survey I previously completed?**

If you need to update your team registration information, the Team Captain will need to contact MyBenefitsChannel Support at support@mybenefitschannel.com or call the support line at 800.435.5023, and select option 2.

- 4. I need to enter my team's midpoint or final team weight, but I do not see the survey link in my To Do List in the portal. What do I do?**

After the Team Registration survey ends, only the Team Captains will be added as respondents to the Midpoint/Final Team Weigh In Surveys in the portal.

Team Captains will receive a notification in their To Do List with the link "You have Surveys to take". Once the Team Captain completes the survey(s), the notification in the To-Do List will disappear.

- 5. For the Keep It Moving Challenge, I want to add team members but see multiple people with the same names. What do I do?**

If you are trying to add a team member, but encounter seeing multiple names that are the same, the Team Captain will need to contact MyBenefitsChannel Support at support@mybenefitschannel.com or call the support line at 800.435.5023, and select option 2. Include the name of the team member you want added and their e-mail.

- 6. For the Keep It Moving Challenge, I need to make changes to my team. How would I do that?**

Refer to page 16 on how to view/edit team members if you need make changes to your team such as adding or deleting a team member.

If you need help or if you have additional questions, please email MyBenefitsChannel Support at support@mybenefitschannel.com or call the support line at 800.435.5023, and select option 2. Support hours are **6:00 am to 3:00 pm (Pacific Time), Monday – Friday**, except for major holidays.