

## Activate the Action Plan

### Complete the Action Plan and earn the Wellness Credit Incentive

Once you have created your STATE OF HEALTH portal account, you can begin your journey by starting your Health Action Plan program can be accessed on the portal through the Programs feature listed on the left blue menu. The cornerstone of the program is providing the Actions in a sequence designed to support your wellbeing while helping build and achieve healthy habits and skills that can last you a lifetime.

All eligible employees can participate in the program on an annual basis.

There are five required Actions to complete the Action Plan. Each Action module becomes accessible upon completing the previous Action. You will be able to view helpful information throughout to guide you.

Employees who activate and complete the Action Plan program will earn the \$20 monthly wellness credit incentive each year. Employees can choose to enroll in the program during one of three program Cycles (January, May, and September) each year.

You can choose to complete the program on the schedule that best fits your needs though it is recommended and designed to be achieved in a couple of months.

#### Activate the Action Plan Now

- Navigate to the left blue menu bar and select "Earn My Incentive"
- Find "Action Plan" and select "View" to get started

#### The Action Plan guides you to do these healthy practices:

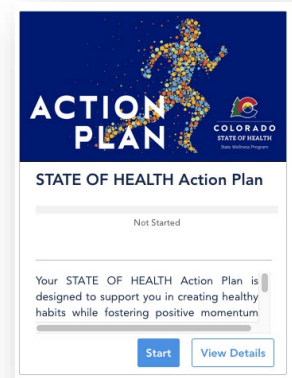
**Action 1** - Complete the Health Engagement Questionnaire

**Action 2** - Set Your Goals

**Action 3** - Complete Your Blueprint for a Healthy Lifestyle

**Action 4** - Schedule and Attend a Skill Group

**Action 5** – Visit your Primary Care Provider



Once you have completed all the requirements of the Action plan, you will earn your incentive in your paystub following the end of the Cycle you complete the program.

\*Please note: there is not a separate line item on your paystub indicating the incentive. Your paycheck will simply be \$20 higher than previous months.