

To complete the 2022 Wellness Program by October 15th and avoid a surcharge of \$600 the following year.

1. Log in and/or register click on [Enrollment \(virginpulse.com\)](https://virginpulse.com) In the **Search Bar**, enter the sponsor organization's name: **STAN** then select **"Standard Motor Products"**
2. Once you have logged in, click on **Home** on the top left and then **Rewards** to start the program



3. Scroll down to **"Know Your Numbers"** Section where you have to complete **both actions**. Click on **"Complete an Annual Physical"**, a screen will pop up, click on **"Take Me There"** and on the following screen labeled as **"Annual Preventive Exam Form"** type out your **First Name, Last Name**, select **Annual Preventive Exam** for **Encounter Choice** and lastly, enter the **date your physical** exam was done and check the box before clicking on **"Submit."**
 - Next, click on Complete a **"Biometric Screening Form"**, a screen will pop up and click on **"Take Me There"** and on the following screen labeled as **"Biometric Screening Verified Form"**, click on **start now**. On the new screen, under **"Download Form"** click on **"download."** You can print out the form and take it to your PCP to be completed.
 - Once the form is completed, repeat the following steps: Click on Complete a **"Biometric Screening Form"**, a screen will pop up and click on **"Take Me There"** and on the following screen, click on **start now**. On the right of your screen, where it says **"Upload Form"** click on that button and select the form from your computer or files to upload. Once you are done uploading the form, enter **your name** and **the date** the form was completed.
4. For the second section labeled **"Tobacco Free"**, you only have to complete **ONE** action. If you do not smoke you have to click on **"Complete the Nicotine-Free Agreement."** A screen will pop up, click on **"Take Me There"**, on the next screen scroll until you see **"View The Agreement"**, and click **"I AGREE."**
 - If you are a tobacco user, meaning if you smoke under the **"Tobacco Free"** section, click on **"Complete a Tobacco User Journey"**, a screen will pop up and click on **"Take Me There"**. Virgin Pulse will suggest a Journey and you can select **"Take Me There"** to begin the journey and click on **"Start"** to fulfill the requirements based on the journey selected.
5. For the last section labeled **"Preventative Care"**, you only have to complete **ONE** action. Click on **"Complete an Annual Dental Exam"**. A screen will pop up and click on **"Take Me There"**, on the next screen labeled **"Annual Dental Exam Form"**, enter your **First Name, Last Name, Date of Exam** and check the box before you click on **"Submit"**
 - If you prefer to do the Cancer screening under **"Preventative Care"**, click on **"Complete a Cancer Screening."** A screen will pop up and click on **"Take Me There"**. On the next screen labeled **"Cancer Screening Form"**, enter your **First Name, Last Name**, make sure to choose the cancer exam you did by clicking on the arrow in the box next to **"Choose Exam"**, once you select the right cancer exam, enter the **Date of Exam** before you check the box and click on **"Submit"**.

To know you have completed **all 3 sections** of the Wellness Program, make sure the little circle with the numbers right next to each title for each section has a **Green Check Mark**. If the **Green Check Mark** is missing, you have not completed all the steps.