



END-OF-YEAR CHECKLIST

Take action today!

Time is
running out to
earn \$200!

The end of the 2023 HIP program year is quickly approaching. Take action today to maximize your HIP points by December 31.

Level up to boost your incentive!

Look at your current total and see how you can reach the next reward. Earn \$25 at 25,000 points, an additional \$75 at 35,000 points and \$100 more at 50,000 points. Hit every level and you'll earn \$200 for the year. Review the **How to Earn** page for easy last-minute points.

Good to know

- Please make sure you have logged or attested to activities by December 31, 2023, at 11:59 pm. If you have questions about missing rewards, please contact Member Services at support.virginpulse.com or call 888-671-9395.
- There's no 2023 validation period! No documentation submissions are required.
- The incentive you earn will be added to your first or second January paycheck. What a way to start the year!

Review My Care Checklist

If you haven't done so already, enter in the appointment date for the Preventive Care activities you've completed in 2023.

Annual Physical Bonus

If you completed your Health Checkup in 2023, check the **How to Earn** page to confirm you also received the Annual Physical Bonus of 5,000 points. It should have been posted to your statement on the day you logged your appointment date in My Care Checklist, not on your actual appointment date.

Program Completion & Health Survey

Review activities on the **How to Earn** page > **Custom** section to confirm that the progress button is marked green for your applicable participation.

Participant Self-Attest Activities

Review activities on the **How to Earn** page > **Participation** section and self-attest to your completed activities.

Mini Health Screen

If you've received a mini health screen through Healthwaves, check the **How to Earn** page progress button to confirm you received points.

Sync your activity daily

Sign in to the Virgin Pulse mobile app and your connected device or app will automatically sync. You can also log your activity manually.

Note: Rewards listed above should appear immediately or within 30 days of completion.

