

Step by Step Instructions Wellness Incentive 2024

STEP 1

Create Account/Log into Virgin Pulse -

Go to <https://join.virginpulse.com/fit4phoenix>.
For Spouse or QDP account they **must** create their own account. Spouse /QDP would use their information and employee's ID number with an S at the end.



Visit Your Primary Care Provider (PCP) -

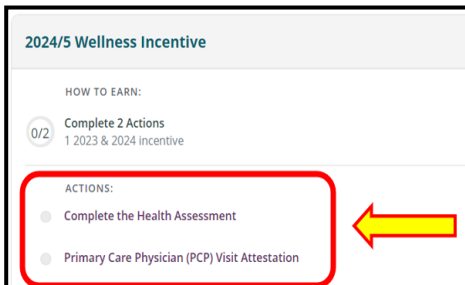
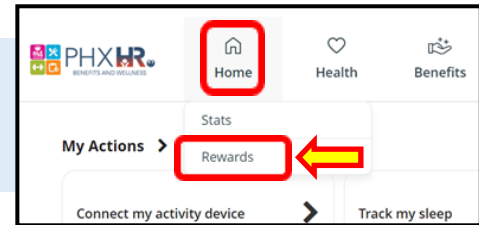
Make and appointment to have your wellness/annual physical or to have your biometric data checked, you can even visit the Employee Health Clinic.

STEP 2

STEP 3

Complete - Health Assessment -

Log in to the [Virgin Pulse](#) portal, click on "Home" select "Rewards" scroll down and under "Actions" click "Health Assessment" to complete.



Complete - (PCP) Attestation -

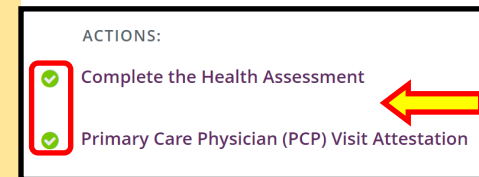
Primary Care Physician (PCP) Visit Attestation here you will enter your name, PCP provider name, and current calendar year date of visit.

STEP 4

STEP 5

Confirmation requirements are complete -

Log into Virgin Pulse portal under "Home" select "Rewards" scroll down, and here under "Actions" you should see a green check mark next to both requirements.



When and how will I know I am receiving the incentive?

To see your wellness incentive on your paycheck look under ("Hours and Earnings") and it will be listed there. It can take up to 30 days after completion to start reflecting on paychecks.

STEP 6

All incentive actions must be completed by December 15th to receive the incentive on the 1st check of the following calendar year. Wellness Incentive program will be unavailable to complete from Dec 15th - Dec 31st.

If any questions, contact be.healthy@phoenix.gov or call 602-262-4777