



Reporting Activities in MyWellPath



Step-by-Step instructions on how to report activities in MyWellPath

- 1 Access MyWellpath from the Wellpath website:
www.srpmic-nsn.gov/wellpath/mywellpath/
- 2 You will land on the MyWellPath login screen.
- 3 Enter your Username and Password to Login. Click on First Time User to set up your account if you have not yet create a MyWellPath account. You can view the Register for an Account Guide at www.srpmic-nsn.gov/wellpath/mywellpath/ to get you started.

MyWellPath Portal

Username

Password

Login

First Time User
Forget User Name/Password

- 4 Once you have entered your account credentials, you will be redirected to your Home Page.
To log an event or activity, you will need to select the event or activity in which you participated. You can do this by using the Event Calendar (#1 below) or using the Activity navigation in the pulldown menu (#2 below).

WELLPATH
CENTERED ON HEALTHY LIVING

Event Calendar **Activities** Profile Links View Logout Delaine Johnson(djohnson)

Know Your Status (KYN)

Complete

Earn 100 WellPath points for completing the KYN annually +50 points for KYN consultation.

Points

Career Total: 4,216
This Year Earned: 1,015
This Year Redeemed: 1,015
Redeemable: 10
Pending: 0
Reward Fulfillment: 0
Expire Soon: 0

Incentive Type: Time Off

25 points are worth 2 hours. Redeemable unit is 2 hours.

Family Points

Family Total: 135
This Year Family Earned: 90
This Year Family Redeemed: 100
Redeemable Family: 15
Pending Family: 0
Reward Fulfillment Family: 0
Expire Soon Family: 0

Recent Logged Activities

Show 5 entries Search:

Name	Category	Activity Name	Points	Completion Date	Logged Time	Redeemed Date	Status
Delaine Johnson	Points Balance Correction	Points Balance Correction	10	Nov 4, 2022	Nov 4, 2022, 10:12 AM		Approved
Jakobe Johnson	Prevention	Dental Prevention Visit	10	Oct 27, 2022	Oct 28, 2022, 2:45 PM		Approved
Delaine Johnson	WellPath Endorsed Event	Magellan Webinar: Depression Is Real, Recovery Is Possible	10	Oct 25, 2022	Oct 26, 2022, 12:55 PM	Nov 4, 2022	Redeemed
Delaine Johnson	WellPath Endorsed Event	2022 Fall Overhaul	25	Oct 21, 2022	Oct 24, 2022, 8:46 AM	Nov 4, 2022	Redeemed
Delaine Johnson	WellPath Endorsed Event	DPS Lunch and Learn: Stress Less 101	15	Oct 18, 2022	Oct 19, 2022, 4:57 PM	Oct 21, 2022	Redeemed

Showing 1 to 5 of 70 entries Previous 1 2 3 4 5 ... 14 Next

Recent Redemption

Show 2 entries Search:

Redemption Date	Redemption Type	Redemption Amount	Amount Unit
May 19, 2022	Cash	345	Dollar
Nov 4, 2021	Cash	265	Dollar

Showing 1 to 2 of 2 entries Previous 1 Next



Reporting Activities in MyWellPath



Using the Event Calendar to report participation

- 1 Click on Event Calendar in the navigation menu. The Event Calendar will appear. Locate the event date by using the search filter (#1) or right and left scrolling arrow (#2).

Event Calendar

Activity: Select Activity

Start Date: 1

End Date: 1

Search Event Clear Search

November 2022

Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 7x 2022 Arizona Cardio 7x H.E.L.P. challenge 20	31 7x Magellan Webinar: P	1 7x 2022 America's Turbo 7x 2022 Gobble TIE You 7x 2022 Veterans Day R	2 7x HHS Basics on a Bud	3	4	5 7x 2022 PINK in Action!
6	7 7x DPS Journey to Well	8 7x DPS Journey to Well	9 7x DPS Journey to Well 7x HHS Basics on a Bud	10 7x DPS Journey to Well 7x Magellan Webinar: T	11	12 7x 2022 Arizona Walk-n 7x 2022 Turkey Trot 5K 7x DPS Journey to Well
13 7x 47th Annual 3TV Ph	14	15 7x DHHS WRC Special E	16 7x Magellan Webinar: P 7x Principal Webinar: F	17 7x DPS Journey to Well	18 7x 2022 Miles for Migra	19 7x 2022 Payson Turkey
20 7x 2022 Iron Man Ariz	21	22 7x EAP: The Sandwich C	23 7x Mental Health Awar	24	25	26
27	28	29	30 7x 2022 Santa's Big Day	1	2	3

- 2 Once you have found the event date in which you are looking for, click on the event link to view the event details in a pop-up window. Click on Log Activity from this window.

Event

Name: Magellan Webinar: The Power of Purpose

From: Nov 10, 2022

To: Nov 10, 2022

Points: 10

Description: WellPath Endorsed Webinar

Notes: Register for Magellan webinar and participate. Log your participation in MyWellPath to receive your incentive for completing.

Employee Eligible: Yes

Adult Dependent Eligible: Yes

Minor Dependent Eligible: Yes

Active: Yes

Log Activity Event Website

- 3 When you click on Log Activity, the Report Activity screen will appear. The Category and Activity information will be populated for you. You will need to enter the Completion Date of the event you are reporting. You may enter Notes that might be helpful for WellPath. Review and acknowledge the Attestation by clicking on the box, then select Save. The event will be reviewed and approved by WellPath.

If the activity is a calendar event, You also can use **Event Calendar** to find the activity.

For: Delaine Johnson

Category: WellPath Endorsed Event

Activity: Magellan Webinar: The Power of Purpose

Completion Date:

Notes:

Attestation ☐ I certify that I have completed this WellPath Activity for which I am now reporting. This submission I have indicated is true and accurate and that to falsify this or any other employee benefit document could constitute fraud and may result in disciplinary action including but not limited to disenrollment from the benefits elected or termination of employment.

Save Cancel



Reporting Activities in MyWellPath



Using the Activity link in the navigation bar to report participation.

- 1 Click on the Activity link in the navigation menu on your MyWellPath Home Page. A pull-down menu will appear. Click on Log Activity, which will redirect you to the Log Activity screen.

Name	Category	Activity Name	Points	Completion Date	Logged Time	Redeemed Date	Status
Delaine Johnson	Points Balance Correction	Points Balance Correction	10	Nov 4, 2022	Nov 4, 2022, 10:12 AM		Approved
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- 2 Participant Name, Category, Activity, Completion Date, and the attestation are required when submitting an event to WellPath.

If the activity is a calendar event, You also can use **Event Calendar** to find the activity.

For:

Category:

Activity:

Completion Date:

Notes:

Attestation: ☐ I certify that I have completed this WellPath Activity for which I am now reporting. This submission I have indicated is true and accurate and that to falsify this or any other employee benefit document could constitute fraud and may result in disciplinary action including but not limited to disenrollment from the benefits elected or termination of employment.

Example: Flu Shot 2022 submission

If the activity is a calendar event, You also can use **Event Calendar** to find the activity.

For:

Category:

Activity:

Completion Date:

Notes:

Attestation: ☒ I certify that I have completed this WellPath Activity for which I am now reporting. This submission I have indicated is true and accurate and that to falsify this or any other employee benefit document could constitute fraud and may result in disciplinary action including but not limited to disenrollment from the benefits elected or termination of employment.

After selecting Save, the event will be reviewed and approved by WellPath.

Thank you for participating in WellPath.