

Instructions to check eligibility status for 2014-15

Logging In

1. From the intranet: <http://intranet.pima.gov/>, in the left column, select **HR Online Benefits**
- or -
 - From <http://webcms.pima.gov/>, click the **Government** tab
 - On the left, select **Human Resources**
 - Scroll down to the **Services** tab and click on **Benefits**
 - From the Employee **Benefits webpage**, scroll down to the **List of Benefit** tab
 - Click on [ADP / HR Benefits Solution](#)
 - The [ADP HR Benefits Solution](#) webpage contains instructions for logging in.
2. Select [Log-in to the ADP / HR Benefits Solution website](#)

User Name: EIN without the leading zeros – 0000111111

Company Identifier: pimacounty

Password: created by user

If you cannot remember your password, please click on “forgot your password?” and you will receive an email to reset your password. Please note the password reset link in the e-mail you receive expires within **two hours**.

Check your eligibility status for 2014-15 Healthy Lifestyle Premium Discounts

From the main page in **ADP / HR Benefits Solution** hover your mouse over the **Wellness** tab, and select **Healthy Lifestyle Premium Discounts**.

The [Healthy Lifestyle Premium Discounts](#) page will provide you with your current Healthy Lifestyle Premium Discount eligibility for 2013-14 based on what you certified during last Open Enrollment.

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Under **2014-2015 Eligibility** you can locate your eligibility status for plan year 2014-15 Healthy Lifestyle Premium Discounts. These reports are updated monthly for the previous month.

ADP Employee Role
PIMA COUNTY BENEFITS

Personal and Dependent Info | Benefits | Password | Life Event Changes | We

2013-2014 Eligibility:
FY 13-14 - I certify that I'm eligible to receive Discount #1: Yes
FY 13-14 - I certify that I'm eligible to receive Discount #2: Yes
FY 13-14 - I certify that I'm eligible to receive Discount #3: Yes
FY 13-14 - I certify that I'm eligible to receive Discount #4: Yes

2014-2015 Eligibility:
Online Health Assessment (3/13 - 12/13): Yes
Preventive Exam/Screening (3/13 - 12/13): No
Total Points: Exercise/Other Wellness Programs (3/13 - 1/14): 75
Monthly Exercise Logs (minimum 600 minutes):

2013 - March Log: 10
2013 - April Log:
2013 - May Log: 10
2013 - June Log: 10
2013 - July Log: 10
2013 - August Log:
2013 - September Log: 10
2013 - October Log: 10
2013 - November log:
2013 - December Log:

Reports are updated monthly based on the previous month.
Note: Preventive data is based on paid claims. Please keep in mind it takes time for billing, processing and reporting to take place.

Yes = Complete
No = Not Complete

Includes Exercise Tracking Log points and all additional Wellness Program points.

Displays each log submitted for points (10 – 20 points each)
Note: If blank, the log was never received.

How to meet eligibility requirements for 2014-15 Healthy Lifestyle Premium Discounts

The deadline to complete the eligibility requirements for 2014-15 Healthy Lifestyle Premium Discounts is **February 28, 2014**. During Open Enrollment, you will need to certify your eligibility through **ADP / HR Benefits Solution**. Please use the directions below to complete your eligibility requirements by February 28, 2014.

Tobacco-Free

In order to receive a discount for being tobacco-free, you will need to make that certification in ADP/ HR Benefits Solution during Open Enrollment.

Health Assessment

To take the Health Assessment, go to www.aetna.com and log-in to your account. Hover your mouse over "**Health Records**" on the home page, then click on "**Take a Health Assessment**".

Preventive Exam

Preventive exams are not medical in nature and are covered at 100%. Preventive health exam or screening services include:

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- Biometric Screening / Lab Panel
- Mammography Preventive Exam
- Annual Physical
- Cervical Preventive Exam
- Colorectal Preventive Exam
- Prostate Preventive Exam

Data is based on paid claims. Please keep in mind it takes time for billing, processing and reporting to take place. If you had a preventive exam/screening between **March 01 and December 31, 2013**, that is not reflected here, please follow up with your healthcare provider that performed the service. Please contact [Employee Wellness](#) if you have any questions.

Earn at least 100 Healthy Lifestyle Activity Points

Participation in the following Employee Wellness Programs will earn you points toward your Healthy Lifestyle Premium Discount:

Program	Points
Am I Hungry? Mindful Eating Workshops (8-weeks)	50
Community Volunteer/Participation Events – (points vary)	5 - 25
Diabetes Management Programs	varies
Eat Right For Life Challenge - (offered in January and March)	20
Eat Smart: Fruit and Vegetable Challenge – NEW (a in February,2014)	15 - 25
Health Coaching - (3 sessions; partial points given for each session)	50
Healthy Living Challenge - NEW (6 weeks)	25
Naturally Slim - NEW (10 online video sessions)	30
No Weight Gain Challenge - (10-weeks, offered in November)	20 - 30
Online Presentations with Quiz - (updated monthly)	5 each
Seasonal Fitness Challenge - (submit monthly exercise logs)	10 - 20 each log
Summer Slim Down Challenge - (10-weeks, offered in July)	20 - 30
Wellness Workshops - (30-60 minutes each)	10
Weight Watchers At Work - (10-week series)	50

Keep in mind that this system does not contain point information received after **January 17, 2014**. If you earned points prior to that date that are not reflected in [ADP HR / Benefits Solution](#), please contact [Employee Wellness](#).

If you have not submitted your exercise logs, please do so right away.

Check [ADP / HR Benefits Solution](#) after **February 10, 2014** to confirm the January updates.