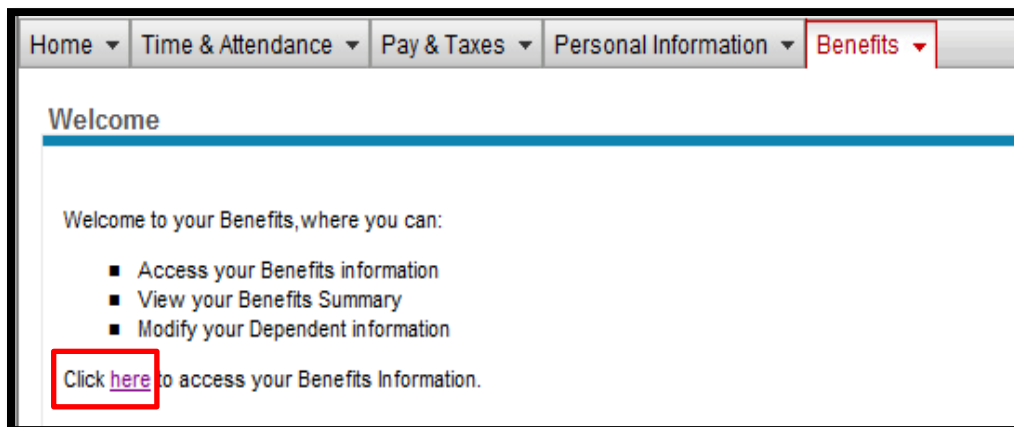
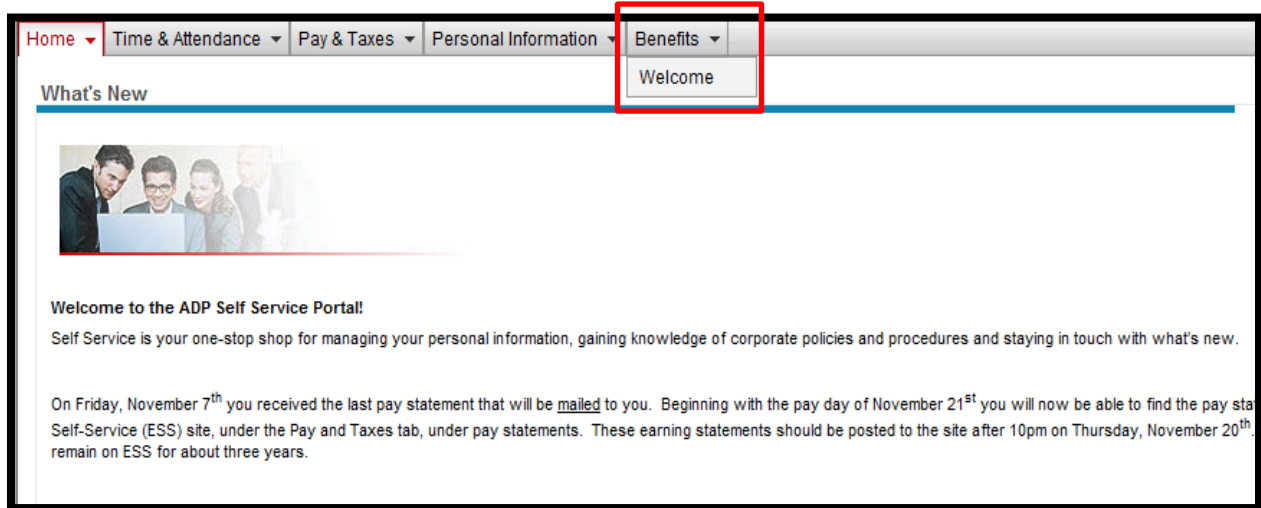
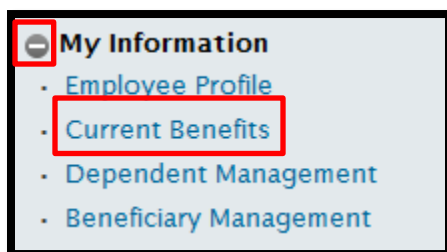


Reviewing Your Progress toward Healthy Lifestyle Premium Discounts (HLPDs)

After you login to the [Employee Self-Service \(ESS\) portal](#) (ADP), hover your mouse over the Benefits Tab and select “**Welcome**”. From the next screen you can click on the hyperlink to access your Benefits information.



A new screen will display. Click the “+” to the left of “**My Information**”, then click on “**Current Benefits**”. This page will display your current benefit elections as well as your current progress toward eligibility for following fiscal year’s HLPDs.



Reviewing Your Progress toward Healthy Lifestyle Premium Discounts (HLPDs)

The reporting period is **March 1, 2018 – February 28, 2019**. Discounts will be awarded **July 1, 2019 – June 30, 2020**.

Example - In the example screen shot below, the employee has:

- A **reminder** that certifying as Tobacco Free to earn the 2019/20 HLPD #1 occurs during the Annual Enrollment in the Spring of 2019.
- **Not completed** the Health Assessment required to qualify for the 2019/20 HLPD #2.
- **Completed** a Preventive Exam required to qualify for the 2019/20 HLPD #3.
- **60 Healthy Lifestyle Activity Points (HLAPs)** as of the last update. This employee still needs 40 points in order to qualify for the 2019/20 HLPD #4. Any points 100 or more will state "100+ Activity Points Completed".

Progress Toward HLPD #1 - 2019/20	Progress Toward 2019/20 Tobacco Free - certify during Annual Enrollment, Spring 2019 (Effective Start Date indicates when progress was last updated)
Progress Toward HLPD #2 - 2019/20	Progress Toward 2019/20 Health Assessment - Not Completed (Effective Start Date indicates when progress was last updated)
Progress Toward HLPD #3 -2019/20	Progress Toward 2019/20 Preventive Exam - Completed Effective Start Date indicates when progress was last updated)
Progress Toward HLPD #4 - 2019/20	60 Activity Points Effective Start Date indicates when progress was last updated)

Progress toward 2019/20 HLPDs will be updated in the Employee Self Service Portal (ADP) by the 15th of the month following the month the record was received.

For questions about Healthy Lifestyle Premium Discount, please contact Employee Wellness at **520-724-2792** or email wellness@pima.gov.