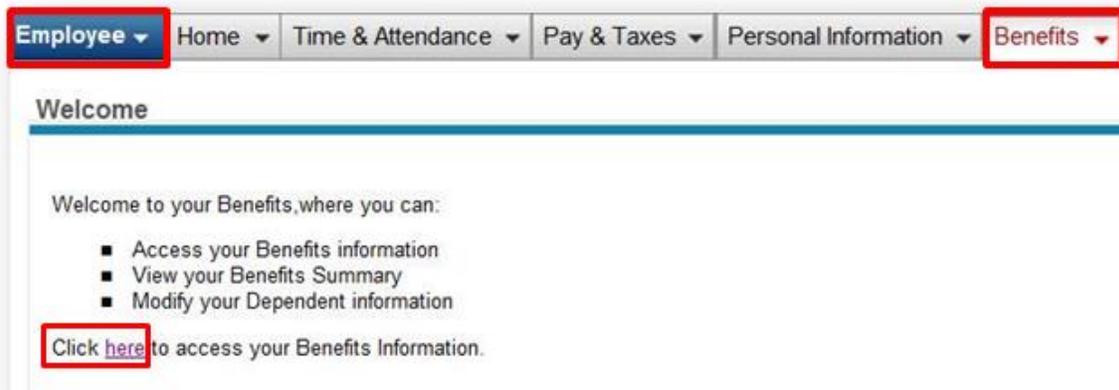


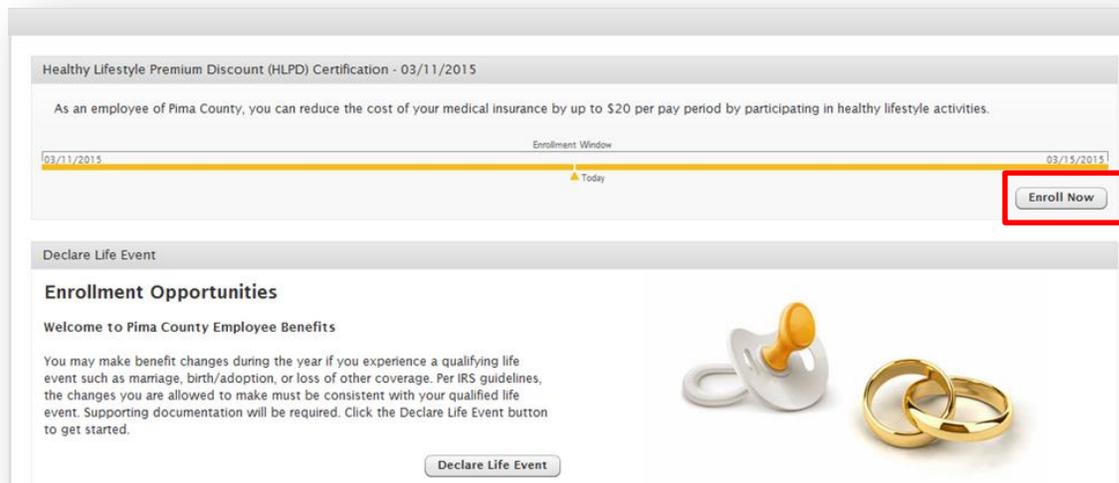
# Healthy Lifestyle Premium Discount (HLPD) Certification Instruction for FY2015/16.

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1. Login to the ADP - [Employer Self-Service \(ESS\) portal](#).
2. After you login to the Employee Self-Service (ESS) portal, hover your mouse over the Benefits Tab and select “Welcome”. If you have multiple roles in ADP, please be sure that you have chosen the “Employee” role in order to access the Benefits tab.
3. From the next screen click on the “[here](#)” hyperlink to access your Benefits information.



4. Click on the “Enroll Now” button listed under “Healthy Lifestyle Premium Discount (HLPD) Certification”.



5. Read the certification statement and then click “Start Your Enrollment” to begin.

# Healthy Lifestyle Premium Discount (HLPD) Certification Instruction for FY2015/16.

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Healthy Lifestyle Premium Discount (HLPD) Certification

Step 1  
Healthy Lifestyle Premium Discount (HLPD) Certification

Step 2

### Welcome

Event Date: 03/11/2015

Complete this certification process so that your premium cost can be determined and any applicable discounts applied.

By completing the process, you are certifying the accuracy of each response. Any misrepresentation or misstatement of the responses may terminate your eligibility and that of your eligible dependents, render invalid all benefits under the plan and require repayment of any benefit received pursuant to such misrepresentation or misstatement.

[▶ Start Your Enrollment](#) [Back to welcome](#)

Please make your certifications based on your eligibility for each of the four discounts.

6. After certifying, click the “Go to Review and Confirm Changes” button to ensure that your certifications match Pima’s records. Contact [Employee Wellness](#) right away to resolve any discrepancies.

Healthy Lifestyle Premium Discount (HLPD) Certification

Step 1  
Healthy Lifestyle Premium Discount (HLPD) Certification

Step 2  
Review and Confirm Changes

### Step 1 of 2: Healthy Lifestyle Premium Discount (HLPD) Certification

Event Date: 03/11/2015

Healthy Lifestyle Premium Discount (HLPD) Certification

After making your certifications, please click “Go to Review and Confirm Changes” to ensure that your certifications match Pima’s records. Contact Employee Wellness right away to resolve any discrepancies.

- I certify that I have been tobacco free for at least the past six months and would like to receive HLPD #1.  
 Yes  
 No
- I certify that I completed the Aetna online Health Assessment between March 1, 2014 and February 28, 2015 and would like to receive HLPD #2.  
 Yes  
 No
- I certify that I completed a preventive exam and/or health screening(s) between March 1, 2014 and February 28, 2015 and would like to receive HLPD #3.  
 Yes  
 No
- I certify that I earned a minimum of 100 points by participating in one or more Healthy Lifestyle Activities between March 1, 2014 and February 28, 2015 and would like to receive HLPD #4.  
 Yes  
 No

[▶ Go to Review and Confirm Changes](#) [Save for later](#) [Back to welcome](#)

# Healthy Lifestyle Premium Discount (HLPD) Certification Instruction for FY2015/16.

Certification responses will not appear until after it has been reviewed and your eligibility determined. The screen only represents your current enrollments and Healthy Lifestyle Activities that are on record for you. If you certify differently than what is displayed under the “Progress Toward HLPD 2015-16” section, please contact Employee Wellness right away to resolve the discrepancy.

Final discounts will be reflected in the ADP Employee Self-Service (ESS) portal on June 22, 2015 and will be applied beginning on the July 3<sup>rd</sup> paycheck.

7. You must click “Finish” to complete your certification.

Healthy Lifestyle Premium Discount (HLPD) Certification

Step 1: Healthy Lifestyle Premium Discount (HLPD) Certification | Step 2: Review and Confirm Changes

**Step 2 of 2: Review and Confirm Changes**

Event Date: 03/16/2015

This screen only represents your current enrollments and the Healthy Lifestyle Activities that are on record for you. If you certified differently than what is displayed under the “Progress Toward HLPD 2015-16” section, please contact Employee Wellness right away to resolve the discrepancy.

This screen will not reflect the certification responses that you entered on the previous screen until after it has been reviewed and your eligibility has been determined. Final discounts will be reflected here on June 22, 2015 and will be applied beginning on the July 3<sup>rd</sup> paycheck.

You must click “Finish” to complete your certification.

Benefit	Option - Coverage Level	Effective Start Date	Pay Period Costs	Employer Costs
<b>Employee Paid Pre-tax Benefits</b>				
Medical	HDHP with HSA - Employee Only	07/01/2013	Pre-tax \$21.00	\$126.53
2014-15 Healthy Lifestyle Premium Discount (HLPD) #1	Tobacco Free	07/01/2014	\$-5.00	\$5.00
2014-15 Healthy Lifestyle Premium Discount (HLPD) #2	Health Assessment Completed	07/01/2014	\$-5.00	\$5.00
2014-15 Healthy Lifestyle Premium Discount (HLPD) #3	Preventive Exam Completed	07/01/2014	\$-5.00	\$5.00
2014-15 Healthy Lifestyle Premium Discount (HLPD) #4	100+ Activity Points Completed	07/01/2014	\$-5.00	\$5.00
Progress Toward 2015-16 HLPD #2	Health Assessment <b>Completed</b> Effective Start Date indicates when progress was last updated)	01/01/2014	\$0.00	\$0.00
Progress Toward 2015-16 HLPD #3	Preventive Exam <b>Completed</b> Effective Start Date indicates when progress was last updated)	01/01/2014	\$0.00	\$0.00
Progress Toward 2015-16 HLPD #4	100+ Activity Points <b>Completed</b> Effective Start Date indicates when progress was last updated)	01/01/2014	\$0.00	\$0.00

Go back to Healthy Lifestyle Premium Discount (HLPD) Certification | **Finish**

Once you have clicked the “Finish” button, you will receive a confirmation on your screen that you have completed the process “You are done!” Don’t forget to logout.

**You are done!**

Please click the 'Save' button to save a copy of this Confirmation Statement for your records.

Submitted on 03/16/2015 by Jennifer Billa. Confirmation #174524

Save as PDF | Back to welcome | **Logout**

Annual Enrollment will be held between **April 27, 2015 and May 8, 2015.**