



# Your AccelWELL Wellness Program Guide



**Welcome to the Area Agency on Aging – PSA3 Wellness Program!** Refer to this guide for information regarding how to access the AccelWELL 3.0 Portal & App.

- Pg. 1 [Account Creation & WellSteps App](#)
- Pg. 2 [Personal Health Assessment \(PHA\)](#)
- Pg. 3 [How to: Sign up for Health Coaching](#)
- Pg. 4 [How to: Use My Trackers](#)
- Pg. 5 [Annual Member Notice](#)



***Have questions? Contact us!***

Email: [coach@accelwell.com](mailto:coach@accelwell.com)

Phone: 614-318-2101

Fax: 614-431-1173





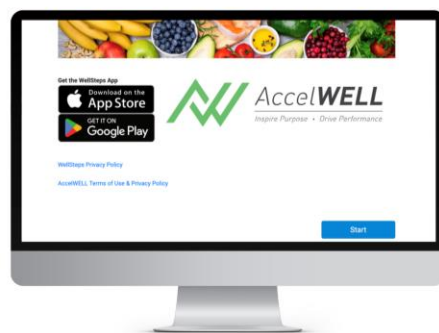
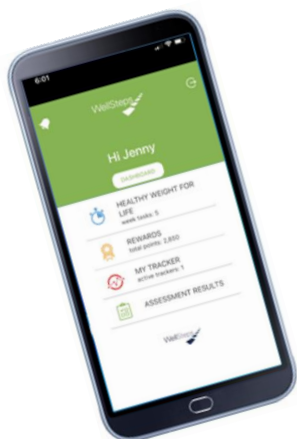
## Welcome to AccelWELL!

Get ready to achieve your health and wellness goals with the AccelWELL wellness portal! And with our WellSteps companion app, you can have the same portal experience from your mobile device! Register on a web browser (see directions below), then download the WellSteps app from the App Store or Google Play store to access your portal on the go!

Get started by following the steps below to create your new account.

### Create your account

1. From a web browser, visit <http://accelwell.com/awlogin/> and select **AccelWELL Portal 3.0**.
  - Tip: Add the website address to your “Favorites” for easy access.
2. Click **Start**.
3. Enter your work associated email address in the username box. Click **Next**.
4. Select your company from the drop-down menu. Click **Next**.
5. Enter the verification code sent to your email. Click **Verify**.
6. Complete the registration page then click **Register**.
7. You will then be directed to complete your **PHA (Personal Health Assessment)**. These questions should take about 10 minutes or less to complete. Once completed, you'll receive your “Health Report Card”.



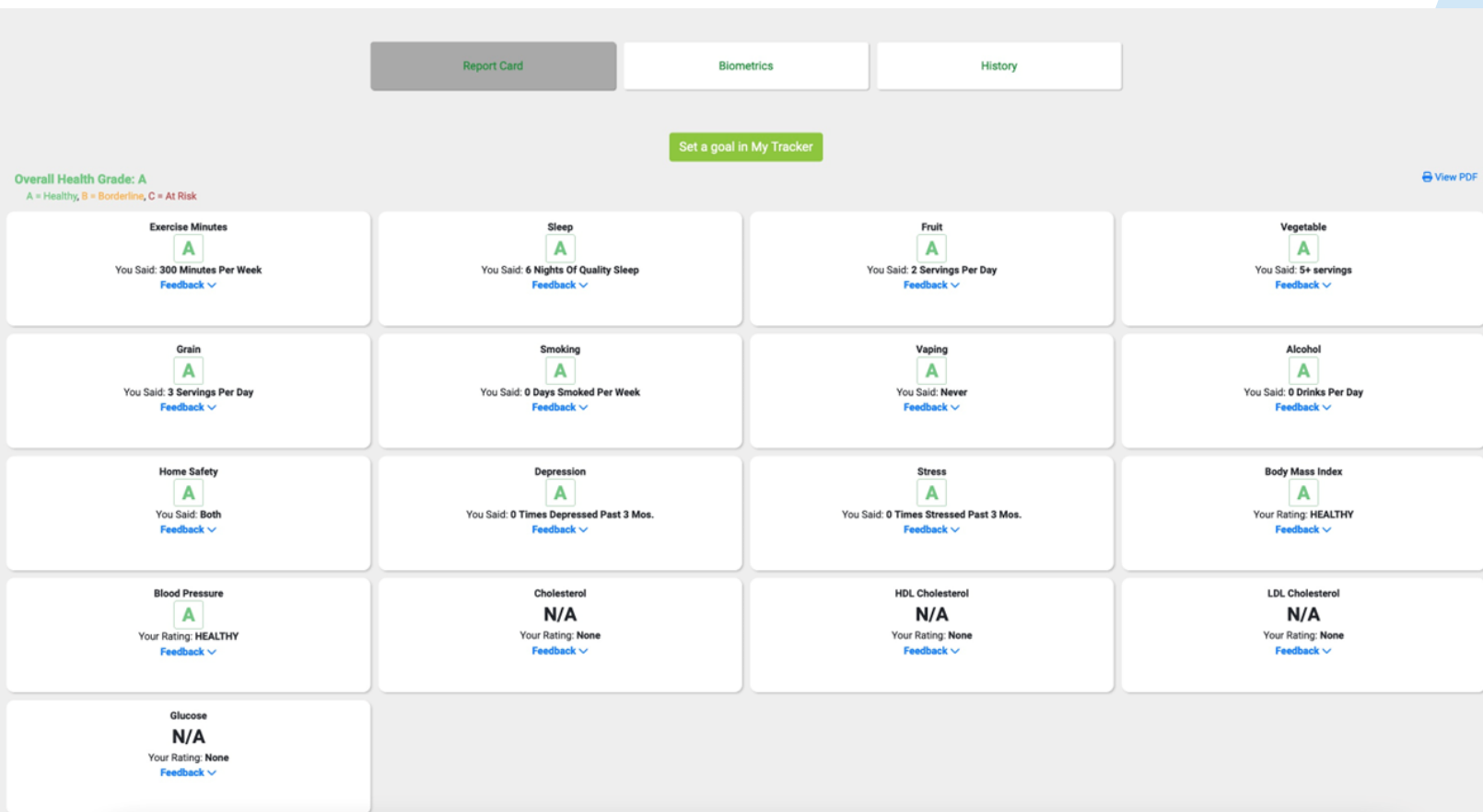
*\*The information shared through your portal is completely confidential. Your employer does not have access to your personal information or account. See our Terms of Use and Privacy Policy upon creating your account.*



The **Personal Health Assessment (PHA)** is an evidence-based questionnaire that assesses lifestyle behaviors in many areas of your health and well-being. The responses will be used to create your Report Card. Your Report Card allows you to see your “grade” in each category including tips to help maintain or improve in each area.

To complete your PHA:

1. You will be directed to the PHA upon registration.
2. Answer each question by following the prompts. Estimated time to complete is 10 minutes.
3. Review your Report Card to see what areas may be best for you to focus on maintaining or improving!



## **Health Coaching is available to you as a free service through AccelWELL!**

Our coaching team includes:

- Certified Health Coaches
- Certified Trainers
- Registered Dietitian
- Registered Nurse

### **To schedule an appointment with a health coach:**

Email [coach@accelwell.com](mailto:coach@accelwell.com) requesting to set up a coaching session

- *Keep in mind the following:*
  - *A standard coaching session is 20 minutes.*
  - *Individual Coaching available Monday – Friday, 8:00a – 4:00p.*
  - *Saturdays and Sundays are **not** available for coaching.*

### **To message an AccelWELL Coach / Trainer / Dietitian / Registered Nurse:**

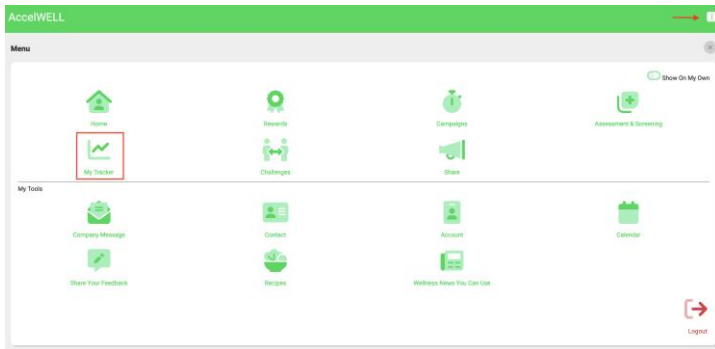
Email your message to [coach@accelwell.com](mailto:coach@accelwell.com)

- A coach will respond within 24-48 hours. All messages are confidential between you and your AccelWELL Coach.

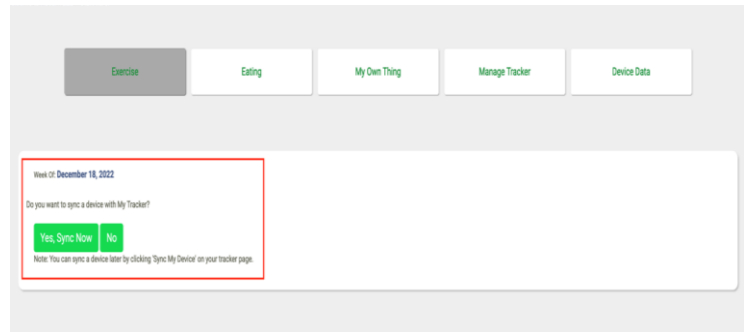


**Tracking your Steps and Physical Activity are a great way to assess your progress** as you achieve your health and wellness goals! Follow the steps below to get started:

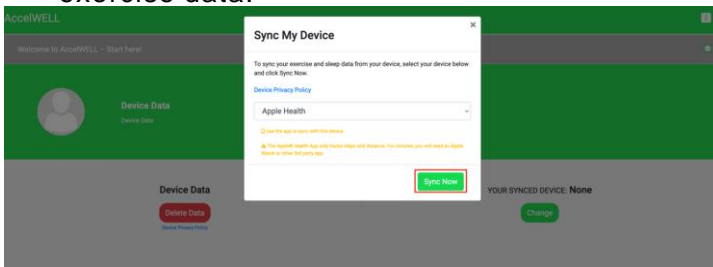
1. Log onto your Portal and go to the menu in the upper right-hand corner, then select **My Tracker** tool.



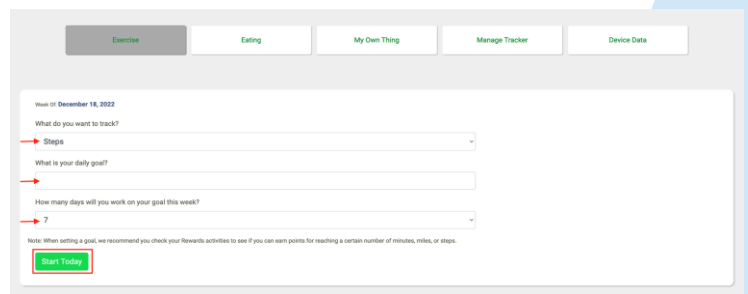
2. Once in My Tracker, you will be asked if you want to sync with a device. Click **Yes, Sync Now** to get started, or click **No** to enter data manually.



3. If you select **Yes**, you will be prompted to select your device. Compatible devices are listed in the drop-down menu. Once you do, click **Sync Now** and you will be redirected to the login page for your device. You will need to enter in your device's account information so that My Tracker can read and pull your exercise data.



4. Next, choose how you would like to track your exercise (miles, kilometers, steps, or minutes). Set a daily exercise goal, the number of days you will work on this goal, and then click **Start Today**.



5. Now that you have set a goal, you can either enter in data each day or once a week. This can be done manually or the data can be uploaded by syncing with a fitness device. If in step 2 you did not sync a device but would like to later, simply click **Sync My Device**.



*\*Reminder: open both Wellsteps and device's app regularly to initiate data sync.*



AccelWELL is a voluntary wellness program available to all benefits eligible employees. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary personal health assessment or "PHA" that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You may also be asked to complete a voluntary biometric screening, which will measure your blood pressure, body mass index (BMI), waist measurement, and may include a blood test to determine total cholesterol, HDL cholesterol, LDL cholesterol, triglycerides, and glucose. You are not required to complete the PHA or to participate in the blood test or other medical examinations.

Your participation in the wellness program is voluntary. However, employees who choose to participate may receive wellness program incentives. Although you are not required to complete the PHA or participate in the biometric screening, employees who do so may receive an incentive.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting your health coach.

The information from your PHA and the results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program, such as health coaching. You also are encouraged to share your results or concerns with your own doctor.

## Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although AccelWELL and Area Agency on Aging – PSA3 may use aggregate information it collects to design a program based on identified health risks in the workplace, AccelWELL will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. We may provide your personal information to affiliates, subsidiaries and trusted partners who work on behalf of or with us under confidentiality agreements. These companies may use your personal information to assist us in our operations. However, these companies do not have any independent right to share this information.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Nicki Dennis at [nmeyer@accelwell.com](mailto:nmeyer@accelwell.com) or 614-318-2101.

