



# WELCOME TO YOUR 2024 WELLNESS PROGRAM

Employees enrolled on Lincoln Electric’s medical plan will have opportunities to participate in various wellness activities by **SEPTEMBER 30, 2024**, to earn an incentive in 2025.



## ACCESS THE WELLNESS PORTAL

Member Type	Username	Temporary Password	Example
Employee	LE_Employee ID (includes leading zeros)	Date of Birth: MMDDYYYY (includes leading zeros)	Username: LE_00123456 Password: 01241975

### FORGOT YOUR USERNAME OR PASSWORD?

The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. **If you have accessed the Wellness Portal in the past, you should continue to use your existing password.**

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at 800.425.4657



### STEPS TO EARN AN INCENTIVE

#### STEP 1: Physician Results Form

**DEADLINE: SEPTEMBER 30, 2024**

Complete an annual physical exam with your primary care physician (PCP) between **OCTOBER 1, 2023** and **SEPTEMBER 30, 2024**. Take the **Physician Results Form** with you to your appointment and have your PCP complete and sign the form. It is the patient’s responsibility to ensure the completed form is submitted by the deadline. **PLEASE NOTE:** Little Clinics and Minute Clinics do not qualify as Primary Care visit completion.

#### STEP 2: Nicotine Attestation Form/Cessation Program *if applicable*

**DEADLINE: SEPTEMBER 30, 2024**

Whether or not a nicotine user, you must complete and sign the **Nicotine Attestation Form** to certify if you are nicotine-free or a nicotine user by **SEPTEMBER 30, 2024**.

- **Non-Nicotine Users:** If you certify that you do not use nicotine, you will fulfill this step by submitting the Nicotine Attestation Form.
- **Nicotine Users:** If you certify that you do use nicotine, you have the option to complete the 6-week Nicotine Cessation e-Learning Series on the Wellness Portal as a reasonable alternative.

**PLEASE NOTE:** You must begin the Nicotine Cessation Program (including all quizzes and surveys) by **AUGUST 5, 2024**, in order to complete it by **SEPTEMBER 30, 2024**.



### SUBMIT YOUR COMPLETED DOCUMENTS BY SEPTEMBER 30, 2024

- **Upload to Portal:** Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. Users are limited to **one (1)** file per submission.
- **Upload to Mobile App:** Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen. Select the event listed under **What event is this form for?** Users are limited to **one (1)** file per submission.

**PLEASE NOTE:** Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.