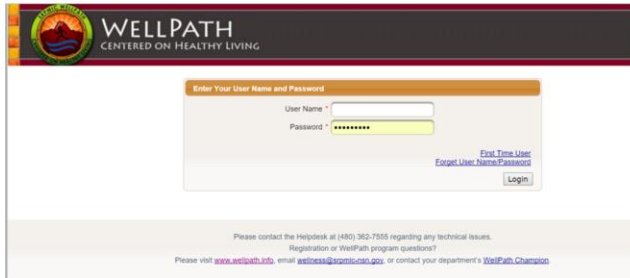




Enrolling family members participating in the health plan in WellPath, using the employee's MyWellPath account.

Log into the employee's MyWellPath account



How do I get to the log-in page?

1) bookmark:

<https://secure.srpmic-nsn.gov/wellpath/>



2) Go to www.wellpath.info/mywellpath and use the link:

Visit the MyWellPath log-in page. Book mark the web-address, or just remember the WellPath web page: www.wellpath.info has a page for MyWellPath: www.wellpath.info/mywellpath with a link to the log-in page. When you click on the gold banner which includes the word *MyWellPath* or click on the link that reads “Go to MyWellPath,” you will move to the log-in page easily and quickly.

First stop is always the employee's home page

The screenshot shows the WellPath employee home page. The navigation menu includes Home, Event Calendar, Activity, Profile, Links, Change View, and Logout. The Profile dropdown menu is open, showing options for Change Profile and Manage Dependents. The main content area includes an announcement for the WellPath Family Event, a table of recent logged activities, and a section for recent redemptions.

Name	Category	Activity Name	Points	Completion Date	Logged Time	Submit Date	Status
	WellPath Endorsed Event	Zumba - Domestic Violence Awareness	15	10/15/2015	10/22/2015 05:05:10		Approved
	WellPath Endorsed Event	Tips for Better Brain Health Know the 10 Signs (SRPMIC- company code)	10	10/21/2015	10/22/2015 04:58:54		Approved
	Prevention	Flu Shot (Prevention)	10	11/12/2015	11/13/2015 07:45:14		Pending

Once logged-in you land on the employee's homepage. The employee's account is used to manage the account for the family members participating in the SRP-MIC-sponsored health plan.

In the navigation menu under the banner search and find *Profile*. Click on *Profile* and a pop down menu will appear with an option to *Manage Dependents*. Click on that.

Manage dependents screen.

WELLPATH
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

Manage My Dependents

I acknowledge

- That my dependent is enrolled in my SRPMIC health plan.

Dependent List						
Name	E-Mail	Birth Date	Type	Status	ABC Status	
No dependents are listed.						

Please contact the Helpdesk at (480) 362-7555 regarding any technical issues.
Registration or WellPath program questions?
Please visit www.wellpath.info, email wellness@srpmic-nsn.gov, or contact your department's [WellPath Champion](#)

This opens the *Manage My Dependents* screen. Here you can enroll all the family member's participating in the SRP-MIC-sponsored health plan so that they can participate in WellPath, earn points, and redeem points for rewards. The first step is to acknowledge that the participant being added to the employee's MyWellPath account is participating on the SRP-MIC-sponsored health plan. So click on / *acknowledge*.

Adding family members to the employee's MyWellPath account.

The screenshot shows the 'Manage My Dependents' section of the MyWellPath website. At the top, there is a navigation bar with links for Home, Event Calendar, Activity, Profile, Links, Change View, and Logout. Below this is a header for 'WELLPATH CENTERED ON HEALTHY LIVING'. The main form area is titled 'Manage My Dependents' and contains the following fields: 'First Name' (with a red circle 1), 'Last Name' (with a red circle 2 and the value 'Spouse'), 'Birth date' (with a red circle 3), and 'E-mail' (with a red circle 4 and the value 'New.employee@SRPMIC-rsn.gov'). There are 'Add' and 'Cancel' buttons, with the 'Add' button circled in red (5). A checkbox for 'I acknowledge that I and my dependent are enrolled in SRPMIC health plan.' is also present. Below the form is a table titled 'Dependent List' with columns for Action, Name, E-Mail, Birth Date, Type, Status, and ABC Status. The table currently shows 'No dependents are listed.'

Now you are ready to enter family members. Fill in the fields: 1) *first name*, 2) *last name*, 3) *birth date*, 4) *email address* (any email address: it can be an email address that WellPath would use to contact the family member or it can just be the employee's email address), and finally 5) *Add*: clicking *Add* is also acknowledging that the family member being added is participating in the SRP-MIC-sponsored health plan.

Managing family members

WELLPATH
CENTERED ON HEALTHY LIVING

Home Event Calendar Activity Profile Links Change View Logout

Manage My Dependents

First Name: Last Name: Birth date: E-mail: Add Cancel I acknowledge that I and my dependent are enrolled in SRPMIC health plan.

Dependent List						
Action	Name	E-Mail	Birth Date	Type	Status	ABC Status
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	My Spouse	New.employee@SRPMIC-nan.gov	01-Aug-1990	Adult Dependent	Active	ABC completion is no longer allowed
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	First Child	FirstChild@email.com	01-Aug-1998	Minor Dependent	Active	Not required
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Second Child	SecondChild@email.com	01-Aug-2005	Minor Dependent	Active	Not required
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Third Child	ThirdChild@email.com	01-Aug-1996	Adult Dependent	Active	ABC completion is no longer allowed

After you complete the fields and click on *Add* the dependents show up on the *Dependent List* pane. You can see each family member's *Name*, *E-Mail*, *Birth date*, *Type* (minor dependent or adult dependent), *Status* (Active/Inactive) and *ABC Status*. You can also edit the list of dependents by using the *Edit* button on the far left of the *Dependent List* pane. You can also delete a dependent. **NOTE:** you can only delete dependents if they have not logged any activity. Once an activity has been reported and approved in MyWellPath for a dependent, they can not be deleted. The *Deleted* button is replaced with button that reads: *inactive*. If a dependent who has been participating in MyWellPath has stopped participating in the SRP-MIC-sponsored health plan, the employee should change the family member's status to *inactive*.

Also note that based on the birthdate entered for the family member, the ABCs of Participation may, or may not be required to redeem points for reward. Adult-dependents must complete the ABCs of Participation each year to continue to redeem points for rewards. Also, note that the family members must complete the ABCs of Participation in the prescribed timeframe established by the employer. This means that family members of Casino Arizona employees must complete the ABCs of Participation in the 4th quarter of each year, and family members of SRP-MIC or other Enterprise employees must complete the ABCs of Participation in the 1st quarter of

each year to redeem points for rewards. Minor dependents do not need to complete the ABCs to redeem points for rewards.

The ABC Status of the employee is shown in the *ABC Status box* on the home page, You must visit the *Manage Dependents* page to see the ABC status of adult dependents.

Important information

- The family member's participation is managed through the employee's MyWellPath account.
- Family members are enrolled through MyWellPath.
- Family members must be participating in the SRP-MIC-sponsored health plan to earn points in MyWellPath.
- Adult dependents must complete the ABCs of Participation to redeem points earned for rewards.
- Minor dependents **do not** need to complete the ABCs to redeem points earned for rewards.

Questions to wellness@srpmic-nsn.gov