

Aetna Get ActiveSM



Client Admin Training

aetna[®]

Agenda

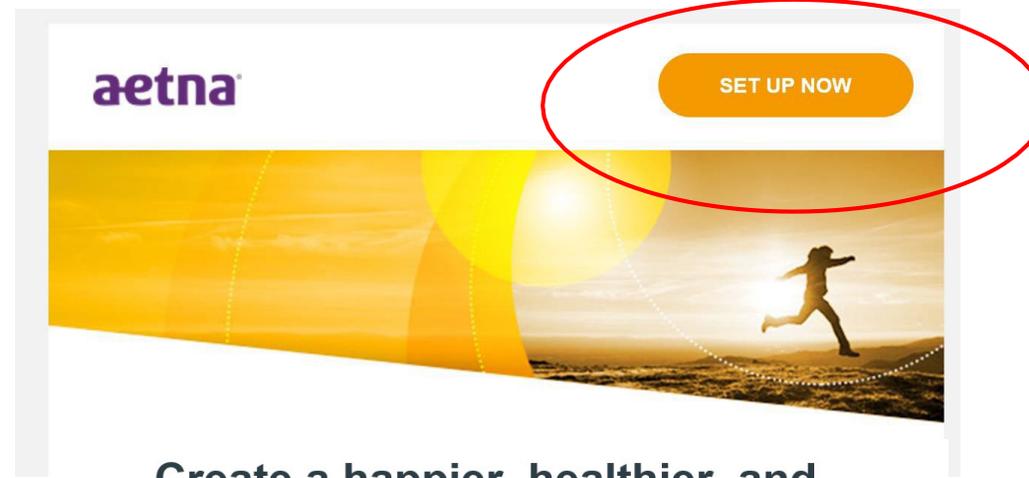
Training for client admins

1. What is your role?
2. How do your employees get access to the platform?
3. How do you promote the program at your company?
4. What if you need to make an update to the site?
5. How do you access reports?
6. What if an employee has an issue?

Q&A

Step 1:

Click link from Welcome email to setup your company on the platform



Create a happier, healthier, and more productive work environment. It will only take a few minutes of your time!

The health and happiness of employees is crucial to the success of your organization. **Aetna Get Active** goes way beyond physical wellness by helping to make healthy, long-lasting behavior changes for more energy, focus, and drive. You'll get fun and engaging challenges, helpful content, wearable fitness devices, and tools to encourage you to make wellbeing a priority.

Getting started is easy and only takes 5-7 minutes of your time. [Complete the Aetna Get Active platform setup form.](#)

Step 2:

Fill out form to complete setup.

- Add domains if you want to restrict access
- Add company locations.

NOTE: Be careful! Once a location has been added it cannot be removed

- Select if you want to have Welcome Kits added to the site
- Add a logo

First, please confirm the information in the form. Go ahead and change anything that's wrong, and please add the information that is missing.

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Smith"/>
Your Company Email Address (not your personal address)	
<input type="text" value="chris.jellison@virginpulse.com"/>	
Company Name	
<input type="text" value="Company 4"/>	

Step 2 - Employee Access

In order to keep your wellness website private, we need to learn the different domains your employees have. Please enter them into the form.

Not sure what a domain is? It's the part of an email address that follows the @ symbol. For example, in the email address "bsmith@work.com", "work.com" is the domain.

Some of your employees may not have company email. Don't worry! You will be able to invite them once we finish setting up your website.

Domain(s)
<input type="text" value="testdomain1.com"/>
Add Another Domain

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Step 3 - Company Locations

If your company has multiple locations, please enter them below. This will allow you to assess employee health outcomes entered into your wellness website (e.g. weight loss and activity level) by location. It will also make it easier for your employees to find one another when forming teams or joining healthy activities.

In order to ensure the privacy of health data, each location you list must have at least 10 employees. You may add up to 50 US locations.

Location(s)	<input type="text" value="Framingham"/>	
Location(s)	<input type="text" value="Providence"/>	Remove
		Add Another Location

Previous Page

Next Page

Setup Complete Email

Email will have links to create an account as well as a link to the Communication Portal



Great news!

The **Aetna Get Active** platform is now available.

Follow these easy steps to get started:



Register your member account by visiting
[Join.personifyhealth.com/aetnagetactive](https://join.personifyhealth.com/aetnagetactive)

(Please ensure to use an email address with the domain(s) you previously provided during the platform configuration process. This allows us to validate your employees as they enroll for the program).



Drive awareness about the new program by using the [communications portal](#). Customize and distribute these promotional materials to your employees.



Step 1:

Go to
<http://join.personifyhealth.com/aetnagetactive/>

Step 2:

Enter first 2-3 letters of your company organization

(note – the search bar only recognizes the exact first 2-3 letters of your company as they are entered)

Step 3:

Enter all information into required fields, confirm agreements, and click submit

Step 4:

A confirmation email will be sent to the email provided

We use cookies to improve your experience on our site. They help us to remember log-in details and provide secure log-in, collect statistics to optimize site functionality, and deliver content tailored to your interests. Click or continue to use the site as usual to accept cookies, or find [more information](#) on the types of cookies we use.

Sign Up

Start by entering the first 2-3 letters of your sponsor organization. This is usually your employer's name.

SEARCH

your experience on our site. They help us to remember log-in details and provide secure log-in, site functionality, and deliver content tailored to your interests. Click or continue to use the site or find [more information](#) on the types of cookies we use.

Sign Up

Aetna invites you to join. Start by entering your details!

NAME

YOUR EMAIL

SEX

DATE OF BIRTH



You're almost there...

Simply **hit the button** below to confirm your email. You'll be asked to create a password and then you're good to go — let the healthy, happy living begin.

CONFIRM NOW

(This link expires in 48 hours. No sweat, do it now.)

To unsubscribe please click [here](#).
Virgin Pulse, 492 Old Connecticut Path, Suite 001, Framingham, MA 01701

Sign Up

Welcome back Megan. Let's wrap up your setup — create a password!

NAME & USERNAME

Megan Aetna
Megan.Aetna@gmail.com

CREATE PASSWORD

CONFIRM PASSWORD

[CREATE MY ACCOUNT](#)

[< Go Back](#)

Step 5:

From your confirmation email, you will be prompted to create your new password

You're all set!

All Set!



Your account is ready.

[SIGN IN NOW](#)

OR

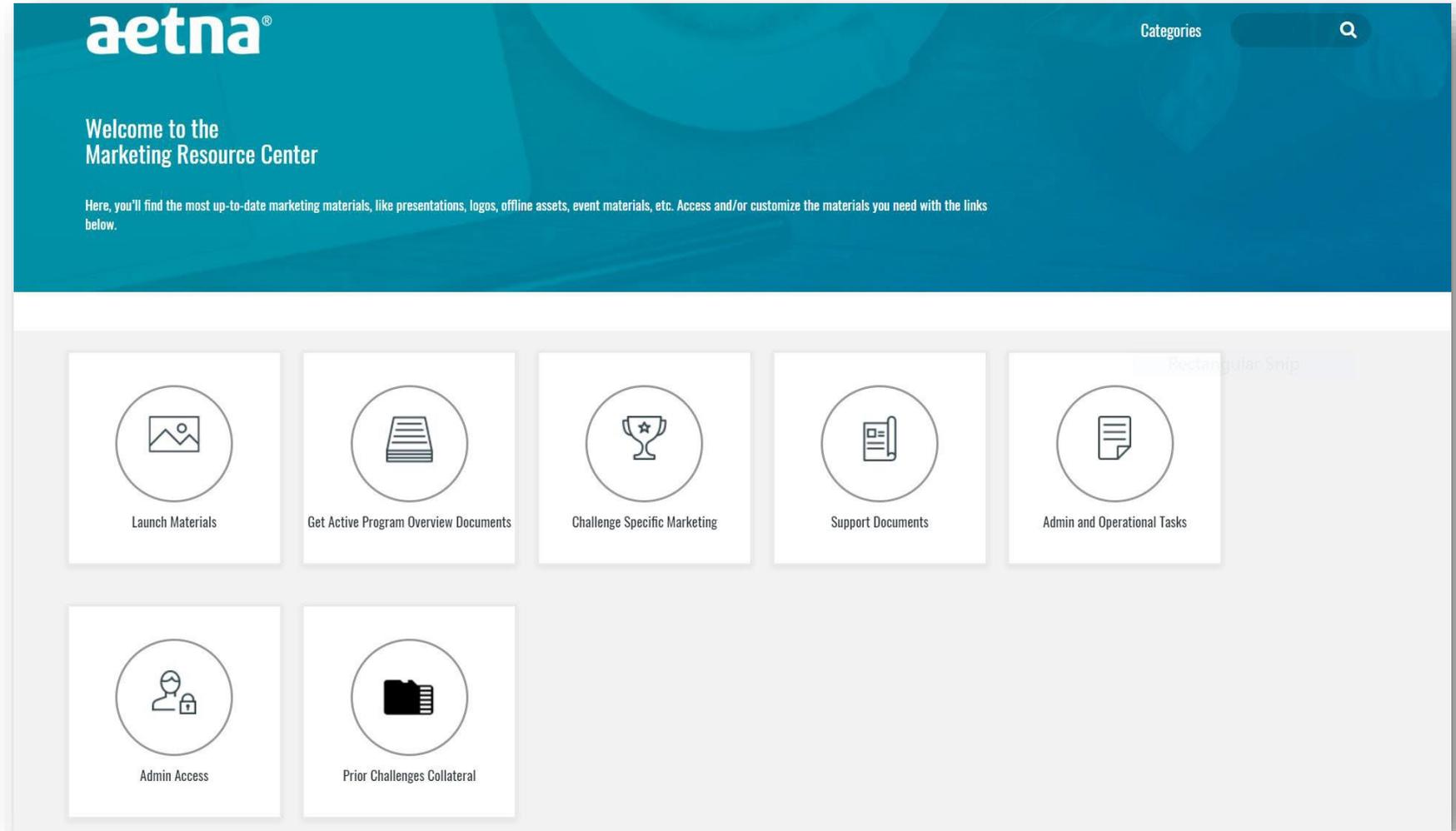
Get the app and get started!



Promote the site!

Material available on the Communications Portal

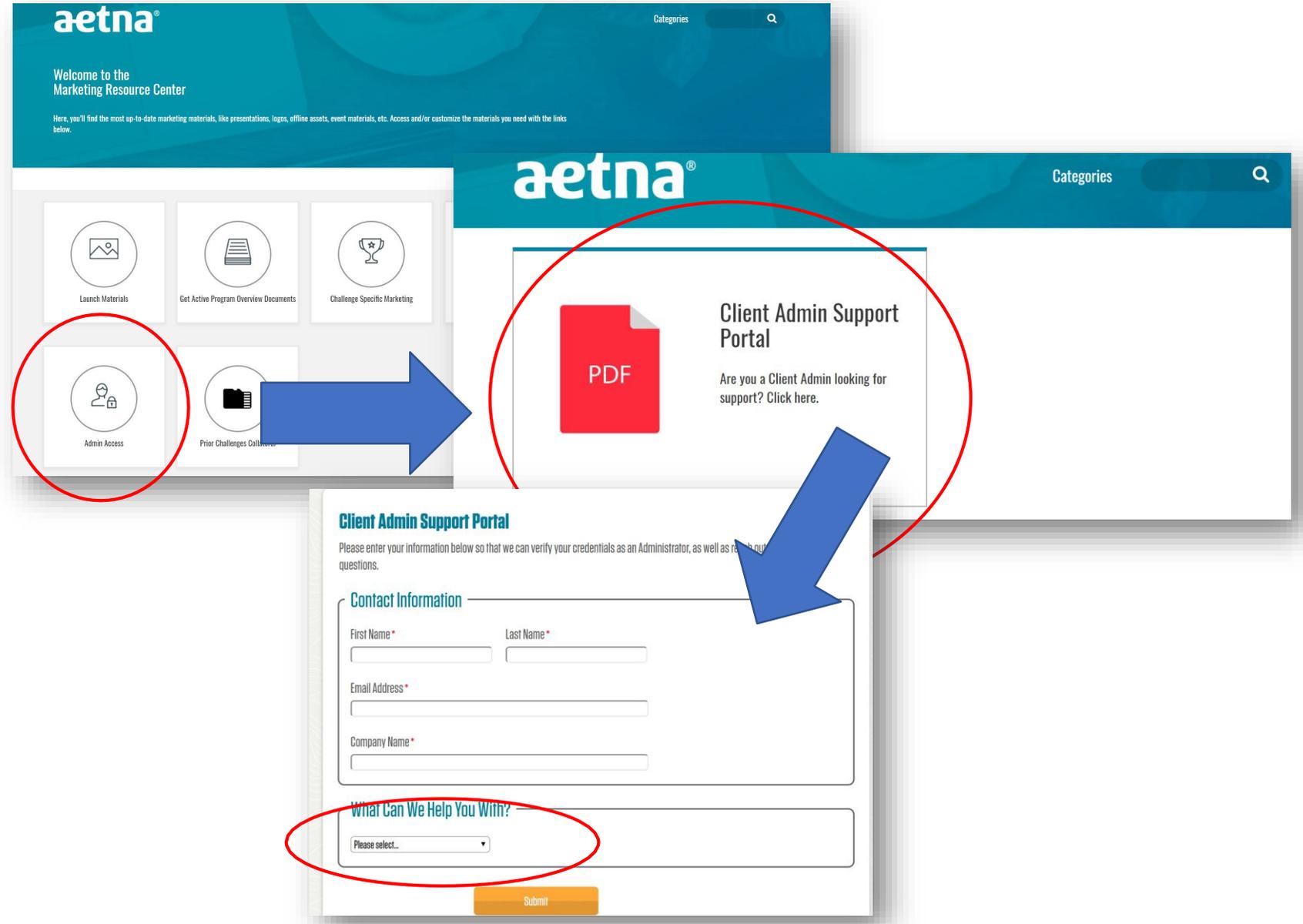
- Launch Material
- Platform Overview Material
- Challenge Information
- Support Documents
- Admin Functions
- Admin Access
- Demos



landing.personifyhealth.com/marketing-resources-page-aetna-frontpage/

Need to make an update?

- Add Company logo
- Add locations (cannot remove)
- General Question(s)
- Request Reporting Access
- Request Welcome Kits for Employees
- Submit member(s) for cancellation

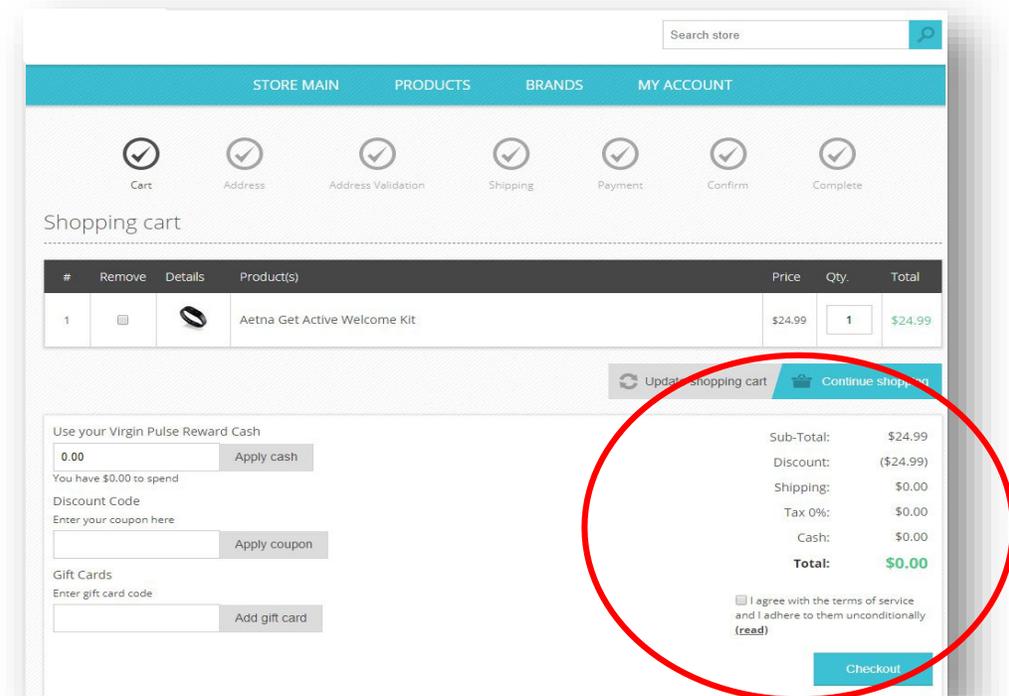
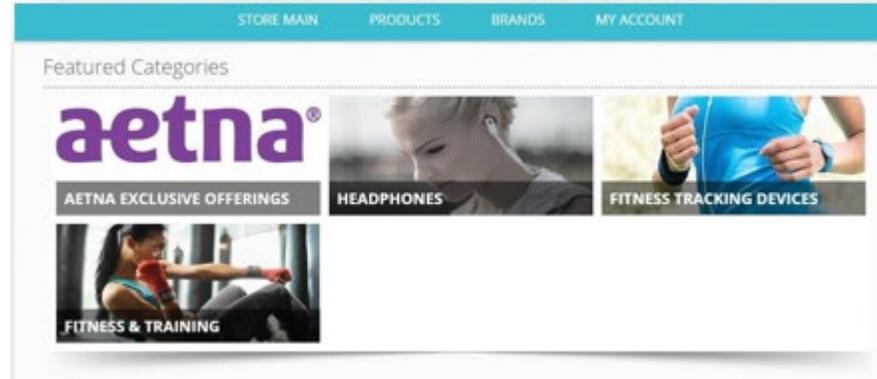


<https://landing.virginpulse.com/marketing-resources-page-aetna-frontpage/>

Welcome Kits

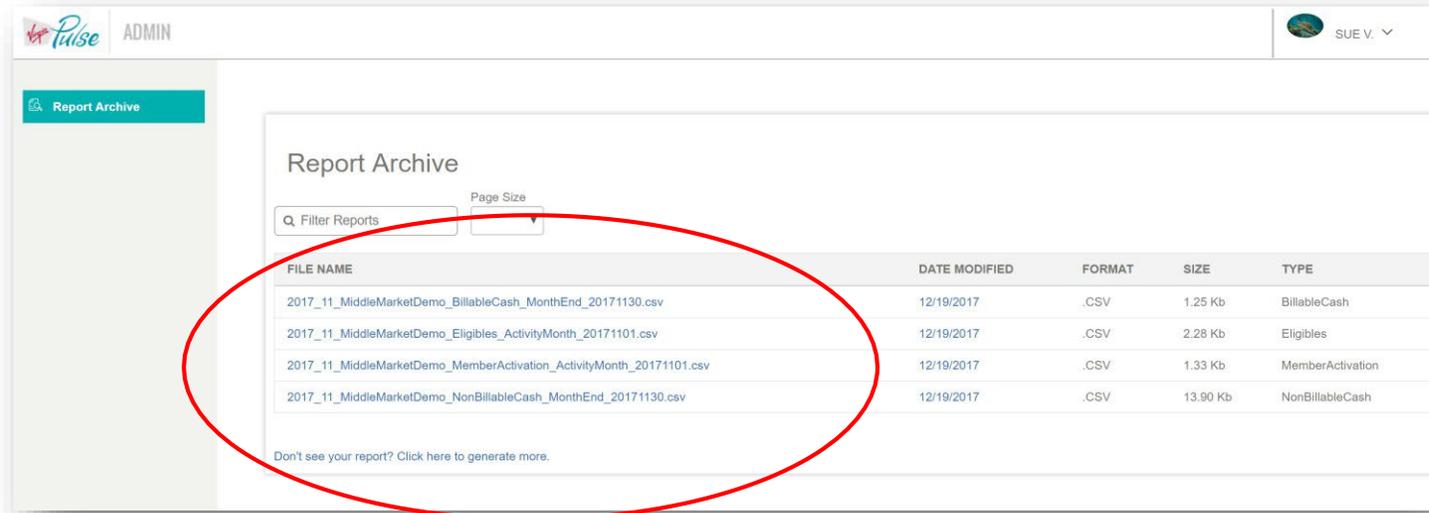
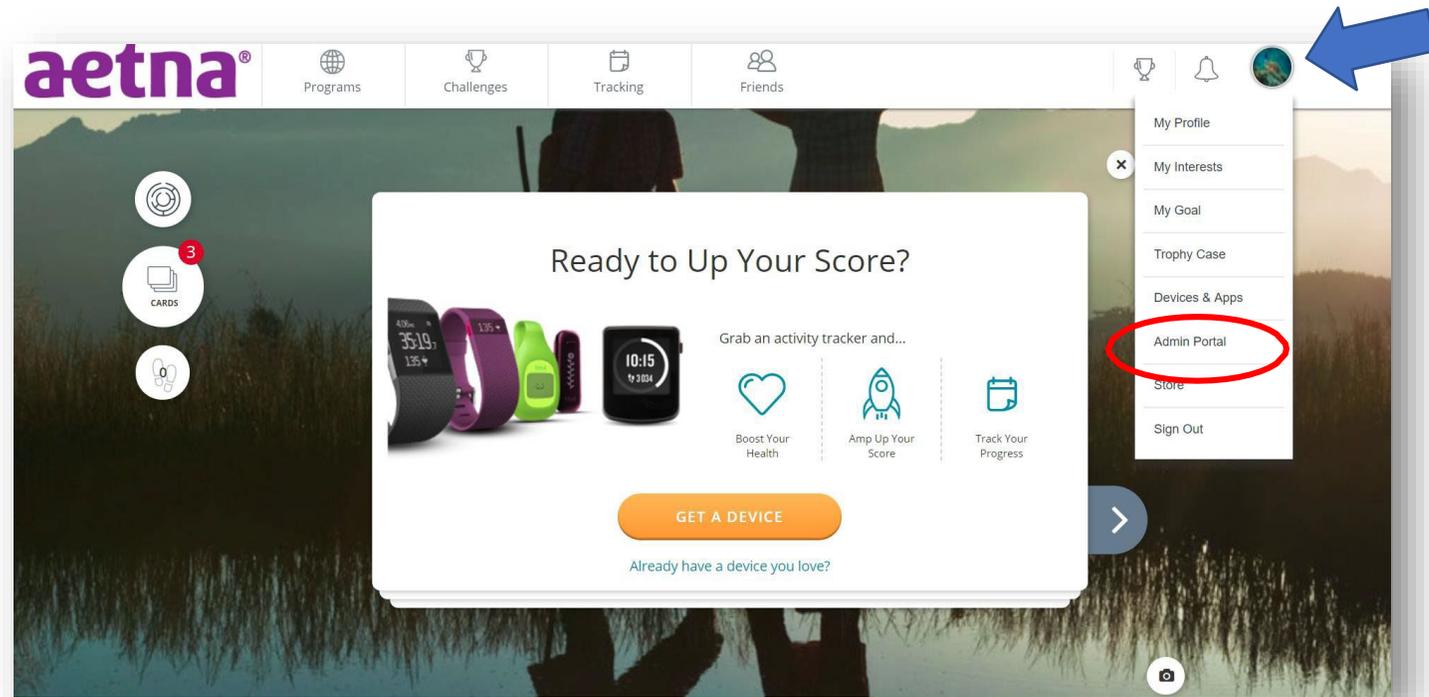
When welcome kits are requested it simply adds them to the store for members to then order on their own.

Note: Make sure you choose the "Welcome kit" product and add to your cart and when you check out there will be no cost.



What kind of reports can I access?

- Quarterly Challenge Report
- Monthly Member Report
- Weekly Completers Report



Quarterly Challenge Report – Named “Challenge Review.pdf” on site

CORPORATE CHALLENGE: GET ACTIVE GREAT ESCAPES CHALLENGE



88% OF MEMBERS PARTICIPATED IN THIS CORPORATE CHALLENGE

6.9 M

TOTAL CORPORATE CHALLENGE STEPS

44

NUMBER OF PLAYERS THAT PARTICIPATED IN THIS CORPORATE CHALLENGE

9,978

AVERAGE STEPS PER DAY

ACTIVITY TRENDS FOR ALL MEMBERS



Monthly member report

This report will be delivered by the 5th of the month.
It provides a listing of members on the platform.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
SponsorID	SponsorName	Eligibility	Employee	FirstName	LastName	BillingGro	Gender	DateOfBir	EligibilityFromDate	Eligibility	Enrolled	Company	BusinessU	OfficeLoca	R
3578288	Middle Market Demo	789	LAST001	First A	Last A	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business A	Office A	S
3578288	Middle Market Demo	456	LAST002	First B	Last B	BillingGro	F	1/1/1900	11/1/2017		TRUE	Company	Business E	Office B	S
3578288	Middle Market Demo	123	LAST003	First C	Last C	BillingGro	M	1/1/1900	10/1/2017		TRUE	Company	Business C	Office C	S
3578288	Middle Market Demo	7891	LAST004	First D	Last D	BillingGro	M	2/1/1900	11/20/2017		FALSE	Company	Business A	Office A	S
3578288	Middle Market Demo	4562	LAST005	First E	Last E	BillingGro	F	2/1/1900	1/1/2018		FALSE	Company	Business E	Office B	S
3578288	Middle Market Demo	1233	LAST006	First F	Last F	BillingGro	M	2/1/1900	1/1/2018		FALSE	Company	Business C	Office C	S
3578288	Middle Market Demo	7894	LAST007	First G	Last G	BillingGro	F	3/1/1900	1/1/2018		FALSE	Company	Business A	Office A	S
3578288	Middle Market Demo	4565	LAST008	First H	Last H	BillingGro	F	3/1/1900	1/15/2018		FALSE	Company	Business E	Office B	S
3578288	Middle Market Demo	1236	LAST009	First I	Last I	BillingGro	M	3/1/1900	1/15/2018		FALSE	Company	Business C	Office C	S

File will be named
“CompanyABC_Eligibles_MonthlyActivity_date.csv”

Weekly completers' report

This report will be delivered every Monday after the start of a challenge. It lists members in the challenge and the weeks that they have tracked data.

First Name	Last Name	Segment	Email	Gender	Team Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Total Weeks Reported	Business Unit	Location	Office
John	Doe	Employee	JDoe@Email.com	M	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Fred	Smith	Employee	FSmith@Email.com	M	Easier Said Than Run	0	0	1	1	1	1	1	1	6	North East	US	North East
Kristin	Jones	Employee	KJones@Email.com	F	Easier Said Than Run	0	0	1	0	0	1	1	0	3	North East	US	North East
Patricia	Johnson	Employee	Pjones@Email.com	F	Worst Pace Scenario	1	1	1	1	1	1	1	1	8	South East	US	South East
Sharon	Thompson	Employee	Sthompson@Email.com	F	Easier Said Than Run	0	0	0	0	0	0	0	0	0	North East	US	North East

**File will be named
"CompanyABC_AetnaChallengeReporting_WeekEnd_date.csv"**

Leaderboard

STAGE 1 START

STAGE 2 READY 131,000 STEPS

STAGE 3 SET 262,000 STEPS

STAGE 4 GO 393,000 STEPS

STAGE 5 CONGRATULATIONS! 524,000 STEPS

MY TEAM CHAT VIEW ALL TALK

Share your tips!

Megan Aetna
Let's get moving to pass The Adventurers!
12 days

Samantha Jenkins
Good luck!
14 days

Teams Players My Team

1 2 3 4 5

#1: THE WALKERS 168,332

#2: THE ADVENTURERS! 54,989

#3: ARE WE THERE YET? 80,000

Need support?

The Member Services team can help:

- **By phone:** 1-833-525-5786
- **Or via email:** aetnagetactive@personifyhealth.com
- **Hours of Operation: Monday – Friday, 8am – 9pm**



Aetna Get ActiveSM

Client Administrators

What are my resources?

Account Managers/Wellness Coordinators

- Available to answer questions you may have about platform
- Utilize for ideas to make experience enjoyable for members

Communications Portal

- Has a wide variety of information and marketing resource tools
- Able to request access to other administrative tools such as reporting

Platform Members

- Your members are an important source of insight
- Member Services provides a key resource and aid to those with questions about the platform