



To Order Welcome Kits:

New clients: During the program setup the Client Admin will be prompted to choose whether or not they would like to offer their employees Welcome Kits. The Aetna Account Manager will be notified when the option is chosen and should then go over pricing with their client.

***NOTE, your company will be charged for kits if you choose to order them. The pricing is Per Eligible, Per Month.**

Existing Clients: The Client Admin will navigate to the Communications Portal:

landing.personifyhealth.com/marketing-resources-page-aetna-frontpage/ click Admin Access > fill out the form to order Welcome Kits for their employees. A Client Admin can choose to do this at anytime.

An **Account Manager** can also add Welcome Kits at any point for their client by checking off “Add Devices” in the AM Dashboard, under their client’s account.

Once Welcome Kits are turned on at the client level, the **employee** will navigate to the Online Store within their Virgin Pulse account to order their free device. It will be shipped directly to them directly, within 7-10 business days.