City of Topeka
2026 Wellness Incentive Program

September 1, 2024 – August 31, 2025
Discount will begin 1/1/2026

2026 Voluntary Wellness Incentive Discount – Employees & Spouses

The Wellness Incentive requirements are the result of an agreement between the City of Topeka and all applicable bargaining units, working together to benefit the employees and their families.

- EMPLOYEES who complete the criteria will earn a 13% discount on their medical and/or dental coverage, to be applied according to the healthcare agreement.

- SPOUSES who complete the criteria will earn an additional 1% discount. *(Employee must have completed the criteria in order for the spouse discount to apply.)*

Complete activities in the Checklist on page 2 by August 31, 2025 to qualify for the 2026 discount.
Visit the Wellness Portal to get started!
https://cotwellness.wellright.com/act/auth/login

Watch your employee email for the monthly benefits newsletter with presentations and challenges.
SPOUSES can sign up at the link below to receive the monthly newsletter and other employee benefit emails.
https://arcg.is/1KK15W1

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2026 Voluntary Wellness Incentive Employee & Spouse Checklists

Complete all requirements between Sep. 1, 2024 and Aug. 31, 2025 for the 2026 discount.

EMPLOYEE CHECKLIST

Complete HRA & 1-3 FOLLOW UPS

❑ **HRA & nicotine test** — 5 points
Complete Health Risk Assessment (onsite HRA Nov. 2024)
If you do not wish to complete the HRA for the wellness incentive, you can still request a nicotine test to avoid the tobacco surcharge. See Tobacco Surcharge section on this page for more details.

❑ **Follow up** — 5 points
Complete 1-3 follow-up visits, depending on your risk level

Complete 8 of these ACTIVITY POINTS

❑ **Dental Preventive Exam** — 1 point
Complete one dental exam

❑ **Vision Preventive Exam** — 1 point
Complete an eye exam

❑ **Cancer Preventive Screening** — 1 point each *(max 2 pts)*
Complete up to two recommended screenings

❑ **City Presentations** — 1 point each *(max 3 pts)*
Attend up to three wellness presentations

❑ **City Challenges** — 1 point each *(max 3 pts)*
Complete up to three wellness challenges

❑ **Benefits Fair** — 1 point
This took place 10/01/24

❑ **Exercise Minutes** — 1 point each *(max 2 pts)*
Complete a quarterly exercise goal

❑ **Portal Age Gauge Wellness Survey** — 1 point
Complete the Age Gauge in the portal

❑ **Portal University Course** — 1 point each *(max 2 pts)*
Complete 4 short workshops in the portal for each point

❑ **Flu Shot Vaccine** — 1 point
Get an annual flu vaccine

❑ **Covid Vaccine** — 1 point
Get a covid vaccine series or booster

❑ **Annual Wellness Exam** — 1 point
Complete annual wellness visit with your Primary Care Physician

SPOUSE CHECKLIST

Complete HRA & 1-3 FOLLOW UPS

❑ **HRA** — 5 points
Complete annual Health Risk Assessment (onsite Nov. 2024)
If you do not wish to complete the HRA for the wellness incentive, you can still request a nicotine test to avoid the tobacco surcharge. See Tobacco Surcharge section at bottom of this page for more details.

❑ **Follow up** — 5 points
Complete 1-3 follow-up visits, depending on your risk level

EMPLOYEE & SPOUSE

Make-up HRA due 2/29/25

- If you did not complete an HRA during the onsite event Nov. 2024, you will need to call the clinic to schedule and complete a make up HRA by 2/29/25 in order to qualify for the 2026 incentive.
  - Call the scheduling line 866-959-9355.
- *Make-up opportunities are based on availability at the clinic and are not guaranteed, so don't delay in getting this done.*
- All components of the 2026 incentive (HRA, 1-3 follow ups, activities, and tobacco cessation) must be completed by 8/31/25. Follow ups require at least one month between each one.

TOBACCO SURCHARGE

TOBACCO SURCHARGE WILL APPLY IN 2026 unless you complete one of the following:

❑ **Negative Nicotine Test Results**

Nicotine test for the 2026 incentive will be used from the Nov. 2024 onsite HRA's. *If you did not complete the HRA for the wellness incentive, you can schedule a nicotine-only test at the clinic.*
   * Call the scheduling line 866-959-9355.

❑ **Complete Tobacco Cessation Program**

Tobacco cessation is completed in the same timeline as other activities, (9/1/24 – 8/31/25 for the 2026 discount). If you self-disclosed tobacco use, or tested positive for nicotine, you can complete a tobacco cessation program to avoid the surcharge.

   * Call the clinic to sign up, and complete the program by 8/31/25 in order to avoid the surcharge in 2026.

NEW HIRE REQUIREMENTS FOR WELLNESS INCENTIVE		
	For 2025 incentive	**For 2026 incentive**
4/1/24 – 8/31/24	Within one month of hire date: New hire HRA & 1 follow up; no activity points needed for 2024 & 2025	Nov. 2024 onsite HRA, 1-3 follow ups*, & 8 activity points by 8/31/25 for 2026
9/1/24 - 3/31/25	Within one month of hire date: New hire HRA & 1 follow up; no activity points needed for 2024 & 2025	New hire HRA & 1 follow up (as completed for 2025); plus additional follow ups if determined based on risk*; plus 4 activity points by 8/31/25 for 2026
4/1/25 - 8/31/25	Within one month of hire date: New hire HRA & 1 follow up; no activity points needed for 2025 or 2026	
	2nd & 3rd follow ups, if needed based on risk, must be at least one month apart.	

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Wellness Portal Registration For Employee and Spouse

You only need to register if you've never logged in before. *(This is the same Wellness Portal as last year.)*

How to register

1. Go to https://cotwellness.wellright.com/act/auth/login
2. Registration
   - Click **Register**
   - Employee and spouse will have different registration questions.
     Either click *I Am The Employee* or *Related To Employee*
   - Complete the registration page and all required fields.
   - Your registration will be verified using your First Name, Last Name, and Date of Birth.
     Please use your full name as it is registered with your Human Resources department.
   - If you have an issue registering, email portalsupport@eversidehealth.com
3. Check your email
   - Click the link sent to your email to verify your email address.
4. Get started
   - Bookmark the URL and login to start participating!

What if I forget my password?

Reset your password from the main login page.
   - Click **Forgot Password?**
   - Type in the email address that you use for Wellness portal.
   - Click **Reset Password**
   - You will receive an email to complete the reset password process.

How to View Your Risk Level (to determine the # of follow-up appointments you need)

- Under "HRA + Follow UpVisits " hover over the FollowUpVisits button and click on the "i" above the "view" button.
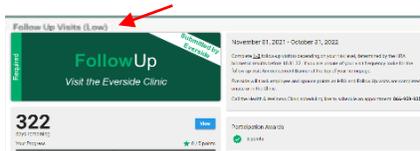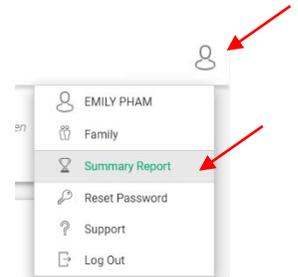
Using the Portal

View detailed challenge information and track progress within each challenge tile.

How to View a Summary of Your Points
- On the main screen, hover over the "person" icon.
- Click on "Summary Report"
- This screen should tell you how many points you have and where they came from.

How to View if you have passed the Nicotine Test

- Negative test results will show as 100% complete, meaning you will not be assessed the surcharge.

- Positive test results, or no testing results, will show up as 0% complete.
  You will see a "YES" logged by healthstat if you have enrolled in cessation.

  - Click on the TobaccoSurcharge tile to view additional details.

  - Call the scheduling line if you need to enroll in tobacco cessation. 866-959-9355

How To Begin Earning + Entering Additional Points.

- **AgeGauge –**
  Complete the AgeGauge for 1 automatic point.

- **Preventive Screenings/ Exams –**
  Complete preventive exams and enter the date in the portal for a point. (vision, dental, cancer, annual visit with primary care physician. *Annual exam cannot be completed at the City's clinic.*)

- **Health / Benefits Fair –**
  Attend the City Health and Wellness Fair. A point will be entered for those who attended 10/1/24.

- **City Challenges and Presentations–**
  Complete a City sponsored challenge, or attend a City sponsored presentation or wellness event.
  Sign in at event and a point will be entered for you.

- **Portal University Course –**
  Complete and pass courses in the portal. Points will apply automatically after successful completion.
  Earn 1 point by completing 4 courses, and earn 2 points by completing 8 courses.

How To Log Exercise Minutes
- **Exercise Minutes-**
  You can earn 2 exercise points per wellness year.
  Hover over the ExerciseMinutes tile and then click on the "i."
  Then click "Track" and enter in your exercise minutes for each date. Click "Save."
  MINIMUM OF 1100 MINUTES IN A QUARTER MUST BE ENTERED TO EARN A POINT.

Using the Portal

View detailed challenge information and track progress within each challenge tile.

How To Complete a Personal Challenge

1. On the main screen, find "**Personal Challenges**" click the **Add Challenge** button.
2. Make sure you **checkmark** the challenge you want to complete.
3. Click "**Next**" and then click "**Save**"
4. The challenge should now pop up on your main screen.
5. Click on the "i" for more details about the challenge.
6. At this point, you can set up text messaging as a way to track your progress or Click the "**Track**" button.
7. Be sure to review the # of days needed for each challenge. Point will not be awarded until the end of the time frame even if you complete the requirements early.
Some challenges take 30 days or more. Points will not be uploaded automatically. Everside will upload personal challenge points to appear in the Wellness Challenge tile twice a month.

How To log a Flu Shot and Covid Vaccine

FluShot- *You can earn 1 point total*
A. Onsite Events: If you attended the onsite flu clinics sponsored by the City, your point will be entered for you.
   If you get a flu vaccine somewhere else, you need to submit that documentation and enter the date in the portal for a point.
B. Wellright app: If using the mobile app, you can take a picture of your vaccine record and submit directly from the app.
C. Wellright Portal:
   1. Hover over the **FluShot** tile and then click on the "i."
   2. Next you will click "Submit" and this will prompt you to "choose file."
       You will need to have a copy of your vaccine card saved as a file in order to upload.
   3. Select file with your vaccine card/record and click submit.

CovidVaccine- *You can earn 1 point for a covid vaccine/booster received 9/1/24-8/31/25.*
You need to submit that documentation and enter the date in the portal for a point.
A. Wellright App: If using the mobile app, you can take a picture of your vaccine record and submit directly from the app.
B. Wellright Portal:
   1. Hover over the **CovidVaccine** tile and then click on the "i."
   2. Next you will click "Submit" and this will prompt you to "choose file."
       You will need to have a copy of your vaccine card saved as a file in order to upload.
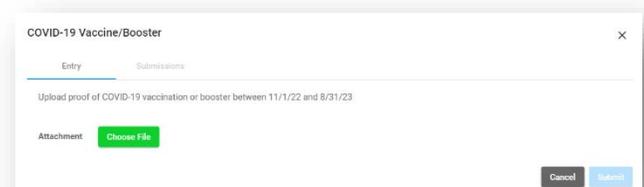   3. Select file with your vaccine card/record and click submit.

How do I submit proof?
- Upload picture through Wellright Mobile App., or
- Upload document to portal.
  https://cotwellness.wellright.com/act/auth/login
  For assistance – email portal support at
  portalsupport@eversidehealth.com

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Need Help With The Wellness Portal?

Contact Everside Portal Support

portalsupport@eversidehealth.com

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MOBILE APP

Download the mobile app today and take wellness with you wherever you go!

Search for WellRight in the

Download on the App Store or GET IT ON Google Play

Hello, Tamara!
5850 points earned
Community Challenges
100/200 Points
PersonalSafety
Keep yourself safe
92%
BeGrateful
List 90 things you're thankful for
1/6 completed submissions
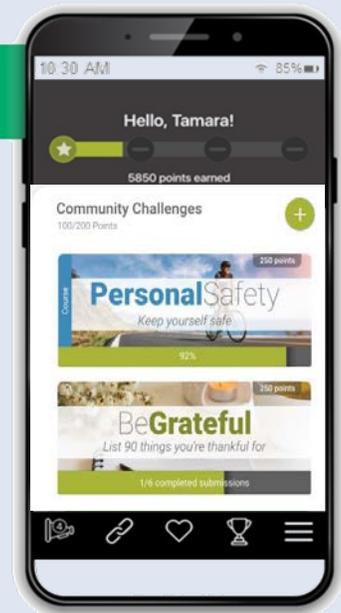
For other questions, contact the City of Topeka Human Resources office at 785-368-3867

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