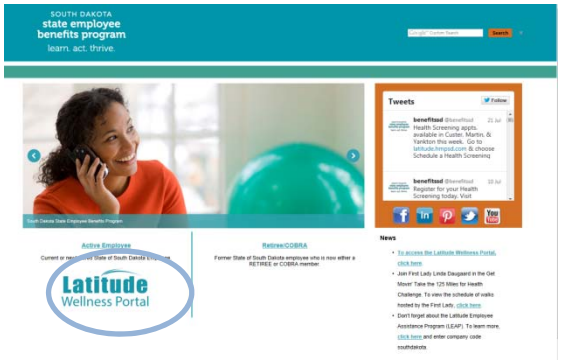
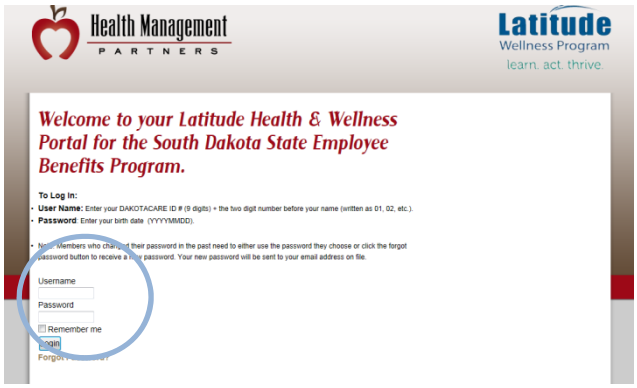
How to Complete a Latitude Wellness Program

- You will need a computer with internet access to get started.
- Visit the benefits website at benefits.sd.gov and choose Latitude Wellness Portal.



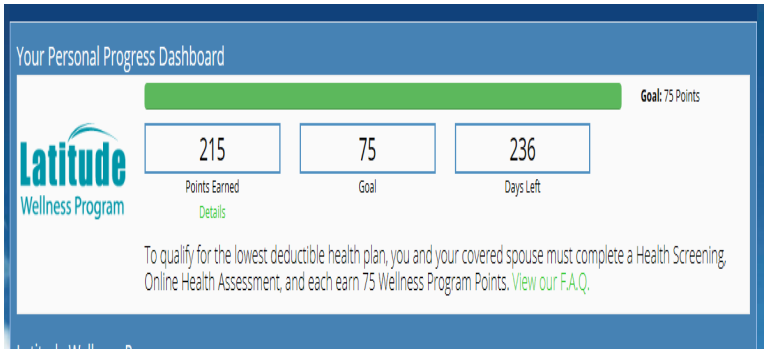
- You need to follow the instructions to log in.
- Enter your username and password as listed.
- Username: The username is your DAKOTACARE ID # (9 digits) + the two digit number before your name (written as 01, 02, etc.).
- Password: The password is your birth date (YYYYMMDD).



- This is the Latitude Wellness Portal. The wellness portal contains important information about qualifying for the lowest deductible health plan.
- The blue To Do List (highlighted in yellow here) is in the upper right corner of your screen. This tells you which qualifications you have completed and which ones you still need to complete.
- To get started with a Latitude Wellness Program, choose the brown icon labeled Choose a Latitude Wellness Program. You will be taken directly to homepage of the Latitude Wellness Program Fitthumb website, without having to log in again.

Participatory Programs

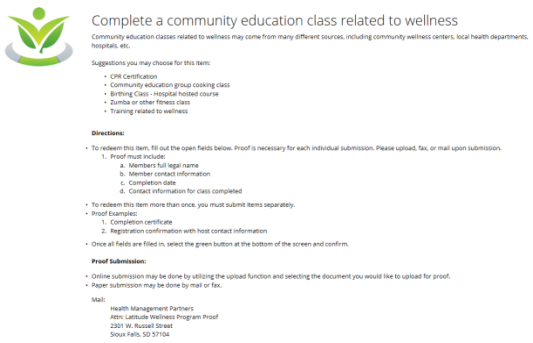
- The first section shows your progress toward earning your 75 Latitude Wellness Program points. Points in this section update automatically once you have completed one or more wellness program items.
- There are three types of programs and some additional opportunities to earn Latitude Wellness Program points.



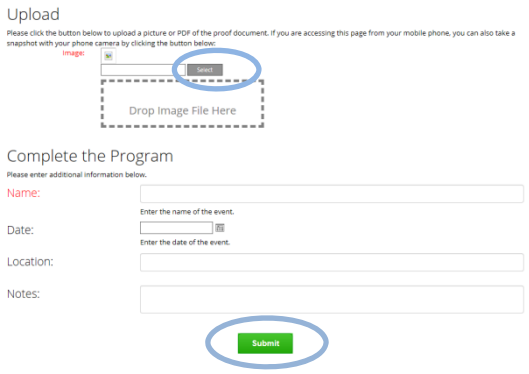
- Let's get started with the Participatory Programs.
- First, choose the green View Participatory Programs icon.

- Here is the Participatory Programs List. General instructions and information are provided.
- You can scroll down on the list to see the additional programs. These programs require proof of completion. To view an item from the list, click on the green title.

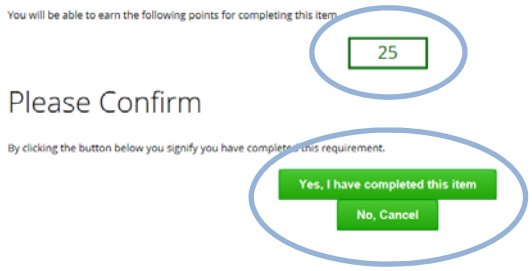
- In this example, I chose complete a community education class related to wellness. Suggestions and instructions are included on this page.
- Remember: These items require proof of completion.



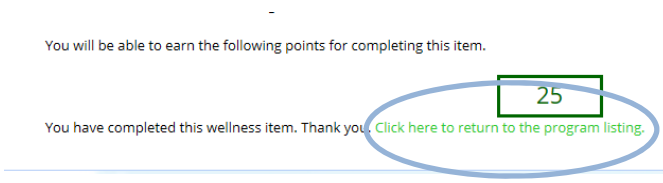
- To submit proof of completion, you can upload an image here by selecting the gray select button. You can also mail or fax your proof to HMP.
- You need to complete the name, date, and location fields then click the green submit button.



- After clicking the submit button, you will see this screen.
- You can either choose the green Yes or No button.
- This screen also shows how many points you earn for completing this item.

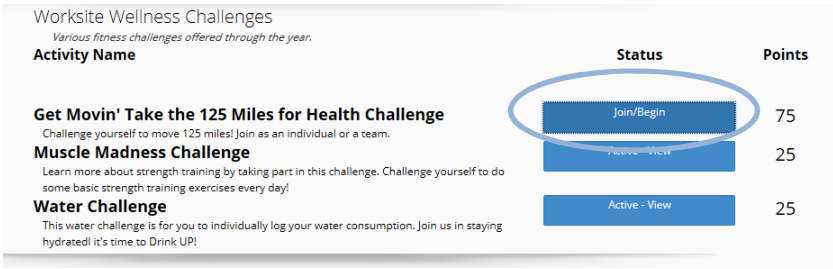


- After you clicking the green yes button, you will be directed to this screen.
- To return to the Participatory List, click the green link circled.
- You can return to the homepage at any time by clicking the home button in the upper left corner of the page.



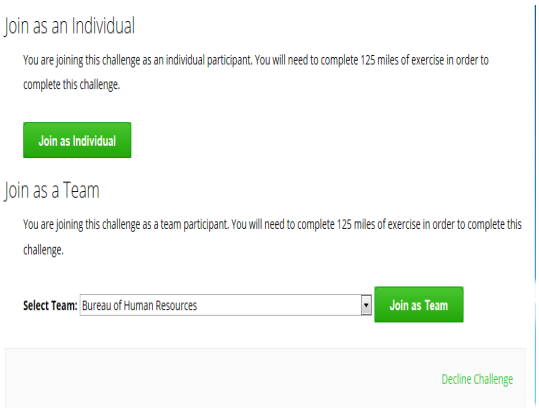
Worksite Wellness Challenges

- You can also earn points by participating in Worksite Wellness Challenges.
- A list of available challenges will be shown on the homepage.
- You can click Join/Begin button to get started. Challenges change on a quarterly basis.



- After choosing Join/Begin, you will be directed to screen with specific information about the challenge.

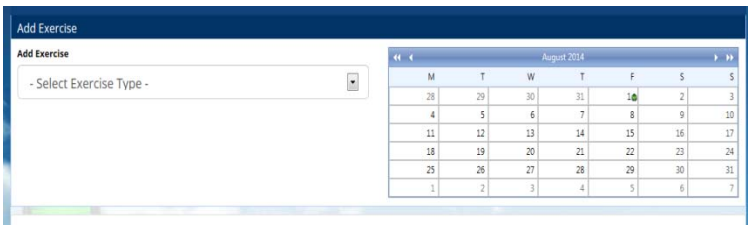
- You can join this challenge as either as an individual or as a team.
- Click the green button once you have made your decision.
- The next screen will provide a place for online tracking.
- Once you are done tracking, hit the home button in upper left corner of your screen.



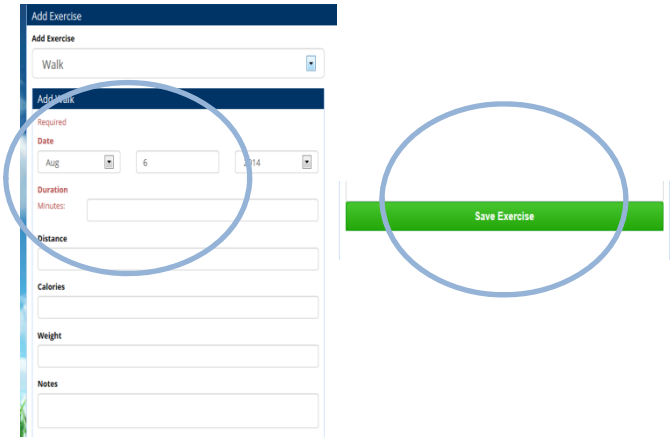
Other Point Opportunities

- This section is located on the homepage.
- You can also earn points by simply tracking items online. The point value of each item and a link to the online tracking is shown here.
- To get started, click a blue button.

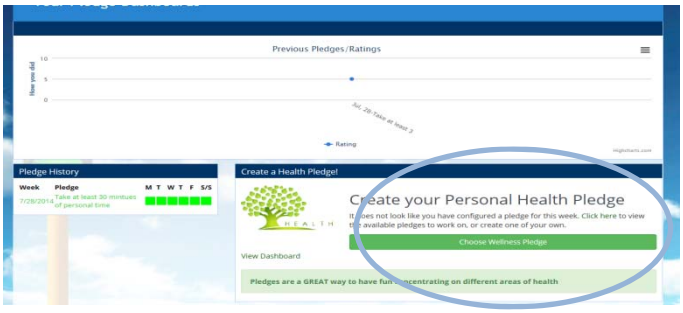
- In this example, the blue add exercise button was chosen.
- Using this screen, you can choose an exercise from the drop down box on the left.



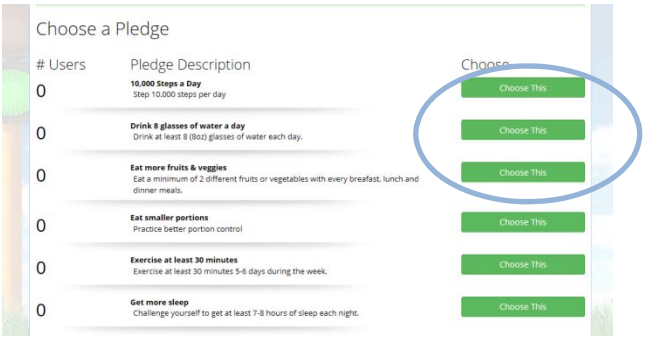
- After choosing an exercise item, you will see this screen.
- You need to complete the required items shown in red here.
- Then click the green save exercise button on the bottom of the screen.



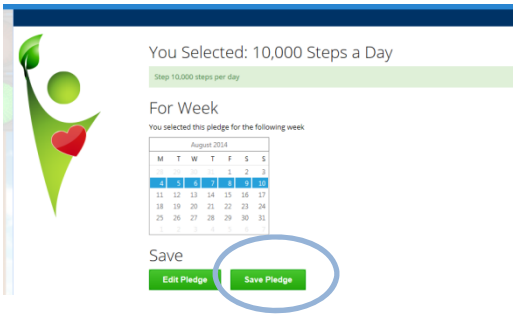
- In this example, the blue Add/View Pledge button was chosen.
- To create a personal health pledge, choose the green Choose Wellness Pledge button.



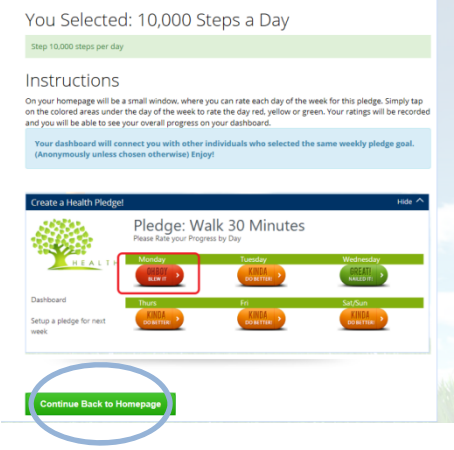
- You must track your pledge 5 out of 7 days. You will rate how you did in regards to the pledge on a daily basis.
- You can choose one of our pre-created pledges, or if you have something special you can add it yourself, and choose if you would like to share the pledge with other people in the system.
- To choose a pledge, click the green choose this button.



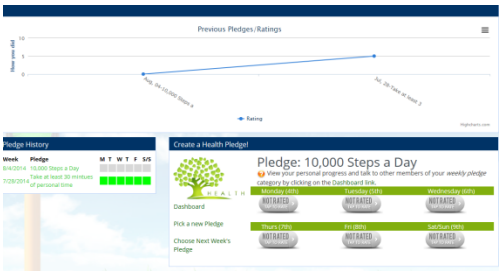
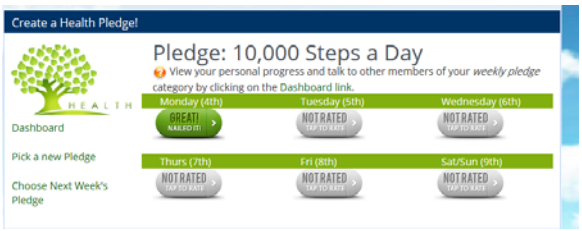
- Click the green save pledge button to get started.



- Instructions on how to complete your pledge are shown on the screen after you save your pledge.
- After reading the instructions, click the green Continue Back to Homepage button.



- You will track your pledge on this screen.
- Click the gray buttons below to track for the appropriate day.



- After choosing a gray button, the button will turn green to show successful online tracking.
- To view your pledge, click the blue add/view pledge button on the homepage. Once you are finished with your weekly pledge, your points will automatically be added to the total.
- ***You can access everything explained here from your home screen by clicking the blue button next to the items you want to complete.***