



# 2024

## WELLNESS PROGRAM



**CPM HOLDINGS, INC.**

Participate in your 2024 Wellness Program to earn the 2025 Wellness Premium Discount.





# Welcome to Your 2024 Wellness Program!

CPM Holdings, Inc. is committed to employee health and wellness, and has partnered with Wellworks For You to offer you a voluntary Wellness Program! All medically-enrolled employees can complete **two to-do's** to qualify for the **2025 Wellness Premium Discount**! Your new program details are outlined in this guide.

## IMPORTANT! Medical-Enrollment Date Requirements

- If you are medically-enrolled in a CPM Holdings, Inc. Medical Plan **ON or BEFORE JULY 1, 2024** you must complete **both to-do's** as listed below by **October 1, 2024** to qualify for the **2025 Wellness Premium Discount**.
- If you are medically-enrolled in a CPM Holdings, Inc. Medical Plan **ON or AFTER JULY 2, 2024** you will **automatically** be grandfathered in and receive the **2025 Wellness Premium Discount**. You **do not** have to complete the **to-do's** as listed below.



### TO-DO – KNOW YOUR NUMBER ASSESSMENT

#### DEADLINE: OCTOBER 1, 2024

1. Complete the assessment by selecting the **Know Your Number Assessment** event tile on your **Wellness Portal** at any time during the program duration.
2. Complete all questions, *except* for the **Health Metrics** section. Your health metrics will be entered by Wellworks For You upon receipt of your **Physician Results Form**. Once you have completed the questionnaire, click **Save** to submit your responses.

#### View Your Results!

Once the health assessment is completed in its entirety (questionnaire and health metrics) your results report will be generated and available to view on the **Know Your Number Assessment** page, as well as uploaded to the **Wellness Locker** under the **Health Record** section. Your participation in the assessment will be updated at that time.



### TO-DO – PHYSICIAN RESULTS FORM

#### DEADLINE: OCTOBER 1, 2024

1. Schedule an Annual Physical Exam with your Primary Care Physician (PCP) and obtain labwork between **October 1, 2023** and **October 1, 2024**.
2. Take the **Physician Results Form** with you to your appointment (located on the Wellness Portal within the Wellness Locker).
3. **It is HIGHLY recommended to obtain labwork PRIOR to your scheduled appointment.**
4. Have your doctor complete all required metrics (**blood pressure, height, waist circumference, weight, total cholesterol, LDL, HDL, triglycerides, TC/HDL ratio, and fasting glucose**) and sign the **Physician Results Form**.
5. It is the **participant's responsibility** to return the completed form as part of the 2024 Wellness Program to Wellworks by **11:59PM EST on October 1, 2024**.

**Have you already received your annual physical within the above timeframe?** Take or send the Physician Results Form to your physician's office to have it signed and completed.

If you **do not** have a PCP, you can select a doctor within the UMR health benefit plan network. If you need assistance in finding a physician, please follow **How to Find a Network Provider** steps on **Page 4**.



# WELLNESS PORTAL

In order for your participation in the program to be tracked, eligible participants must be registered under the **CPM Holdings, Inc.** Wellness Portal. Use the username and password formats below to log into the Wellness Portal or Wellworks For You mobile app.

## ENROLLED IN MEDICAL COVERAGE BEFORE OCTOBER 27, 2023

LOG INTO THE WELLNESS PORTAL – YOUR ACCOUNT HAS BEEN CREATED FOR YOU!

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com) or Wellworks For You mobile app
2. Your account credentials are listed below:

USERNAME FORMAT	PASSWORD FORMAT	EXAMPLE
CPM+FirstName+LastName+Year of DOB	Birthdate in MMDDYYYY	UN: CPMJohnDoe1985 PW: 01021985*

\*PLEASE NOTE: The temporary password is only for the first time you access the Wellness Portal and you will be prompted to change it upon entry. If you have accessed the Wellness Portal in the past, you should continue to use your existing password.

## ENROLLED IN MEDICAL COVERAGE AFTER OCTOBER 27, 2023

SELF-REGISTER ON THE WELLNESS PORTAL

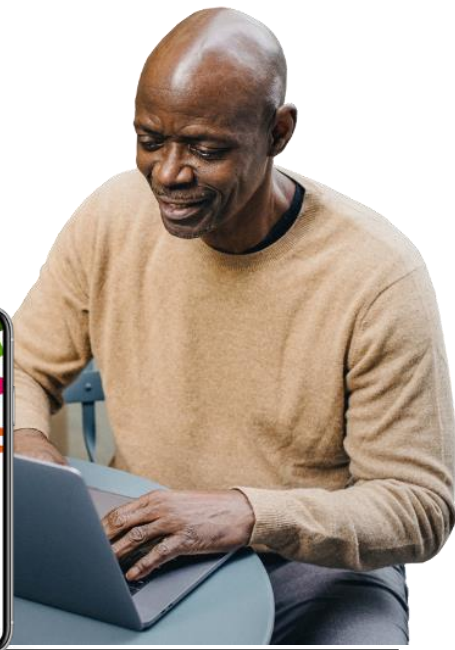
1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com) or download the Wellworks For You mobile app
2. Click the **register** link and create an account
3. Enter your Company ID: **12919**
4. Select **Yes** to confirm the company name listed is correct
5. Create a Username, Password, and enter the required Personal Information
6. Select **Create Account**
7. Accept the terms of the Consent Form

## FORGOT YOUR USERNAME OR PASSWORD?

1. Go to [www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)
2. Click the link **Forgot Username** or **Forgot Password**
3. Follow the instructions to retrieve your username or reset your password
4. If issues persist, please contact Wellworks For You at **(800) 425-4657**

## MOBILE APP


The Wellworks For You Portal App includes all of your favorite features from the Portal including programs and events listings, incentive tracking, and more! Simply search for **Wellworks For You** in the Play Store or App Store to download the free App.





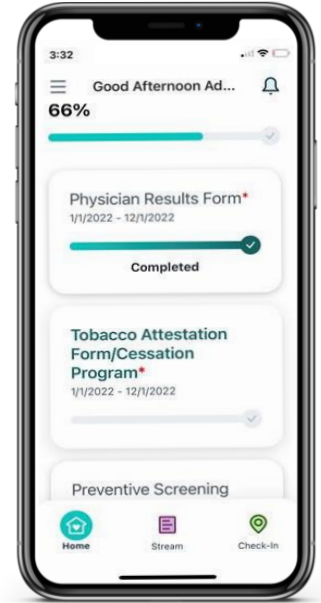
# ADDITIONAL INFORMATION

## NOTIFICATIONS INBOX

View your Wellness Program reminders in the **Notifications Inbox** located on the right side of your Wellness Portal homepage. Click on  above the **Notifications Inbox** to view your Wellness Program reminders in detail.

## VIEW DETAILS OF YOUR PROGRAM

Events are listed on your personal Wellness Portal within **My Next Steps**. You can access this via the **My Next Steps** section on the homepage. To view more details about a program component, select **Get Started**. If there are sub-events associated with a component, they will display in the pop-up. Wondering what you have completed to date? The component under **My Next Steps** will be marked as **COMPLETED** in blue once the requirements are met. On the Portal homepage under **My Next Steps**, the status of each component will be displayed next to each program requirement (*Get Started, In Progress, or Completed*).



## VIEW YOUR INCENTIVE PROGRESS

Looking for an overview of your progress to date?

- Log into your Wellness Portal ([www.wellworksforyoulogin.com](http://www.wellworksforyoulogin.com)).
- View your program status right on the homepage in the top right-hand section.
- My Progress will show completion of required program components.
- For more details, click on any event title in the **My Next Steps** section. Selecting an event title will open a pop-up with detailed information.
- Once a component is complete, it will be marked as **COMPLETED**.




## HOW TO FIND A NETWORK PROVIDER


If you do not have a Primary Care Physician, follow the steps below to find an in-network provider for your Annual Physical Exam.

1. Visit UMR.com and select “**Find a provider**”
2. Type “**UnitedHealthcare Choice Plus Network**” into the Provider Network search box.
3. For Medical Providers, choose View Providers. You will be directed to the UHC website to find providers near you.

**My Next Steps**
2 Tasks Remaining



**Physician Results Form**

Visit your Primary Care Physician (PCP) for an annual physical with lab work. Print out the Physi...  **COMPLETED**

Results Form located on the Wellness Portal or Smartphone App under Menu>Wellness Locker ar



# SUBMISSION INSTRUCTIONS

## VIEW AND DOWNLOAD DOCUMENTS FOR COMPLETION

All forms, guides, and applicable documents are located in your Wellness Portal within the Wellness Locker accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

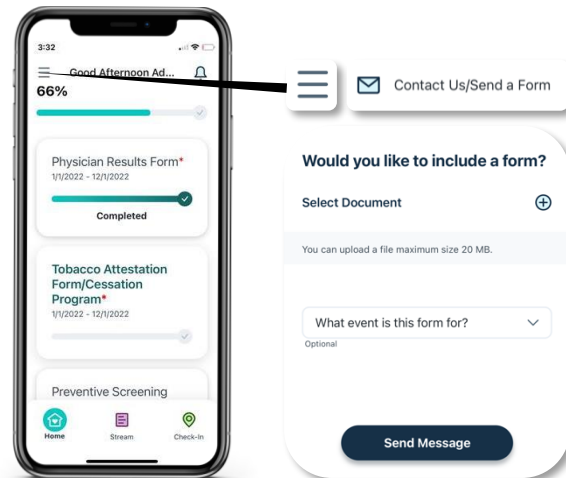
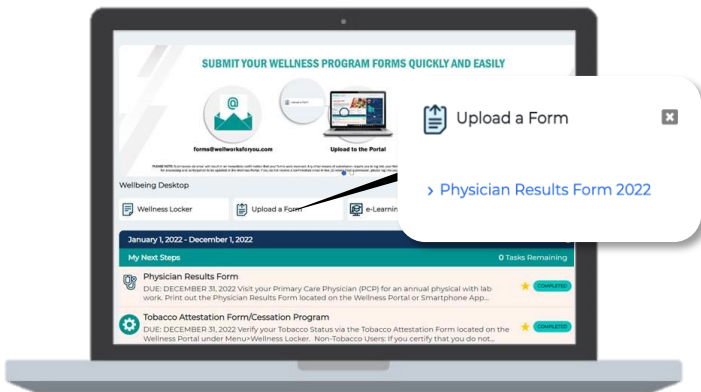


## SUBMIT YOUR COMPLETED PHYSICIAN RESULTS FORM BY OCTOBER 1, 2024

All completed documents should be submitted to the Wellworks Forms Department in one (1) of the following ways:

**Upload to Portal:** Click the **Upload a Form** tile from the homepage or via the menu page select the event title from the dropdown and upload your form to the portal. This will be securely emailed for processing. Users are limited to **one (1)** file per email.

**Upload to Mobile App:** Take a photo of your form using your Smartphone. Next, upload it to the Wellworks For You Mobile App via the **Contact Us/Send a Form** tab in the **menu**, located in the top left corner of the home screen.



**PLEASE NOTE:** Wellworks For You requires at least seven (7) to ten (10) business days for processing and participation to be updated in the Wellness Portal.

## FOR ADDITIONAL SUPPORT, CHAT WITH US LIVE ON THE WELLNESS PORTAL

*(not available on the mobile app)*



Our “Chat Live” feature will give you access to chat with one of our helpful representatives during our regular business hours (*Monday to Friday 8:00am EST to 7:00pm EST*) to answer any questions and guide you on a path towards wellness.



## THE FINE PRINT

The CPM Holdings, Inc. wellness program is a voluntary wellness program available to all employees covered by the medical plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program, you will be asked to complete a Physician Results Form, which will include a blood test for blood pressure, height, weight, waist circumference, BMI, lipid panel and glucose, and the Know Your Number Assessment. You are not required to participate in the blood test or other medical examinations. However, eligible employees who choose to participate in the wellness program will receive the 2025 Wellness Rates for completing the Wellness Program by October 1, 2024.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your results will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

### PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and CPM Holdings, Inc. may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.



## Questions about your Wellness Program?

# CONTACT YOUR WELLNESS TEAM

**ASK A QUESTION FROM THE PORTAL OR MOBILE APP:** Utilize the **Live Chat** feature anywhere on the Wellness Portal to speak with a live representative or select **Contact Us** from the Portal homepage or Wellworks For You mobile app and submit your question and a member of our Team will be able to assist you.

**ASK A QUESTION VIA EMAIL:** For any questions about your Wellness Program, please email [info@wellworksforyou.com](mailto:info@wellworksforyou.com) and a member of our Team will be able to assist you.

