



Alyfe Portal User Guide

To get started on your journey, you will need to create your online portal account. Once you register, you will have access to meal and exercise plans, wellness workshops, and MORE!

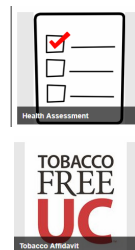
1. Log in to the Alyfe Wellbeing Strategies portal at <https://bewelluc.alyfewellbeing.com>

REGISTER NEW ACCOUNT

- a. Create your account by clicking on the button, **"Register New Account"** and filling out the personal profile. You can create any username and password you choose. Do not enter a middle initial or name.

2. Complete the Step 1 requirements, Health Assessment and Tobacco Affidavit

- a. To take the **Health Assessment**, click on the Health Assessment image available on the dashboard. You will earn 25 points toward your incentive upon completion of the Health Assessment.
- b. To complete the **Tobacco Affidavit**, click on the Tobacco Affidavit image available on the dashboard. You will earn 25 points toward your incentive upon completion of the Tobacco Affidavit.



Earn your first \$50 for completing the Step 1 requirements. The Step 1 incentive is paid on a quarterly basis and is required to earn the Step 2 incentive and Engagement Bonus.*

3. Complete Step 2 activities by tracking your activities!

- a. To track your activities and earn points, follow the steps below:
 - i. Go to the **"My Incentives"** tab and click on **"Track My Activities."**
 - ii. Activities listed with a check box next to them are available for self-reporting. Check the box next to your completed activity, enter any information that is requested and click **"Update."**
 - iii. Activities listed with an asterisk (*) are submitted by the Be Well UC Team to Alyfe Wellbeing Strategies and uploaded on a monthly basis, visible on the first Monday of each month.
 - iv. You can view your incentive progress by clicking on the **"My Incentive Summary"** tab.



My Incentive Summary

* In 2018, the \$50 engagement bonus is available to those who complete Steps 1 & 2, and who are employed and eligible for the program by 3/1/18.

Earn the \$50 Engagement Bonus* for logging into the portal 10 out of 12 months and engaging in your wellness!

Here are some resourceful tools to explore each time you log in.

Explore one of the many features every time you log into the wellness portal!!

Talk to a Dietitian

Questions for the Dietitian? [Click Here](#)



Talk to a Dietitian/Trainer: You can use the Talk to a Dietitian/Trainer tool to communicate via email with a Dietitian or Trainer for questions and information on your nutrition and physical activity questions.

Talk to a Trainer

Questions for the Trainer? [Click Here](#)



Just click on the images located on your homepage, fill out the communication request, and hit send. You will receive a notification when the expert has responded to your message.

My Health

My Incentives

My Wellness Plan

My Nutrition Tools

My Exercise Tools

My Wellness Workshops

Tools

Navigation Toolbar

Your navigation toolbar has many features and tools available to you. Each tab expands down for a full list of resources. Here are few highlights:

- **Nutrition Tools**—located under the “My Nutrition Tools” tab, you can select a meal plan, log your food and print shopping lists.
- **Exercise Tools**—located under the “My Exercise Tools” tab, you can select an exercise plan, log your exercise and view exercise videos.
- **Wellness Workshops**—located under the “My Wellness Workshops” tab, you can enroll in a workshop, complete at your own pace, and earn incentive points.
- **Discussion Boards**—located under the “My Tools” tab, you can connect with others by posting and reading comments on each discussion topic that is available.

Health Library

The Health Library provides informative health content and is an online health resource designed to help you make decisions about your health.

Just click on the image located on your homepage to have access to articles, videos, symptom checker and decision tools.



Learn about upcoming programming, events, challenges and log in to the wellness portal to log your points directly from the Be Well UC homepage: www.uc.edu/hr/bewelluc.

Learn how to log your points with instructions available on the web, or request a Work Well meeting/demo now where we can come to you and your team to help!

Be Well UC

educate • support • empower

Questions?

Please contact wellness@uc.edu
uc.edu/hr/bewelluc