Alyfe Portal User Guide

To get started on your well-being journey, you will need to register your portal account. Once you register, you will be able to self-report activities and track points, participate in wellness workshops, have access to meal and exercise plans and set monthly wellness goals.


Create your account by clicking on 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.

Be Well UC & Alyfe Wellbeing Strategies want to ensure using our tailored portal is as easy as possible and helps you reach your health and wellness goals.

STEP 1: Earn your first $50 for completing activities of your choice.

To get started we recommend completing the health assessment (25 points) and complete a health coaching call (25 points) to earn your first 50 points!

The “First $50” incentives are paid quarterly: APR, JUL, OCT, JAN.

STEP 2: Earn up to $200 by logging activities of your choice.

Earn up to 200 points, equivalent to $200, by participating in programming online or in person and by completing other health and well-being related activities such as preventive health screenings, obtaining an annual flu shot or volunteering.

All activities are tracked within the portal, with some points logged for you by the Be Well UC team.


You must earn a minimum of 50 points to receive a payout. Paid annually: January 2020

To track your activities for Step 1 & Step 2, follow the steps below:

Go to the My Incentives tab and click on Track My Activities.

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.

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.

You can view your incentive progress by clicking on the My Incentive Summary tab.

If you would like to reach a member of the Be Well UC Team, please email wellness@uc.edu. If you need assistance or help with using the Alyfe Wellbeing portal, please contact Alyfe via email at bewelluc@alyfewellbeing.com or by phone (844) 384-0500.
Don’t forget to work toward the Engagement Bonus (additional $50) by logging in 10 out of 12 months!

There are many tools to explore each time you log in, which will help you earn your engagement bonus:

- **Set a monthly goal and stay on track with your engagement bonus.** Choose the image in the middle of the dashboard to help you set a monthly goal. Use this new page to track your well-being goals and earn 5 points per month. Plus, use this as an easy way to track your Engagement Bonus!
- **Check out the Monthly Offerings page to learn more about what’s going on and available to you.** Each month, you’ll find an overview of the Be Well UC schedule, a link to the Alyfe Wellbeing bulletin and webinar, as well as a featured point earning option and Choose Your Own Challenge.
- **Talk to a Dietitian/Trainer:** Visit the Message Center to communicate via email with a Dietitian or Trainer for questions and information on your nutrition and physical activity questions.
- **Learn something new with a Wellness Workshop.** Choose from over 30 topics to complete an online, self-paced wellness workshop located under My Wellness Workshops.

Learn how to take full advantage of all the tools on the portal by selecting the compass icon on the dashboard which provides guides for using the features to walk you through step-by-step.

- Exercise Tools
- My Cardio Log
- My Steps Log
- Strength Training Log
- Nutrition Tools
- Talk to a Dietitian or Trainer
- Track Activities
- Wellness Workshop
- Mobile Apps
- Alyfe Portal

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.

Please note: Be Well UC programming is open to all, however, financial incentives are reserved for employees on the UC medical plan. Spouses who are not also UC employees are welcome to join programming, but do not have access to the portal.

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