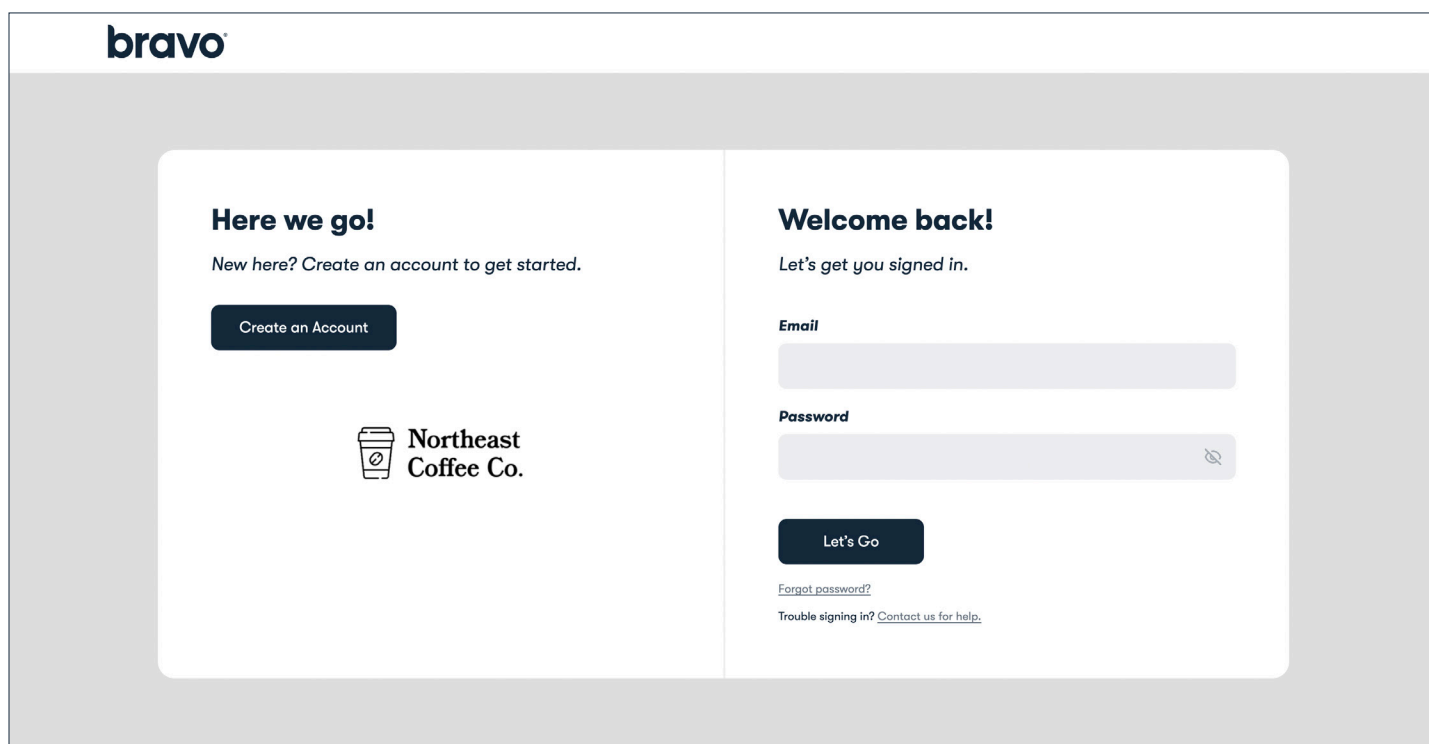


# Accessing the Wellness Portal

## Accessing the Wellness Portal Using a Computer or Mobile Browser

1. Visit the wellness portal at the URL specific to your program. For example, **my.bravowell.com/yourcompanyname**. If you are unsure of your portal URL, visit **my.bravowell.com/find-group-url** and enter your email address.
2. If you've participated in the program before, sign in with your email and password. Use the "forgot password?" link if needed.
3. If you have not participated in the program before, you will need to start by creating an account.



The screenshot shows the Bravo Wellness Portal interface. At the top left is the "bravo" logo. The main content area is split into two columns. The left column is titled "Here we go!" and includes the text "New here? Create an account to get started." Below this is a dark blue button labeled "Create an Account". At the bottom of this column is the logo for "Northeast Coffee Co.", which consists of a coffee cup icon and the company name. The right column is titled "Welcome back!" and includes the text "Let's get you signed in." Below this are two input fields: "Email" and "Password". The "Password" field has a small eye icon on the right side. Below the input fields is a dark blue button labeled "Let's Go". At the bottom of the right column are two links: "Forgot password?" and "Trouble signing in? Contact us for help."

## Navigating the Wellness Portal

### 1. Wellness Checklist

- When you sign in for the first time, you will be asked to confirm your personal information. Each time after that, you will be taken directly to your wellness checklist.
- Your wellness checklist helps keep you on track. It outlines what tasks need to be completed, by when, and how much they are worth. By expanding each task, you will find more information and instruction on how to achieve it.

### 2. Rewards Summary

- Review what you have earned so far and how you got there.
- Go back to your wellness checklist to see what's left on your list.

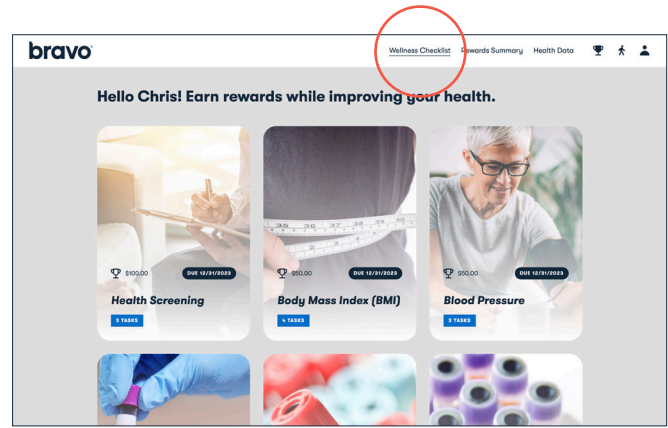
### 3. Health Data

- Review and download your results.
- You can filter by the different types of health data collected to see how you did in a specific area.

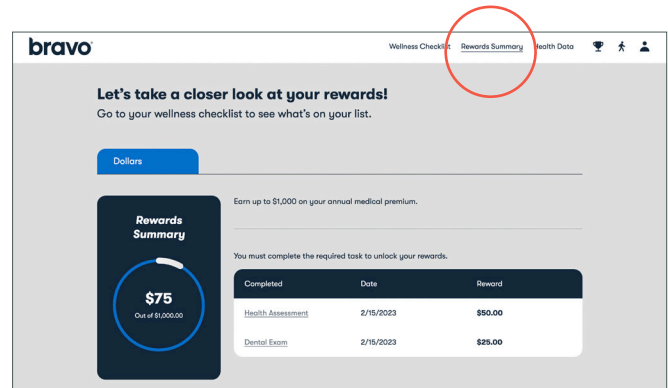
### 4. Resources

- Review and use available resources. Follow the prompts to access the tools.
- **Find answers to frequently asked questions by reading through the FAQ document.**
- **Tip:** Some of these resources may be part of your program. Refer to your wellness checklist for more information.

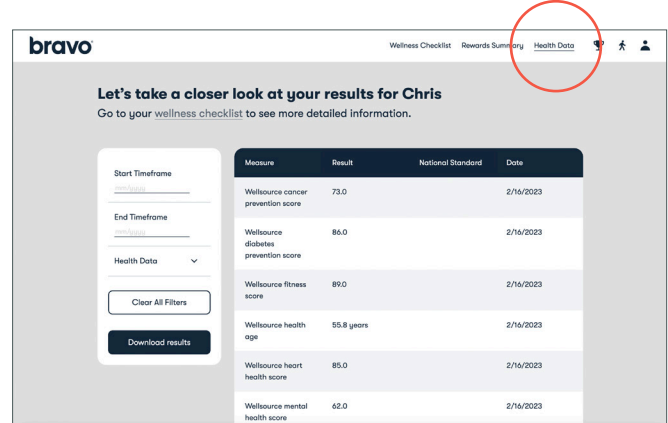
(Information continues on the next page.)



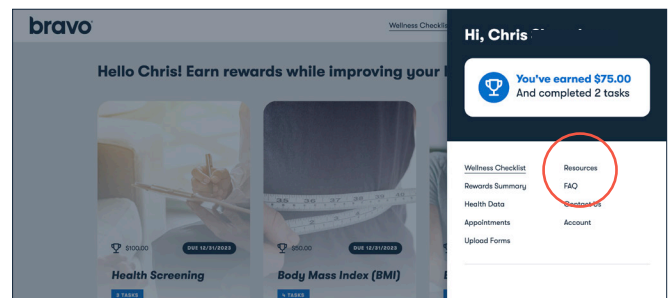
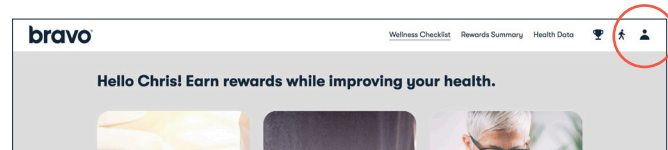
Wellness Checklist



Rewards Summary



Health Data



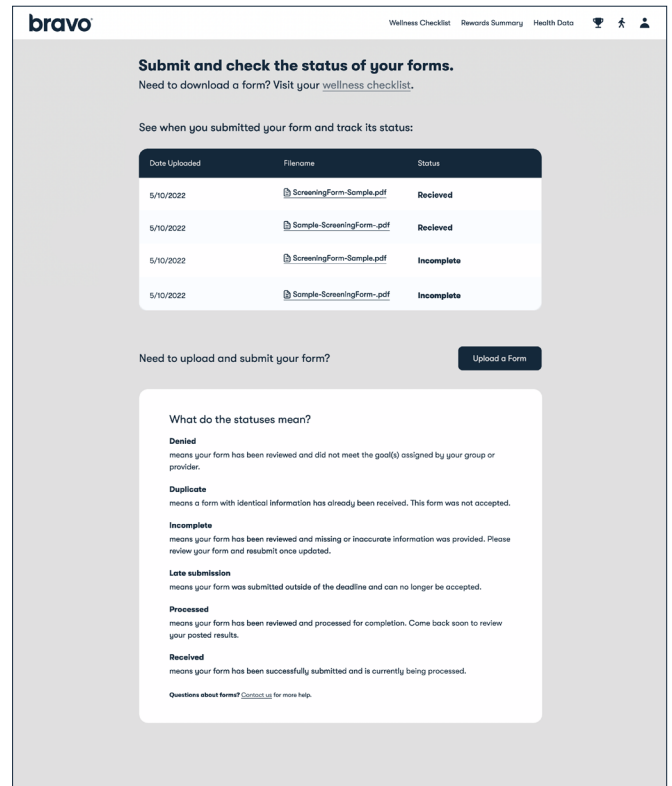
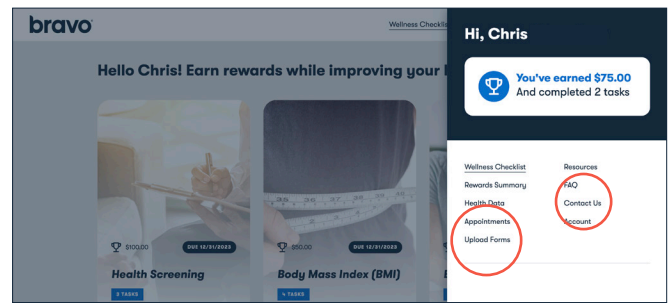
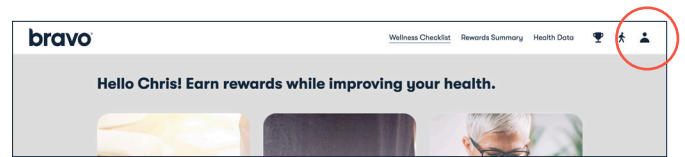
Resources

## 5. Upload Forms

- Click **Upload Forms** to submit and check the status of your forms.
- Attach or drag your completed form into the designated area and click **Submit**.
- A few things to keep in mind:
  - You will be prompted to download appropriate forms on the wellness checklist.
  - Submit one file at a time.
  - Make sure your form is dated and contains the correct signatures before you submit.
  - Make sure your file format is a PNG, JPG, PDF or HEIC.
  - You will receive an email after you submit your form. Form processing typically takes 5-7 business days after we receive it. You will receive an email again when the status changes.

## 6. Contact Us

- If you have additional questions about your program or run into an issue along the way, we are here to help!  
**Visit [my.bravowell.com/contact-us](https://my.bravowell.com/contact-us) to send us a message or call toll-free at 844.925.2782.**



### Upload Forms

## A Few More Tips

- You could see an error message for several reasons. Read through the notice on screen and if you still have questions, contact us for help.
- Do not be alarmed if an activity does not show as “complete” right away. It can take some time for the portal to display certain results. If a deadline is approaching, but your completion status still is not displaying correctly, you can contact us to confirm your completion status.
- If you are not able to participate or meet the goals of your program, the Bravo team can work with you and your doctor to find an alternative way to earn the reward. Learn more about alternatives by going to your wellness checklist and downloading the alternatives form. Read through the instructions outlined on the first page.