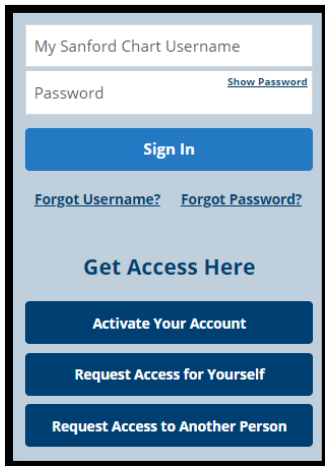
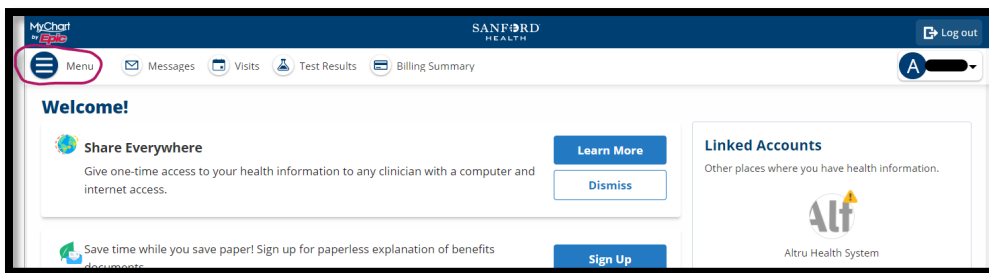


1. Go to: [www.mysanfordchart.org](http://www.mysanfordchart.org)
2. Either Sign In (current user) or Request Access for Yourself (new user) or Activate Your Account (finished the 3 day wait period and have your code via mail or email)

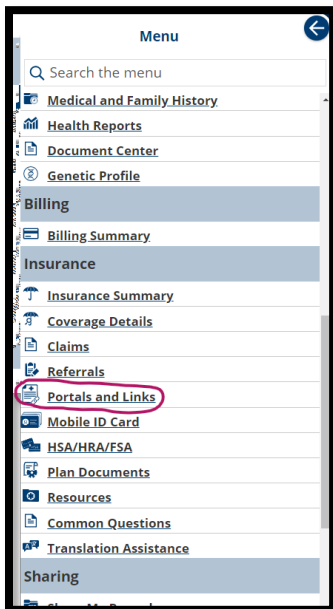


The screenshot shows the login page for My Sanford Chart. It features a form with two input fields: "My Sanford Chart Username" and "Password". Below the password field is a "Show Password" link. A blue "Sign In" button is positioned below the form. Underneath the button are two links: "Forgot Username?" and "Forgot Password?". A section titled "Get Access Here" contains three blue buttons: "Activate Your Account", "Request Access for Yourself", and "Request Access to Another Person".

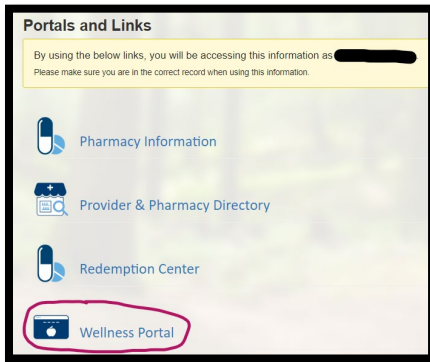
3. After signing in, you have access to your Sanford Health Plan information. To find the Wellness Portal, click on the Menu button:



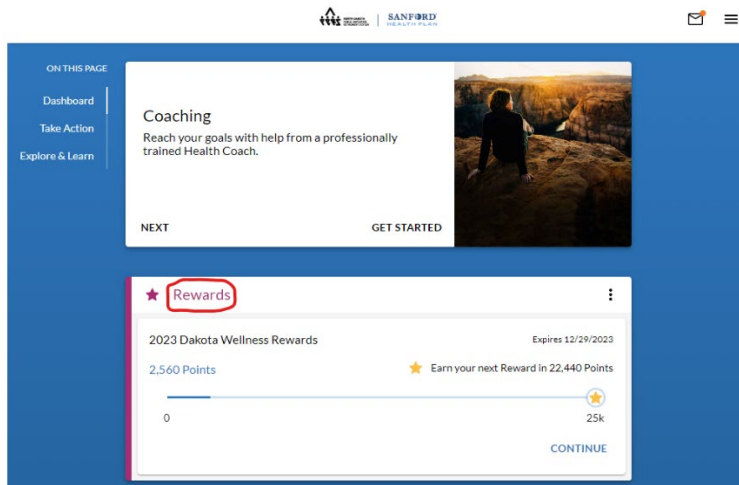
4. Scroll down the list until you find the Portals and Links button, click it:



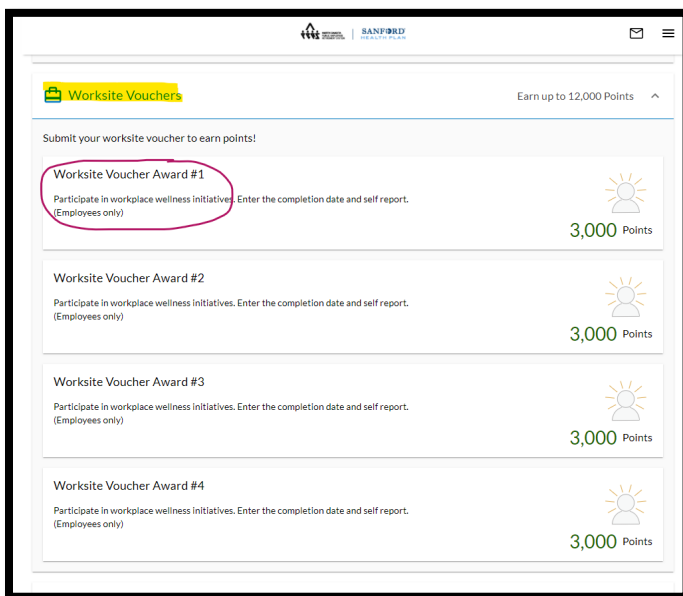
5. You will then see the following links, click on the Wellness Portal:



6. If you have already created your Wellness Portal, it will take you to your Dashboard. Click on Rewards:



7. Scroll down the list of Rewards to find Worksite Voucher Award (there should be 4 of them). You can upload Multi-day vouchers twice. Single day vouchers can only be uploaded once. Click on the Worksite Voucher Award # you want to upload:



8. If you have received an Activity Voucher from Work Well, you can enter the information here:

## Take Action

### Worksite Voucher Award #1

Participate in workplace wellness initiatives organized by your agency or Sanford Health Plan. Earn 3,000 points for a single day activity and vouchers are provided by the event organizer. To earn points, come back to this page and click the report completion button where you will enter a date and click save.

Expires 12/29/2022

[REPORT COMPLETION](#)

9. A pop up will appear. Enter the date and check the "I confirm that the information above is correct". Click Save and you are **SET!**

Report Completion of:  
Worksite Voucher Award #1

When did you do this? \*

02 / 08 / 2022

Eligible Dates: 1/1/2022 - 12/29/2022

I confirm that the information above is correct \*

This action cannot be undone.

CANCEL [SAVE](#)