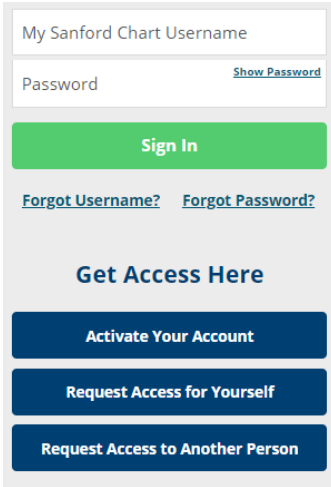


1. Go to: [www.mysanfordchart.org](http://www.mysanfordchart.org)
2. Either Sign In (current user) or Request Access for Yourself (new user) or Activate Your Account (finished the 3 day wait period and have your code via mail or email)



My Sanford Chart Username

Password [Show Password](#)

**Sign In**

[Forgot Username?](#) [Forgot Password?](#)

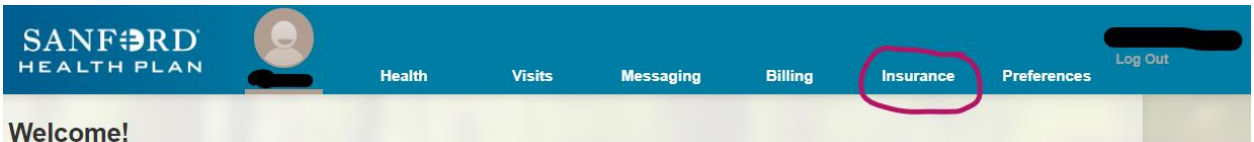
**Get Access Here**

**Activate Your Account**

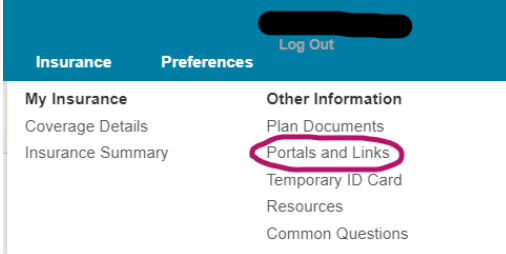
**Request Access for Yourself**

**Request Access to Another Person**

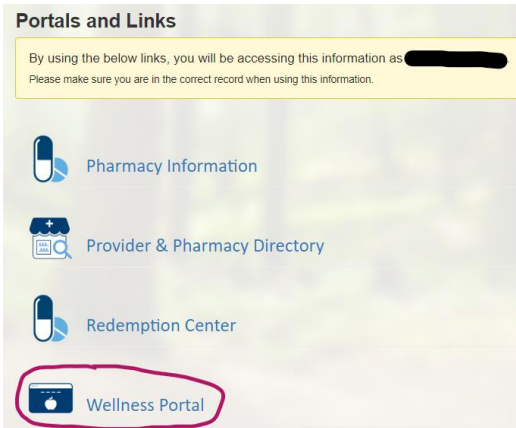
3. After signing in, you have access to your Sanford Health Plan information. To find the Wellness Portal, hover over the Insurance Tab:



4. While hovering over the Insurance Tab, click on Portals and Links:



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 Wellness Requirements:


The screenshot shows the Wellness Portal Dashboard. The navigation bar includes: DASHBOARD, WELLNESS REQUIREMENTS (highlighted with a red circle), SESSIONS, VITALS, CHALLENGES, MY TEAM, MY COMMUNITY, and RESOURCES. The main content area is divided into two sections. The left section shows a user profile for 'LEVEL 1' with a green circle and a 'Connect with a coach' button. The right section is titled 'HEALTHY HAWKS' and shows a progress bar at 0% for 'ANDRIA K S.' and a 'Teams: 1' section with a 'Start A New Team' button. Below this is a table with columns: LEVEL 1, DATE, TIME, and POST SURVEY. The table contains one row with values: Pending, Tuesday, Mar 31, 12:00 AM, and Pending.

7. Scroll down the list of TO-DOs to find Worksite Voucher Award (there should be 5 of them). You can upload Multi-day vouchers twice. Single day vouchers can only be uploaded once. Click on the circle:

The screenshot shows the Wellness Requirements page. The navigation bar is the same as in the previous screenshot. The main content area is titled 'WELLNESS REQUIREMENTS' and shows a progress bar for '22,000 / 25,000' points. The progress bar is blue and ends at 'Wellness Requirements ends December 30, 2020'. Below the progress bar are three links: 'TO-DO (13)' (highlighted with a red circle), 'COMPLETED (7)', and 'SHOW ALL (20)'. Below these links is a list of requirements. The first requirement is 'Level 1 Monthly Sessions' with a progress bar at 0 pts, 'Incomplete', and '+1000 pts'. The second requirement is 'Worksite Voucher Award #5' with a progress bar at 0 pts, 'Incomplete', and '+3000 pts'. The 'Worksite Voucher Award #5' requirement has a red circle around its progress bar.

8. A pop up should show:

**DETAILS**



---

**Worksite Voucher Award #5**  
Expires December 29, 2020

**0**  
**Incomplete**  
3000

**Description:**  
As an active employee, you can earn up to 15,000 points during 2020 by participating in workplace wellness initiatives organized by your wellness coordinator. These points will contribute toward your \$250 wellness benefit.

Follow the instructions on the form to upload your wellness voucher – single day events are worth 3,000 points each, and multi-day events are worth 6,000 points each. If you do not have a form to upload, please contact your organization’s wellness coordinator to receive one.

Upload your completed voucher by following the instructions on this screen by December 29, 2020 for point redemption by December 31, 2020. Questions about the wellness program can be directed to [ndperswellness@sanfordhealthplan.com](mailto:ndperswellness@sanfordhealthplan.com).

By submitting this voucher you are attesting that you were present at this activity and acknowledge you understand vouchers may be reconciled with participant attendance records.

Click, or drag a file over, to upload

**SEND**

---

**CLOSE**

9. Drag over the pdf from the email that was sent or save it and upload it. Then click send:

The image shows a user interface for uploading a file. At the top, there is a light blue dashed box with the text "Drop file" inside. Below this box is a rounded rectangular button labeled "SEND".

Below the first section is a horizontal line, followed by a section titled "DETAILS" with a close icon (an 'X' in a circle) to its right. Inside the "DETAILS" section is a list of items. The first item is "Worksite Voucher Award #5" with a radio button to its left. Below the list is a file upload area containing a document icon (a blue square with a white document symbol) inside a dashed blue box. Below the icon is the filename "Spaeth\_Andria\_Get Moving Challenge.pdf" and a close icon (an 'X' in a circle).

At the bottom of the "DETAILS" section is a solid blue rounded rectangular button labeled "SEND", which is circled in red. Below this button is a horizontal line, followed by the text "CLOSE".

10. You should receive the following **green** check mark ✓ :

Worksite Voucher Award #5



Thanks! You have completed this task. We will review shortly to confirm completion.

[CLOSE](#)

11. Click **CLOSE** and you are set!

Worksite Voucher Award #5



UPLOAD SUCCESSFUL

Thanks! You have completed this task. We will review shortly to confirm completion.

[CLOSE](#)