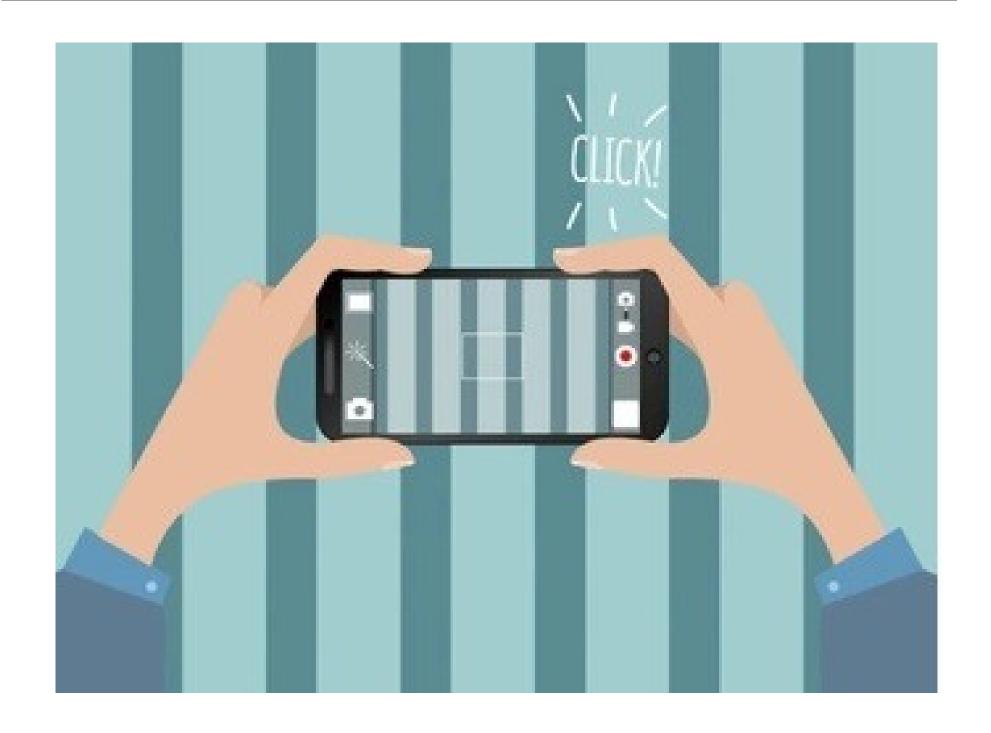




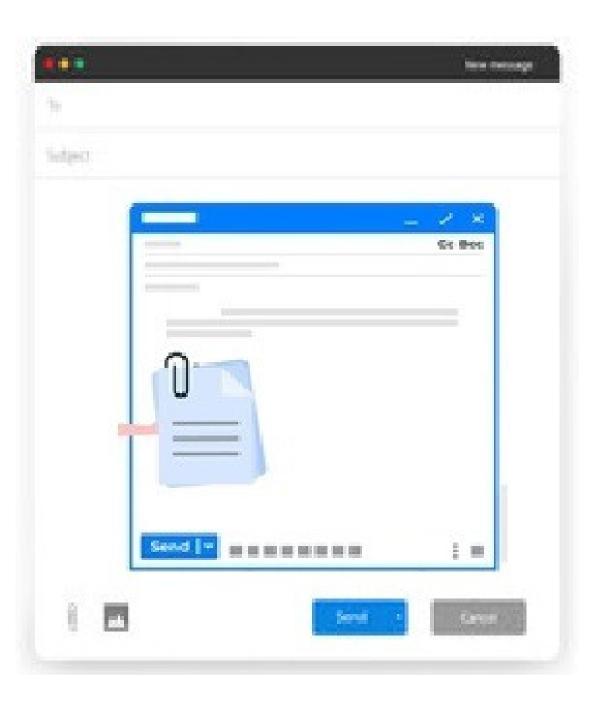
### Step 1.1 – Take a Picture



Take a high-resolution picture or screenshot of the document proof of the wellness activity.



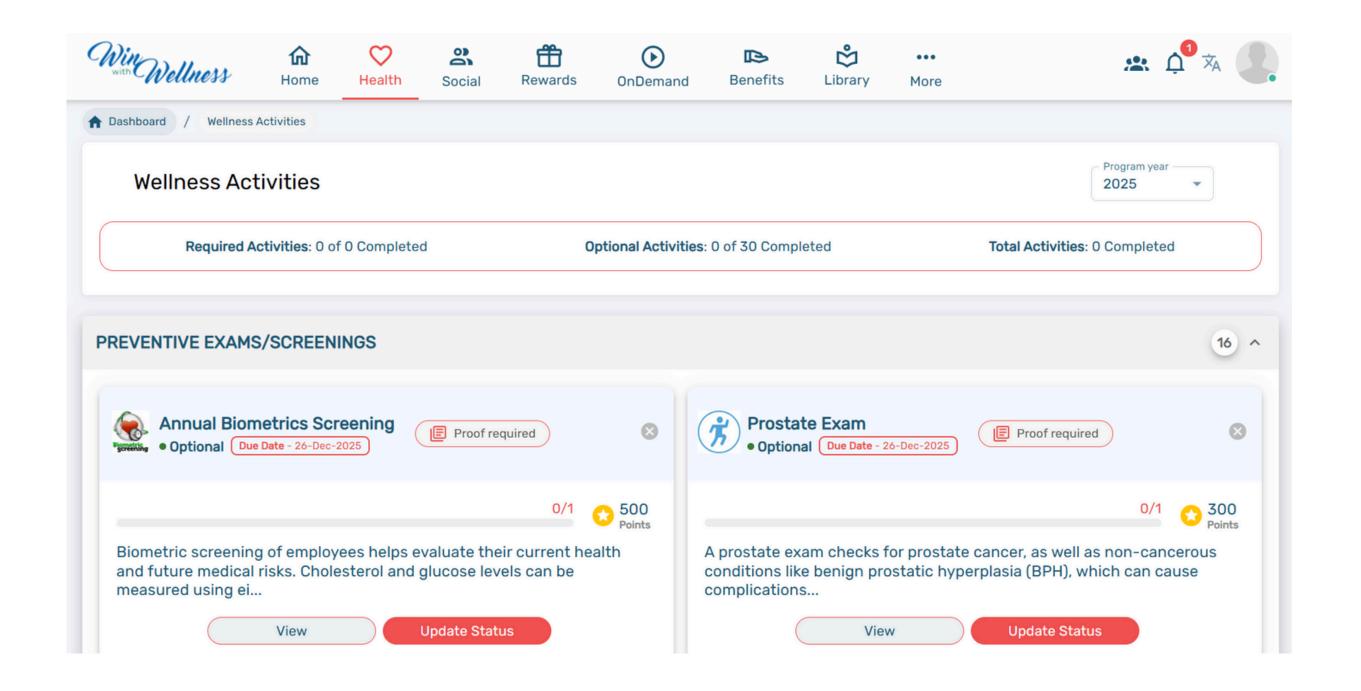
#### 1.2 – Save the Picture



If you prefer to upload the proof from your computer (instead of your mobile), email the photo to yourself and download it from your email onto your computer.



### Step 2 - Navigate to Activities Page

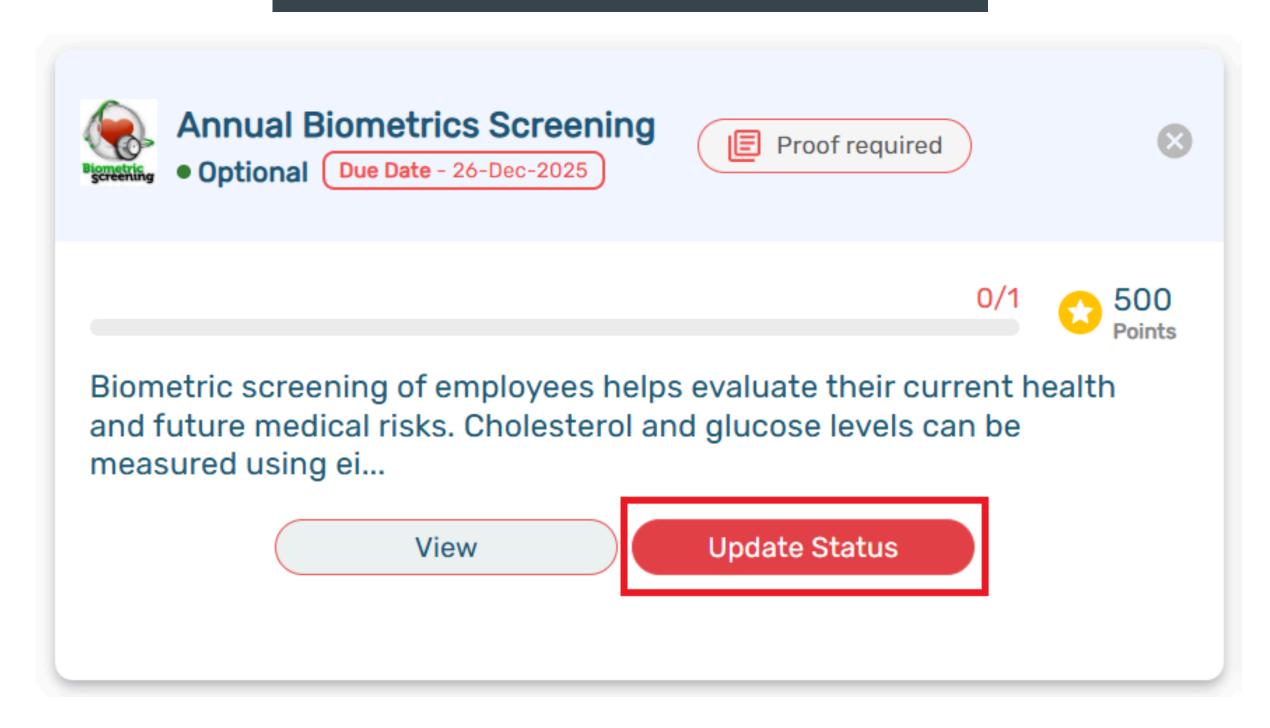


Navigate to the **Wellness Activities** page in the **Health** section and Locate the relevant activity.



#### Step 3:

#### 3.1 – Update Status



For the relevant activity, Click on **Update Status**.



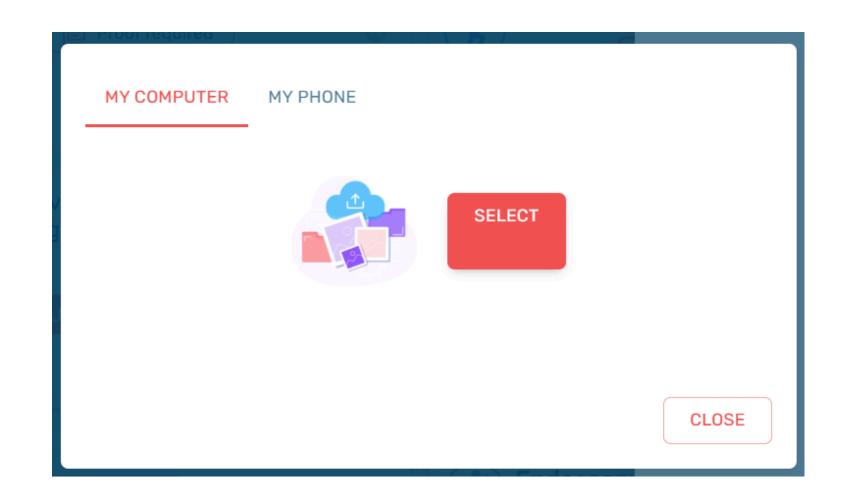
## 3.2 – Click Upload Proof

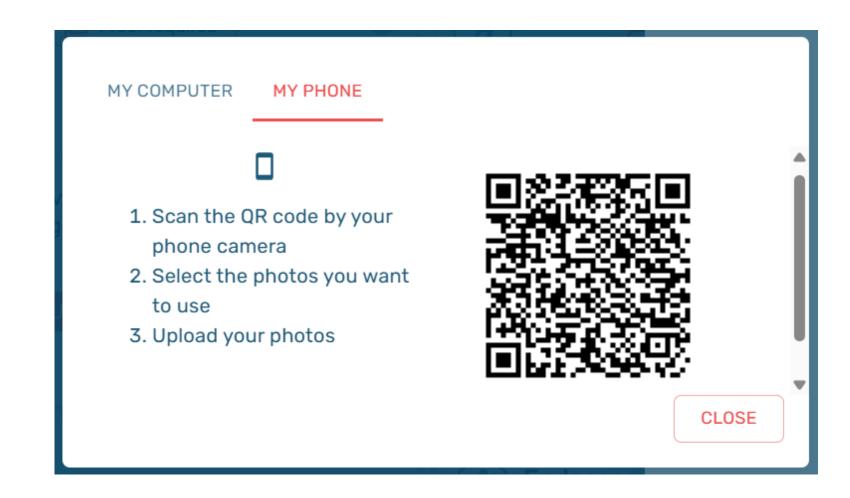
Update Activity Status	
Annual Biometrics Screening	
Points	
500	
Status	
Completed	
Comment	
UPLOAD PROOF	
OPLOAD PROOF	

In the pop-up window that'll appear, if proof is required for your activity, Click on the **Upload Proof** icon.



### 3.3 – Upload Proof





#### Then, you can either:

- 1. Click on Select and upload the proof from your computer. (or)
- 2. Scan the QR (which is unique for each user & activity) and Upload it directly from your mobile.



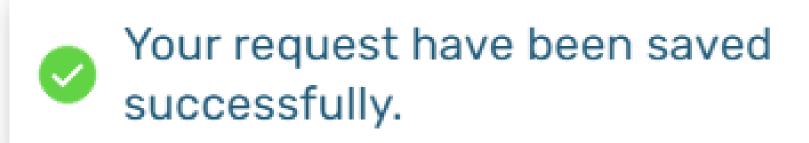
### Step 4 – Submit

L	Update Activity Status	×
	Activity Name	
ted	Annual Biometrics Screening	
	Points —	
2	500	
	Status —	
7	Completed	
E C	Comment	•?
n c be	The last about 1 to 1	
	SUBMIT CANCEL	

After uploading the document, click **Submit** to update the status of your activity.



### Step 5 - Confirmation Message



You will receive a confirmation message at the top right. The message indicates your document proof was successfully submitted.



# Thank You

Your documents and points will be verified soon.

For more information, contact the Win with Wellness employee wellness program.

Email: winwithwellness@charterschoolsusa.com