The first step each fiscal year is to let SCSC know if you’re participating by signing your Wellness Program-Letter of Agreement sent to you by DocuSign.

The MHC Wellness Coordinator Connection (WCC) website is: mhcwellness.org. The login and password are the same from year to year. If you are new to the program, your WCC login and password information will be sent to you by an email that is encrypted.

If you’ve forgotten your login information, please email hkeltgen@mncsc.org.
Within WCC you will be able to see your current budget for that year, along with data from previous years. Please review & update your Coordinator Profile (next slide). Overview of the beginning, used, and remaining Wellness Budget. Letter of Agreement and Participating for the fiscal year will be checked off once the agreement is signed and the wellness budget plan is turned in. WCC will easily keep track of the budget for you – no more manual math or having to keep track on paper!
Update Coordinator Profile

- Click on “Confirm Listed Coordinators” if your list is accurate. Click on “Update Coordinator Profile” to update the information. You can add/delete, as necessary.

- Need to add another Wellness Coordinator? Click “Add Profile”
  - Type in the contact information
  - Click “Save”
  - Click “Close”
1) Select the “Funding Requests” button on the Wellness Program Overview page.

2) A smaller screen with pop up. Click the “New Request” button.
   • It’s required to submit each activity or incentives as a separate request.
Funding Requests

3) Fill in the Funding Request Details: Title, Description, Domain, Date, and Who Leads (the requests are numbered for you)
Funding Requests

4) Start by:

- Fill in the **Action Results** details: # Participants and Outcome.
- Fill in the **Purchase Log** details: Store, Total, and Purchase Description. Click on “Add Log Entry” for additional purchases.
- **Uploaded Receipts**: Upload a copy of the receipt/invoice of your purchase(s) for the activity and/or incentive.
- **Uploaded Advertising / Event Photos**: Upload the flyer and/or announcement of the activity. The **SCSC Wellness logo** &/or language should be used on media releases, flyers, websites, & other publications to credit the Health Insurance Pool & the Wellness Program at SCSC.

5) Scroll to the bottom of the screen to click “Submit for Review”. 
The drop down will collapse and change the status to Pending Review. An email will be sent to SCSC letting us know there’s a request to review.

At this point you can submit another funding request if you’d like.

Approved Requests: Can take up to 3 weeks for processing.

Denied Requests: You will be emailed with the reasoning or sent suggestions for updating the request.

Once approved, the next time you log in to WCC, you’ll see that the request is labeled Completed.
Edit Requests –

Do you want to edit a pending request? Follow the steps below:

1. Click on “Funding Requests”
2. Click on the Request you want to edit
3. Stroll down to the bottom of the request and click on “Withdraw Submission”
4. Another screen will pop up and click “Yes”
Extras

Program Links

- **Insurance Programs:** Wellness programs website [links](#).
- **Resources:** Free online resources. No credit card needed.
- **Wellness Program Info:** A picture, brief intro and contact information of the SCSC Wellness Manager.
- **Instructions:** This is where to find this document. Instructions for the MHC WCC.
Have fun with your Wellness Program!

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