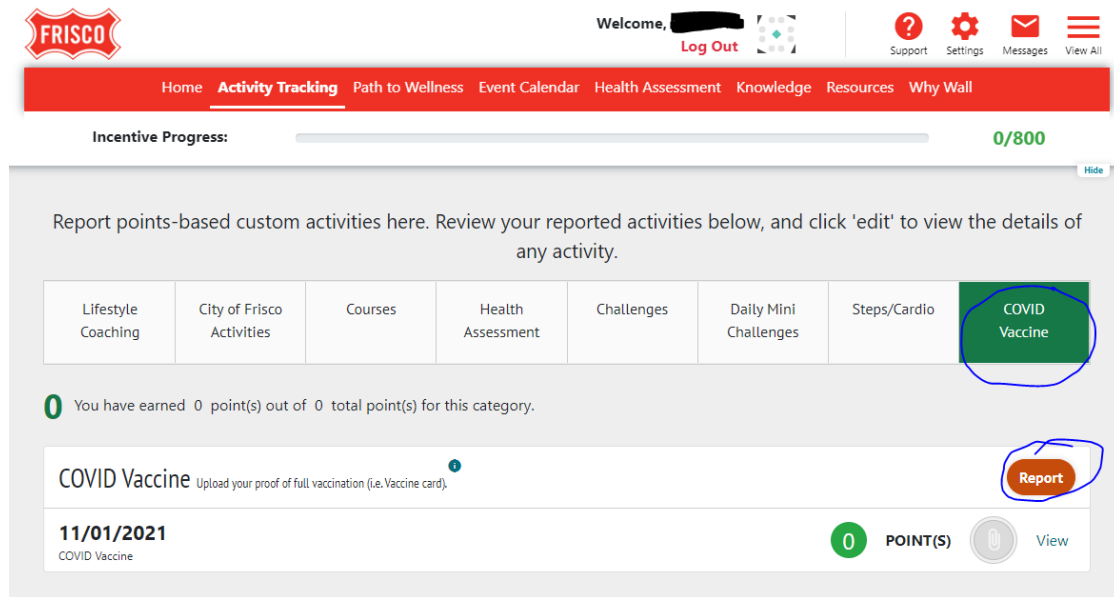


How to Report your COVID Vaccine completion – Asset Health:


1. **Login** to your www.assethealth.com/Frisco portal. Asset health recommends the use of the Microsoft Edge browser.
 - a. If you need help to login, utilize the forgot my username/password feature and/or reach out to support@assethealth.com. Username and password reset emails are sent to your work email address.
2. On the HOME PAGE of your Asset Health Portal, **scroll down** and you will see the “**COVID Vaccine Report**” tile. **Click on the link in that Tile so you can report your completion of the COVID vaccine.** See picture below for reference:



3. On the Activity Tracking Page, **click on the “COVID Vaccine” option** and then **click on the “Report” button**. See picture below for reference:



4. Once you are on the COVID Vaccine window will pop up. You will need to **Report your Completion date of when you got your full vaccine done.**
 - a. Example: If you got the Pfizer or Moderna Vaccine, you would report the day you got your 2nd vaccine. If you got a COVID vaccine that only requires one dose, then input the date you got that dose.
 - b. **Note:** You cannot report a date in the future. You will need to wait until you have a full vaccination card before you can report a completion date.
5. **Enter your name/signature** in the next field and **Click the Submit button**. See picture below for reference:

6. An Activity Documentation window will pop up. Click the **Browse** button so you can search for your saved copy of your vaccine card on your device. Once you selected the file to upload, click on the Upload button  so your card can be uploaded to Asset Health’s portal.

7. **Once you report the date and upload your card to the portal**, Asset Health will show in the COVID Vaccine box the completion date you reported and a green icon with a paperclip. **If you see these two things, then you have successfully reported and uploaded your vaccine card.**
- To avoid confusion:** Please ignore the “Points” that Asset Health has in this area. This is for admin purposes and will not track/display points whether you report a vaccine completion date or not. This area will always indicate 0 points earned.


Report points-based custom activities here. Review your reported activities below, and click 'edit' to view the details of any activity.

Lifestyle Coaching	City of Frisco Activities	Courses	Health Assessment	Challenges	Daily Mini Challenges	Steps/Cardio	COVID Vaccine
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You have earned 0 point(s) out of 0 total point(s) for this category.

COVID Vaccine Upload your proof of full vaccination (i.e. Vaccine card)

09/08/2021 [View](#)

Click on the Green Paperclip icon  to view the upload of your card. You can view your reported date and digital signature by clicking the “View” link next to the paperclip icon.

All City of Frisco Employees:

Reminder to everyone: Stay vigilant with COVID prevention protocols, [CDC guidelines](#), and your physician recommendations. Currently, the City is providing a \$100 incentive for employees (FT, PT, and Seasonal) who have received the COVID vaccine. Employees that have not yet received the vaccine are encouraged to get the vaccine. The vaccine can keep you from getting and spreading the virus that causes COVID-19. The vaccines also help keep you from getting seriously ill even if you do get COVID-19.

HOW TO EARN THE INCENTIVE

For ALL MEDICAL-PLAN ENROLLED EMPLOYEES: Medical enrolled employees earn the \$100 incentive by uploading a copy of his or her vaccination card on the Asset Health Portal. The \$100 will be added to your Health Reimbursement Account (HRA) on **January 1, 2023** for vaccinations completed on or before 10/31/2022. The vaccination incentive is NOT subject to the \$800 maximum.

- *Employees who uploaded and reported their cards prior to 10/31/2021 will receive their HRA incentive on 1/1/2022.*

FOR NON-MEDICAL ENROLLED EMPLOYEES (INCLUDES SEASONAL AND PART TIME): Non-medical enrolled employees will receive \$115 (subject to taxes) through regular payroll on your January 7, 2022 payroll check. Employee must be an active employee on December 31, 2021 to receive the incentive. To earn the incentive for the January 7, 2022 paycheck Employees must report their full vaccination by **December 10th, 2021**. Email a copy of your vaccination card to AGonzalez@friscotexas.gov.

One incentive per employee. You must be fully vaccinated. For Pfizer and Moderna you must complete both shots.