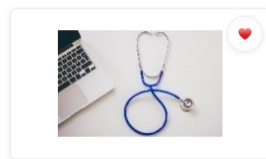


Guide to Redeeming Annual Rewards

Employees

1. Go to www.mymiltoncat.com

- a. Scroll down to Personify Health and click to be redirected to the site
- b. Log in to your Personify Health account or register using your miltoncat.com email and employee ID
- c. Click on the Benefits button on your homepage: 
 - i. Locate and select Preventive Care Verified Forms: 
 - ii. Click "Start Now" button



Start Now

Preventive Care Verified Forms

Did you complete a physical or preventive screening with your doctor? Cigna-covered spouses also qualify for incentive points and must submit their own forms. Download this form and have your physician complete it to earn your reward! Click Start Now and get started!

Completing your preventive care action is easy!

1. Download the printable form by clicking "Start Now." NOTE: Your preventive care form should be downloaded from your own wellness website account. Your form includes a unique Member ID that is used to make sure you receive credit for completing this activity.
2. Have your doctor complete and sign the form.
3. Submit your completed Annual Physical and Cancer Care Screening forms to Personify Health to get rewarded!

- iii. Select "Generate Form" for the type of care for which you are redeeming your reward. *Please note: each form is different. Please ensure you are filling out the correct form for the type of care you have received.*

Form Type	Download Form	Form Preview	Cover Letter
Preventive	GENERATE FORM	Cancer Care Screening	---
Preventive	GENERATE FORM	Annual Physical	---

- iv. Once the form is generated, click "Download" **Download Form**

DOWNLOAD

- v. Submit your form to your physician for completion at your appointment. *Please note: some medical providers do not allow forms to be completed in-office and may request the form be emailed or faxed to them for completion. This may delay your redemption process.*

- vi. Once your form is completed, return to the page where you downloaded your screening form(s) and select Upload Form **UPLOAD FORM**

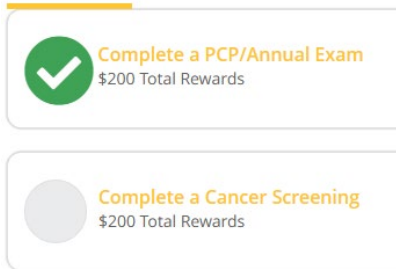
- vii. Once your form has been uploaded, Personify will process the form. Processing typically takes 7-10 business days.

1. You can check to see if your reward has been approved by returning to your Personify homepage and selecting “Rewards” near your top-of-page points counter.

Rewards >

Way to go!

2. If your reward has been processed and approved, there will be a green circle with a check mark. If the reward has not been processed, the circle will be gray.



- viii. Once your reward has been approved, please allow 30-60 days for your reward to appear in your Total Rewards bank. *Please note: Total Rewards points are a 1:1 dollar-to-point ratio, so your \$200 Personify reward will appear as 200 Total Rewards points.*

Eligible Covered Spouses*

1. Go to www.mymiltoncat.com
 - a. Scroll down to Personify Health and click to be redirected to the site
 - b. Register a new account using your preferred email and your spouse’s Milton CAT employee ID number plus S (for example: 65432S)
 - c. *Follow directions c.i.-vii above under Employees*
 - ix. Once your reward has been approved, please allow 30-60 days for your reward to appear in your spouse’s Milton CAT Total Rewards bank.

**Only employees’ spouses covered under a Milton CAT-offered medical plan through Cigna are eligible for Personify Preventive Care and Screening rewards.*