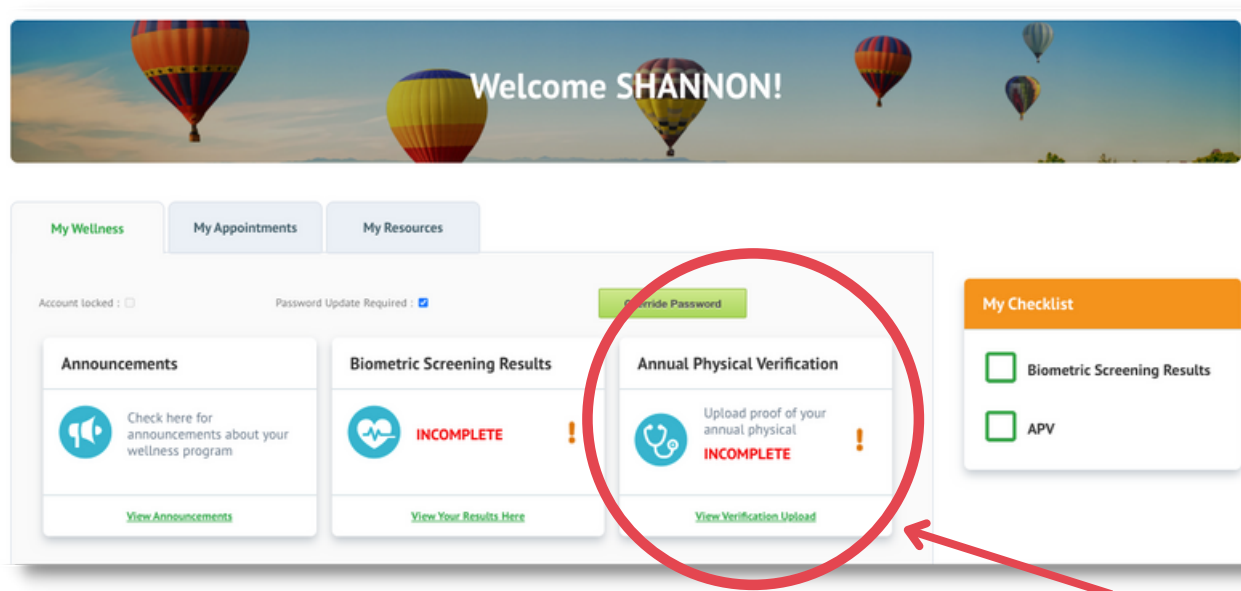


# How to Get Credit for Your Annual Physical



## How to Download Forms & Get Credit:

1. Login to [portal.healthworksdata.com](http://portal.healthworksdata.com)
2. Click the **'My Wellness'** tab
3. Go to the **'Annual Physical Verification'** tile
4. Click **'View Verification Upload'** link
5. Click **'Download'** link to get a blank APV form to take to your doctor visit
6. Have your physician sign the form at your appointment
7. Submit for credit following instructions on the form
8. Allow 3-5 business days for verification
9. Your status will change to **'Complete'** on your tile
10. You will get a green checkmark for APV under **'My Checklist'**

