



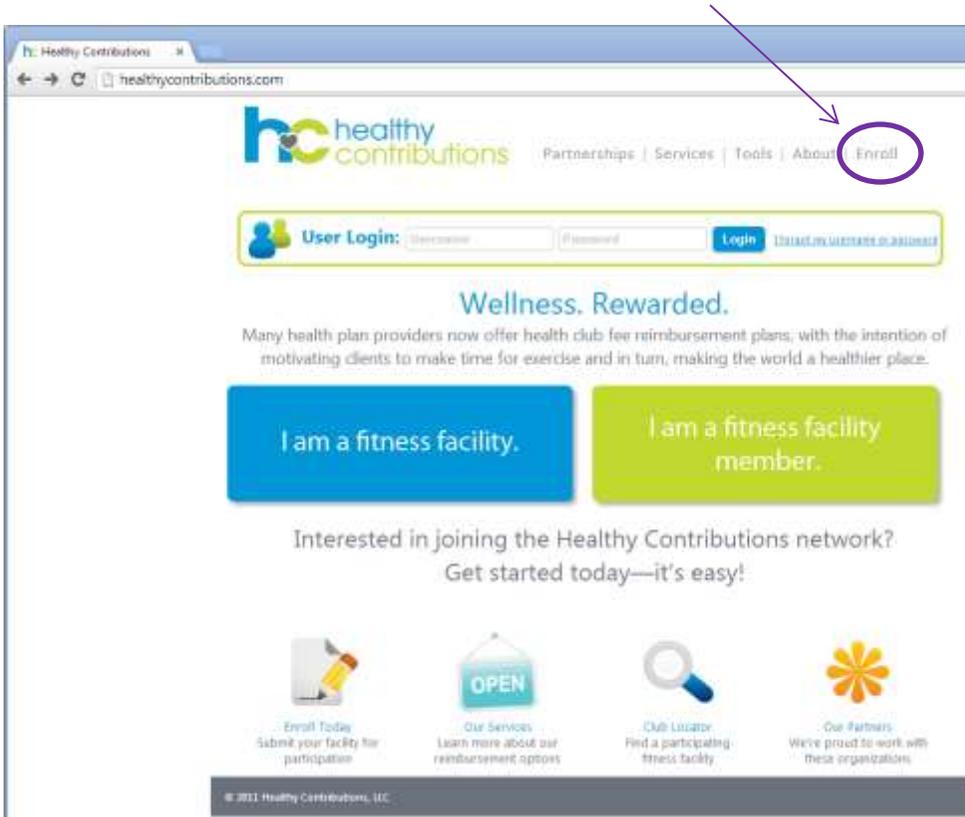
Enrollment & Information Guide

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How to enroll with Healthy Contributions

To enroll as a participating location for a program processed through Healthy Contributions, you will first need to set up with Healthy Contributions. To begin, visit www.healthycontributions.com and select the “enroll” icon on the top right hand side of the page.



The first step reflects general information about your facility such as address and a primary contact. Please know that a valid email address is required to continue on to step 2.

Enrollment for Active Participant Club Status

Tells us about your Facility

Facility Name:

Facility Description:

Facility Website:

How does/will your club collect usage for members?:

If "Other" please describe:

Location Information

Physical Address

Mailing Address Same as Physical Address

Below is step 2. **In the box, please type in the program you wish to participate in.**

Next, you will create a preferred username and password. These credentials will be verified with you in a confirmation email that you will receive from Healthy Contributions upon the completion of your portal. The username must be an email address and **password must be at least 8 characters and contain at least 1 number and 1 letter.**

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Enrollment for Active Participant Club Status

Program Information

I am interested in adding the following program immediately:
(Please type in the program name (or any other details that may help us in identifying this, such as insurance carrier or provider group.)

Log On Information

Username (must be an email address)

Password

Confirm Password

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Step 3 will ask for the club's banking information for the automatic withdrawal of monthly fees and for the direct deposit of funds earned if applicable. Healthy Contributions requires an account and routing number from a checking or savings account. Please see the Healthy Contributions Fee Structure on page 9 of this document for details.

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Enrollment for Active Participant Club Status

Banking Information

Important: This form is for the withdrawal of fees, as outlined in the fee structure portion of the Healthy Contributions program agreement ([click here to view](#)). These fees will be withdrawn separately of reimbursement funds.

I authorize Healthy Contributions to initiate automatic withdrawals from my account at the financial institution indicated below.

Further, I agree not to hold Healthy Contributions responsible for any delay or loss of funds due to incorrect or incomplete information provided by me or my financial institution or due to an error on the part of my financial institution or withdrawing funds from my account. This agreement will remain in effect until Healthy Contributions receives a written notice of cancellation from me or my financial institution, or until I submit a new fee withdrawal form to Healthy Contributions.

I agree

Account's Name Street Address City, State, ZIP	Check No. (0000)
Bank ID (for routing #)	
Bank Name Street Address City, State, ZIP	Balance
⑆056305226⑆ ⑆000000000000040⑆	
This is the location of the ⑆	This is where you

Step 4 provides you with the terms of the agreement for Active Club Status. Please review these terms carefully and contact Healthy Contributions with any questions.

Lastly, on the very bottom, an electronic signature is required. Also, please check the box indicating you have read and understand the terms and conditions. Then, select the “submit” button.

19. Benefits; Assignment: This Agreement shall inure to the benefit of and shall bind the successors and permitted assigns of both parties to this Agreement. Client may not assign or transfer its interest in this Agreement without the prior written consent of HC.
20. Acknowledgments: Client acknowledges: (A) that HC is not a payor of services, nor an insurer with respect to any services provided by Client and its only obligation with respect to funds received by a Program provider is to disburse the funds in accordance with the instructions of the provider; (B) that HC cannot guarantee that any minimum number of programs will be available to Client for participation; (C) that HC shall have no obligation to disburse funds hereunder if a Program provider fails to provide the funds for reimbursement to HC; and (D) that HC has not made any representation, warranty or guarantee as to any revenue that it may derive from any program.
21. Non-exclusivity: Each party understands and acknowledges that the relationship created hereby is of a non-exclusive nature, meaning that either party may do business with any other party that provides the same or similar services.
22. Email: Healthy Contributions may from time to time send emails to the addresses referenced in the Smart login forms to update of program changes, enhancements and other pertinent information. These may include communications from health plans or promotional advertisements in connection with our standard services.

SignatureEmail :

SignatureName : SignaturePosition :

[Signature Terms](#) I have read and agree to the terms and conditions and further acknowledge and affirm the above stated name constitutes my legal and authorized signature.

[Print Terms](#)

[Back](#)

Upon submitting the completed application, you will receive an automated confirmation email where you will be able to review your submission and save the completed contract for your records.

A second confirmation email will be send from a Healthy Contributions account manager within 24 hours confirming your username and password. The email will also contain detailed instructions on how to navigate through the Healthy Contributions website, add new members, and report monthly usage.

Fitness Incentive Program Procedures

Facility Responsibilities:

- Enroll with Healthy Contributions at www.healthycontributions.com.
- Retain a copy of electronic Healthy Contributions Program Agreement in a secure place.
- Enter all member demographic and confirmation number into Healthy Contributions.
- Between the 1st through the 5th of each month, report monthly utilization records to Healthy Contributions.
- Correct any false demographic or fitness incentive provider information based on monthly return reports promptly to safeguard proper payments.

Resubmitting Past Usage Information:

- You may resubmit a member's past usage at any time during the month. It will be submitted with the next month's file submission. (Example: resubmit for December's usage on February 10, it will be submitted with February's file submission through the 1st and the 5th of March.)
- The retroactive period varies from program to program. See specific plan information guide for details.

Viewing and confirming monthly Return Reports:

- It is REQUIRED that on or after the 25th of EACH month, the facility logs in to www.healthycontributions.com and views the return report.
- Verify information as necessary on the online return reports.
- Correct any incorrect information, paying special attention to all members that the club was not paid for if the member had visits, and make resubmissions as necessary.

Reimbursements:

- Healthy Contributions will directly receive fitness plan funds and will disperse them directly to the club's bank account on or after the 25th of each month.

Program Fees:

- Following program reimbursements, fees will be assessed and extracted for that processing period.
- Statement reports can be accessed at www.healthycontributions.com.

Changes, Corrections and Deletions:

- The facility is solely responsible for any changes, corrections and deletions made to member demographic and fitness incentive insurance information.

Cancellation Policy:

- Please see specific program information noted under Cancellation Policy Information in this document.

Typical Processing Timeline

Member Exercise Period | 1st – end of month

- Members work-out periodically throughout the month.

Usage Submission | 1st – 5th of month

- Member utilization records should be reported to www.healthycontributions.com before the 5th day at mid-night.
- Also during this time, you may enter any resubmissions you might have following the resubmission guidelines.
- Following submission, usage files are transferred by Healthy Contributions to the plan providers for processing.

Data Exchange | 6th – End of month

- Healthy Contributions submits one completed usage file to program provider by the 6th of the month or the next available business day.
- The program provider reviews the usage file.
- The usage file is returned to Healthy Contributions with status codes by the end of the month or the next available business day.

Reimbursement | On or after the 25th of month

- Clubs or members receive payment based on the criteria from the specific plan provider.
- Return reports are made available to your club for reconciliation.

Resubmissions | Can be entered any time throughout the month

- The retroactive period varies from program to program. See specific plan information guide for details.

Healthy Contributions Facility Fee Structure

These fees are subject to change at the discretion of Healthy Contributions.

Direct Deposit to Member ~ Remitted by Healthy Contributions	Option A
<u>Monthly Program Participation</u> This fee is assessed per fitness incentive program submitted each month. Monthly file submission is mandatory.	\$5.00 Per Program, Per Month
<u>Initial Member Enrollment, Health Plan Modifications, & Return Reports</u> Member Entered by the Facility through www.healthycontributions.com : Member Entered by Healthy Contributions staff: Return Reports accessed by Facility through www.healthycontributions.com : Return Reports Sent to Club at their Request:	\$1.50 Per New Member \$3.00 Per New Member No Charge \$3.00 Per Report for each Program
<u>Maintenance Fee</u> For the protection and storage of data that lies within Healthy Contributions	\$0.15 per member, per month
<u>Processing & Transaction Fees</u> ACH deposit to member's bank account:	\$0.25 Per Successful Reimbursement
<u>Usage Entry</u> Submitted by club through www.healthycontributions.com : Submitted to Healthy Contributions via fax:	No Charge \$10.00 Per month (for first 25 members & \$1.00 for each additional member.)
<u>Additional Health Plan Setup</u> 1 time fee assessed for each additional health plan following the initial setup.	\$20.00 per program

Direct Deposit or Check to Club ~ for Club Remittance to Members	Option B
<u>Monthly Program Participation</u> This is a flat fee for facilities that wish to reimburse their members themselves, and assessed per fitness incentive program submitted each month. Monthly file submission is mandatory.	\$5.00 Per Program, Per Month
<u>Initial Member Enrollment, Health Plan Modifications, and Return Reports</u> Member Entered by the Facility through www.healthycontributions.com : Member Entered by Healthy Contributions staff: Return Reports accessed by Facility through www.healthycontributions.com : Return Reports Sent to Club at their Request:	\$1.50 Per New Member \$3.00 Per New Member No Charge \$3.00 Per Report for Each Program.
<u>Maintenance Fee</u> For the protection and storage of data that lies within Healthy Contributions	\$0.15 per member, per month
<u>Processing & Transaction Fees</u> ACH deposit to Clubs bank account: Paper Check sent to Club	\$0.15 Per Successful Reimbursement \$ 20.00 per check
<u>Usage Entry</u> Submitted by club through www.healthycontributions.com : Submitted to Healthy Contributions via fax:	No Charge \$10.00 Per month (for first 25 members & \$1.00 for each additional member.)
<u>Additional Health Plan Setup</u> 1 time fee assessed for each additional health plan following the initial setup.	\$20.00 per program

Healthy Contributions Club Fee Structure (continued)

These fees are subject to change at the discretion of Healthy Contributions.

Special Pay Per Visit Programs ~ Remitted by Healthy Contributions	
<u>Monthly Program Participation:</u> This fee is assessed per fitness incentive program submitted each month. Monthly file submission is mandatory.	\$ 5.00 Per Program, Per Month*
<u>Processing & Transaction Fees.</u> ACH deposit to member's clubs account:	\$0.15 Per active member, per month
<u>Initial Member Enrollment, Health Plan Modifications, and Return Reports.</u> Member Entered by the Facility through www.healthycontributions.com : Member Entered by Healthy Contributions staff: Return Reports accessed by Facility through www.healthycontributions.com : Return Reports Sent to Club at their Request:	\$1.50 Per New Member* \$3.00 Per New Member No Charge \$3.00 Per Report for Each Program.
<u>Maintenance Fee</u> For the protection and storage of data that lies within Healthy Contributions	\$0.15 per active member, per month
<u>Usage Entry.</u> Submitted by club through www.healthycontributions.com : Submitted to Healthy Contributions via fax:	No Charge \$10.00 Per month (for first 25 members & \$1.00 for each additional member.)
<u>Additional Health Plan Setup.</u> 1 time fee assessed for each additional health plan following the initial setup.	\$20.00 per program

**Can vary for certain PPV plans. Contact a Healthy Contributions Account Manager for details.*

Late payments are assessed and charged an additional \$29.00 per month.

This is a general outline of program fees and could vary depending on specific programming. Please see specific pricing when setting plans up.

Cancellation Policy Information

Member Cancellations:

- Each facility is required to have prearranged member cancellation policy in place.
- It is important that the facility knows that they can only expect to receive a payment for the members' visits that were made on the last month of their membership, if applicable.
- Please ensure that the members stay in the Healthy Contributions web portal until the last month's payment has been received. Failure to adhere to this may result in non-payment.

Facility Cancellations:

- If the facility no longer wishes to participate in a program with Healthy Contributions, the facility must submit in writing via email to: info@healthycontributions.com, or fax to: 651-438-5196 their request to cancel.
- Healthy Contributions will send you a confirmation email once cancellation is approved. Please note that cancellation is not accepted until email confirmation is sent back to club. The facility is responsible for notifying participating members of program cancellation.

Facility Closures:

- It is the owner's responsibility to notify Healthy Contributions when the facility is closing. A 30-day notice is required.
- The facility must email their closing notice to: info@healthycontributions.com, or fax to: 651-438-5196.
- It is the facility's responsibility to notify all members of the club closure.

Club Marketing Guidelines

Marketing is an important part of operating a successful business, which is why we have included some tips on marketing for the fitness incentive program that we process in your facility.

Use of logo information

- **It is not advised to use a program provider's name, logo, or likeness, in circulars, advertisements, web content, or other forms of solicitation without the expressed consent of that particular program provider.**
- If you have questions about marketing this program, please contact HC at 800-317-2739 or email to info@healthycontributions.com.

Inquire with prospective members concerning which insurance provider they currently have

- Prospective members may be intrigued to learn that your facility participates in a fitness incentive program that we process.

Word of mouth

- Be sure to thoroughly explain the program details to your members. The participating members will be your biggest advocate and asset!
- Encourage eligible members to refer their friends and family to your club.

Offer promotional Senior Friendly days

- Post fliers around your facility offering a day for members to come and learn about your facility.
- Offer small refreshments to those in attendance.
- Explain to those in attendance the importance of fitness and the benefits of choosing a healthy lifestyle.