

The NDSU Wellness Center participates in the NDPERS and Sanford Health Plan Fitness Center Reimbursement Program. Wellness Center members who enroll in the Sanford Health Fitness Center Reimbursement Program are eligible to receive a **\$20 monthly credit** (reimbursement) for membership fees. Individuals must work out **at least 12 days per month in our facility** to receive their credit. (Only one visit per day will be counted). A maximum of two (2) people – the subscriber and spouse age 18 and older – can participate with a maximum credit of \$40 per household. **You MUST complete 3 steps in order to enroll in the Sanford Health Plan Fitness Center Reimbursement Program to receive any Sanford Wellness Incentives. Upon enrolling, be prepared to provide:**

- Name, contact information, and date of birth (This must match your Sanford Health information EXACTLY)
- University employee ID number
- 2015-2016 Sanford Health Plan information from card received for coverage beginning July 1, 2015
- Checking or savings account routing and account numbers. These numbers are generally found on the bottom of a check or deposit slip that is used by financial institutions to transfer funds and complete transactions.

**STEP ONE: Enroll with Sanford Health Plan at the mySanfordHealthPlan website.**

**(\*\*\*After July 1 2015: cannot be completed prior to this date)**

- Go to the NDPERS Sanford website <http://www.sanfordhealthplan.com/ndpers/dakotawellnessprogram/>
- Click on “mySanfordHealthPlan online member account” in Step one
- Click on “New Users to mySanfordHealthPlan Create an Account” on the right side and follow the instructions to set up an account.
- Once inside your account, go to the “bWell Health Management portal” and complete the health assessment. \*All members must complete this after July 1, as all members are new to the Sanford Health Plan.
  - (The health assessment must be completed annually after January 1st following your initial signup)

**STEP TWO: Create your VANCO Account. All participating members must complete this step, including those already receiving reimbursements.**

**(\*\*\*After August 1 2015: cannot be completed prior to this date)**

Go to the NDSU Wellness Center VANCO Services website: [www.bit.ly/ndsuvancoservices](http://www.bit.ly/ndsuvancoservices).

Once you reach the VANCO Services page, click “ENROLL” to enter your personal and bank account information. (The VANCO Services link is not part of NDSU or Sanford Health web sites. Credits are handled by VANCO financial services). **SAVE YOUR LOGIN AND PASSWORD.** You will need these to edit your account.

- Enter your Sanford Health ID# (from card received for benefits beginning July 1).
  - Enter your NDSU Employee ID#. This must be a 9 digit number:
    - If you are an NDSU staff or faculty, add **01** after your Employee ID#.
    - If you are the spouse of an NDSU staff or faculty member, add **02** after your ID#.
    - If you still do not have 9 digits, add a 0 (or 00’s) to the *beginning* of your ID# until you have a total of 9 digits.
    - Enter the checking or savings account routing and account numbers from check or deposit slip.
- DO NOT SET UP A SECOND VANCO ACCOUNT**

**STEP THREE: Return this completed form to the Wellness Center Customer Service Desk**

Notify us that you wish to participate in the Reimbursement Program by returning this completed form to the Wellness Center Customer Service Desk. You will not receive any reimbursement credit until this form has been submitted to the Wellness Center.

**\*\*We will not back-date visits into the system for credit. You will only begin receiving credit after this form has been submitted.**

Name (Please print legibly): _____	Submit Date: _____
Signature: _____	
E-mail: _____	NDSU Employee ID# _____
<b><i>This form must be returned before your account can be activated.</i></b> <b><i>Date Received</i></b> _____ <b><i>By</i></b> _____	