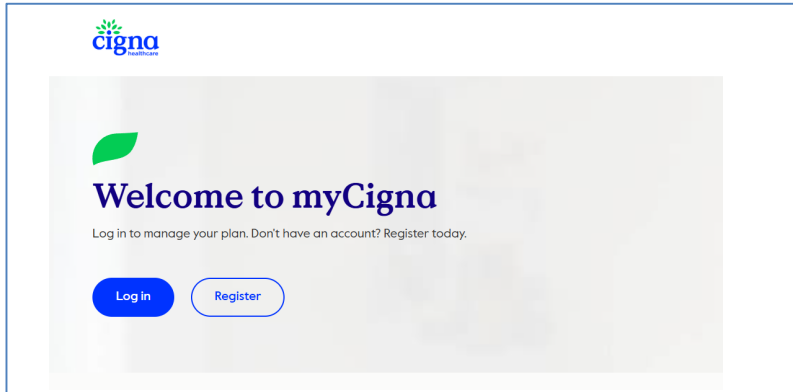


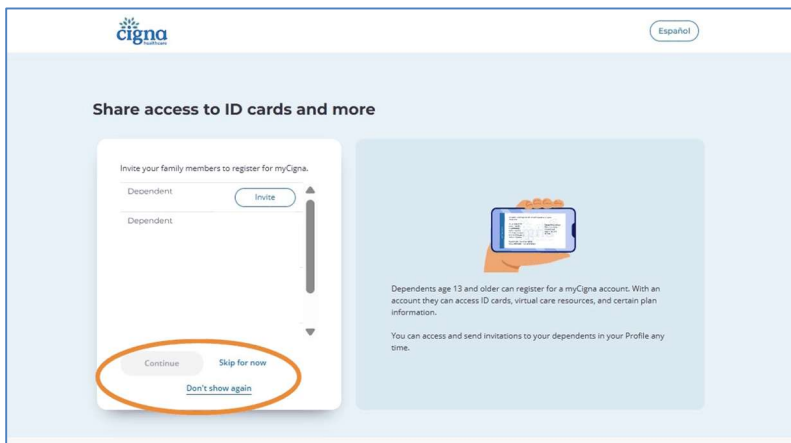
Completing Your Cigna Wellness Incentive

Employees and their covered spouse or domestic partner must log into their own myCigna account and complete their health assessment by **11:59 pm on October 31st**. Cigna will verify whether you've had an annual preventive exam on or after July 1st of the prior plan year. For more Wellness information, please visit www.loyola.edu/departments/hr/benefits/health-wellness/wellness/.

1. Log in at www.mycigna.com

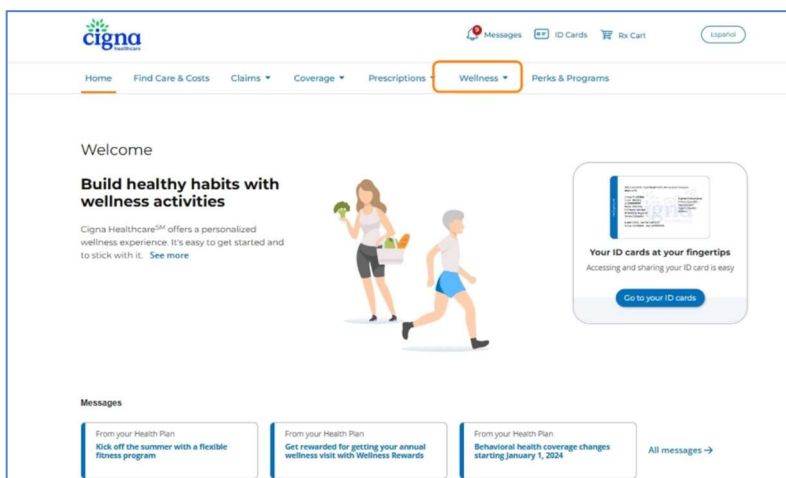


2. If you have enrolled dependents, you may see this screen before getting to your Home Page. Click *Continue*, *Skip for Now*, or *Don't show again* to bypass this screen.

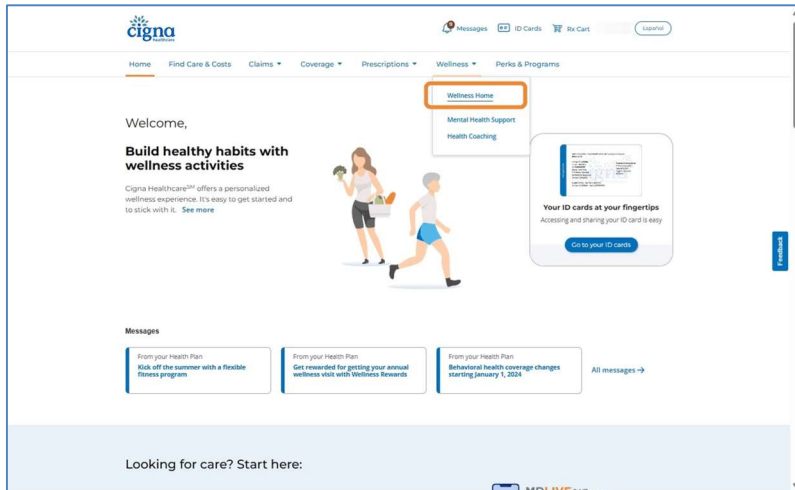


*Note:
Your Home Page screen may look slightly different due to updates, personalized settings, or devices, but the steps remain the same.*

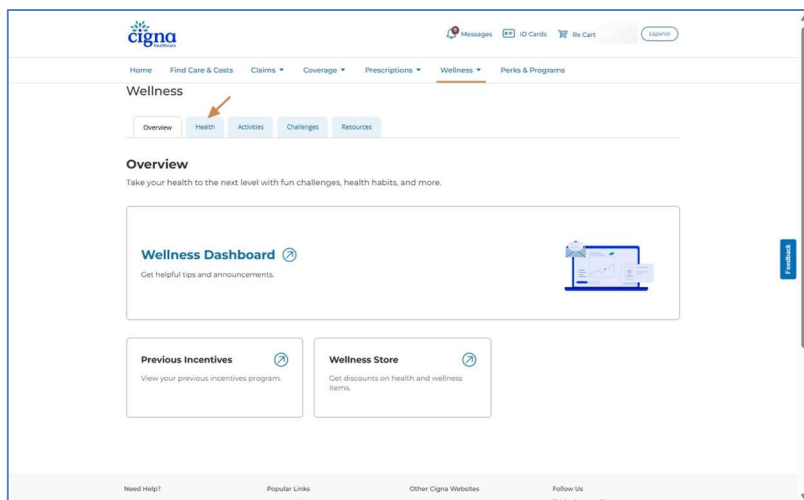
3. From your Cigna Home Page, click "Wellness".



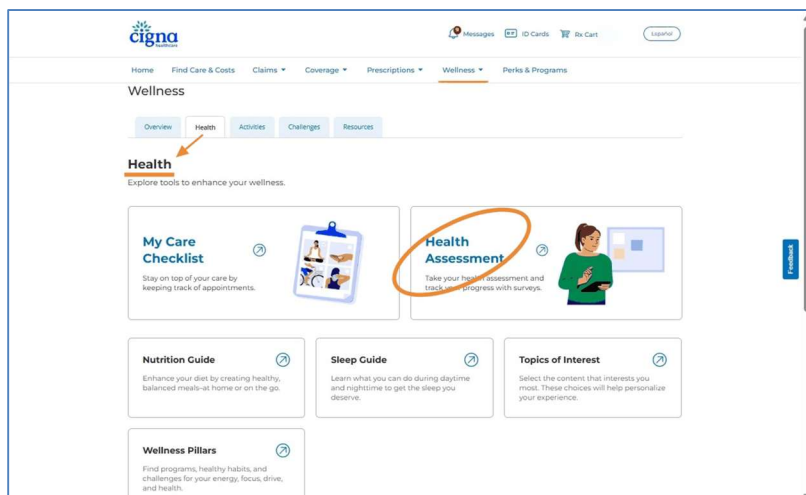
4. The Wellness menu will appear. Click the "Wellness Home" link.



5. You'll be directed to your Wellness Home Page. Click the "Health" tab, located above the Wellness Dashboard Overview.



6. In the Health section, click the Health Assessment.



- Before you begin the health assessment, you may need to register under the new Wellness Platform. Add your email address and select your time zone. Click "Continue" to register and start your health assessment.

The screenshot shows the Cigna Healthcare registration interface. On the left, a vertical progress bar indicates the steps: Identify (active), Agree, Create, and Finish. The main content area is titled 'Sign up for better health' and includes a sub-header 'Tell us who you are'. Below this, it states 'We need a few more details to confirm your eligibility.' The form fields are: 'Email address', 'Email address confirmation' (with a prompt 'Re-enter your email'), and 'Time zone' (with a dropdown menu 'What's your time zone?'). A 'Continue' button is positioned below the form fields. At the bottom, there is a link that says 'Already a member? Sign In'.

Tips

- Remember the Deadline: October 31st before midnight.
- Wellness Compliant Preventive Exam Dates: A 12-month look-back period from July 1st is how exam dates are determined to be wellness-compliant. For EXAMPLE: 12 months before July 1, 2025 is July 1, 2024. As long as the preventive exam was completed on or after July 1st of the prior plan year (2024), it qualifies as wellness-compliant for the new plan year.
**Note: the 12 month look-back period changes every plan year. For example, the 2026-27 Wellness Incentive Period will require you to have a completed preventative exam on or after July 1, 2025.*
- Preventive Exams vs Diagnostic or Urgent Visits: Only preventive exams and virtual wellness screenings completed on or after July 1st of the prior plan year count toward compliance. Cigna will not consider diagnostic or urgent visits toward wellness compliance. Contact the benefits team if you encounter any issues.
- Plan Early: Provider schedules fill up quickly – make your appointment as soon as possible.
- Schedule a Virtual Wellness Screening \$0 copay with MDLive: Unable to schedule your exam before the deadline? Schedule a Virtual Wellness Screening with a board-certified provider. Register first and then select a provider. It's that easy.
- Preventive Exam Claims Coding: Participants should ask their provider to bill their visit as a preventive exam to ensure Cigna properly recognizes the claim. In addition, the benefits team will also be working to ensure that exams qualify as wellness compliant.
- Watch for Reminders: Look out for email reminders and check *LoyolaToday* for wellness updates. Didn't see a message? Reach out for confirmation at x1365.
- Use Cigna Tools: Explore Cigna's member portal for help finding providers, scheduling virtual visits, and downloading your digital ID card.
- Failure to complete both steps will result in a payroll deduction increase beginning in December. Visit the Wellness Page for payroll deduction amounts.