

Point Submission



Point Submission Procedure

- There are 29 point categories in which you can earn points.
- Each point category will have its own icon.
- When submitting points, click on the icon and read the criteria for submission.
- Points will be submitted either by self-reporting or verified documentation.
- Your “status” points will be visible on the main page of your site.
- Your point bank for gift card redemption will not be on your site.
- Your point bank is done manually like 2017
- All points are managed within your site.
- All point submissions are done from month-to-month and are time sensitive.
- Be aware of the criteria of time to submit points in each icon
- If you did not enter your points in the time frame allotted, you will lose those points
- We cannot go in to the system and back-log information.
- Refer to the point description document for further descriptions.

Self-Report – You will click on the icon in the appropriate point category and your point will automatically register without submitting a verification form. However, you should keep record in the event management wants to see proof of your activity.

Verification Report- You will click on the appropriate point category and read the criteria for submission. There will be a “verification form icon” on that same page. Click on that and print out the verification form. Fill it out to its entirety and submit it to Greg Eberle by the 5th of the following month.

***Any forms submitted after the 5th will not be entered for points.**

All **verification points** will be submitted to Optimum Health Solutions on the 6th of each month from the previous month. Your points will take up to a week to be reflected as they are downloaded by OHS.

Prime Rule: “Any time a member fails to maintain the required written or photographic support for obtaining points, or where management determines that the points were likely not earned as reported, management reserves the right to withdraw points from the member or obtain a refund of any prizes awarded mistakenly.”