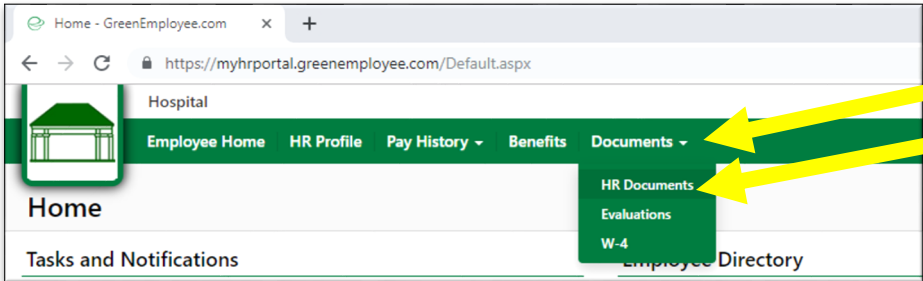


How to upload your Wellness Form

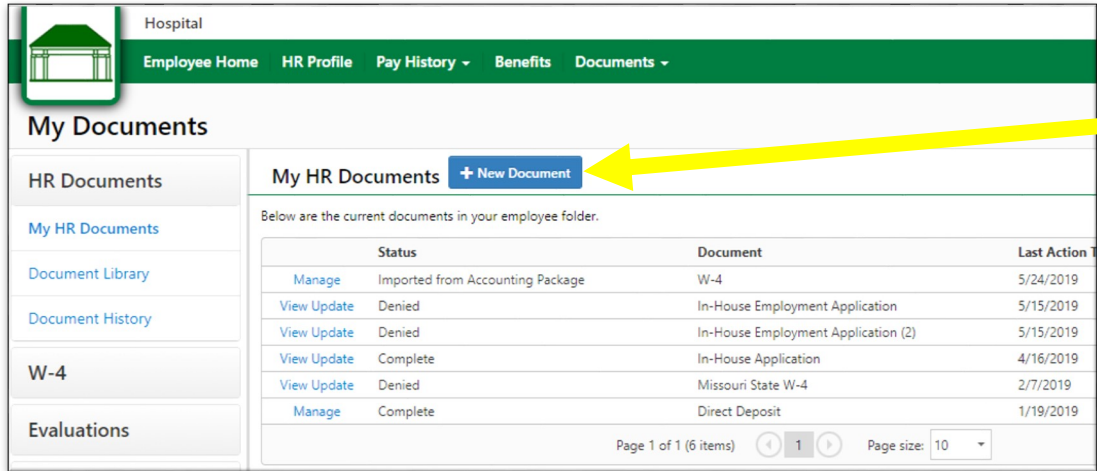
Save your completed wellness form (signed by you and your doctor) as a PDF on your computer in a location you can find it later.



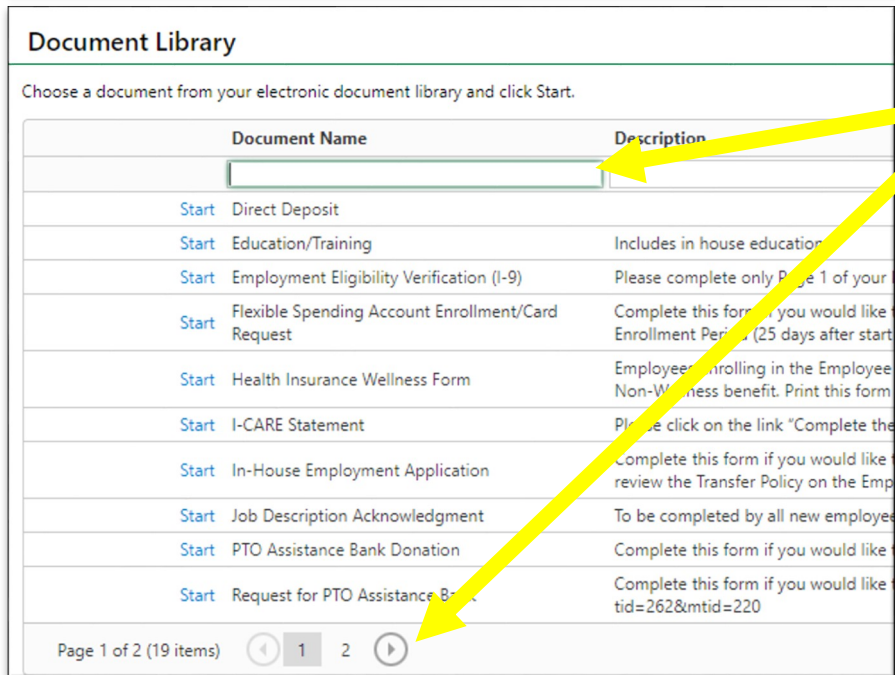
To log in, click on the logo or go to... myhrportal.greenemployee.com
Use your Fitzgibbon email address and the password you created.



Click on Documents, then HR Documents



Click on "New Document"



Type "Wellness" in the Document Name field or use the arrows at the bottom of the window to locate the "Health Insurance Wellness Form", then click "Start" located to the left of the document name.

Go to page 2

Click on "Browse" to locate the Wellness PDF you saved on your computer earlier. When you locate the PDF, double-click on it to upload to the portal.

Hospital

Employee Home HR Profile Pay History Benefits Documents


Create New Document

My Documents

Your HR department has required you to upload a file and electronically sign this 'Health Insurance Wellness Form' form.

View Document

Click on the thumbnail to open and complete this 'Health Insurance Wellness Form' form. You may be able to fill out this form electronically and save. Otherwise, please print, fill out, and scan the completed form or snap a picture and upload with the Green Employee mobile application.



(Click to see full size)

Upload Document

Select the completed form from your computer or from your uploaded forms. You may upload more than one file if necessary.

Upload multiple files at once by using your Shift or Ctrl keys. The selected files will be uploaded when you save the bulletin below.

Supported file types (max size 8 Mb per file):
.jpg, .jpeg, .jpe, .gif, .pdf, .doc, .xls, .txt, .docx, .xlsx, .pptx, .ppt, .png, .one, .rtf

Signature

Name: Bethany Kreisel

Signature:

When you have uploaded the document, type your name in the signature line.

Click "Sign".