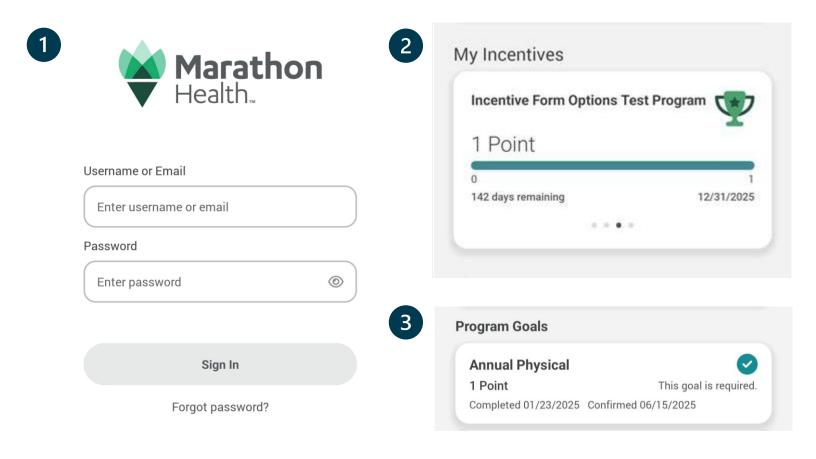
Form Upload Portal Guide - App

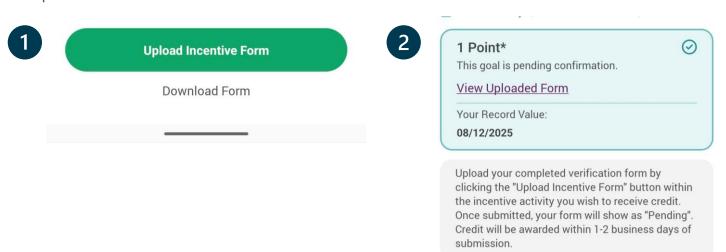


Using the Marathon Health App

- 1. Download the Marathon Health App for iOS or Android, open the app, and login.
- 2. From the home page, click the "My Incentives" box to navigate to the incentives page.
- 3. Under the **Program Goals** section, click on the goal that you wish to upload a form.



- 1. Once the goal is open, click the "Upload Incentive Form Button" at the bottom of the goal.
- 2. Once the form is uploaded, the goal will be marked as pending confirmation until the form is processed.

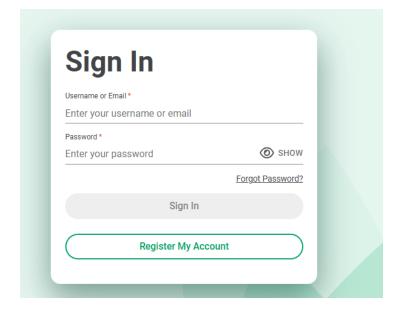


Form Upload Portal Guide – Desktop

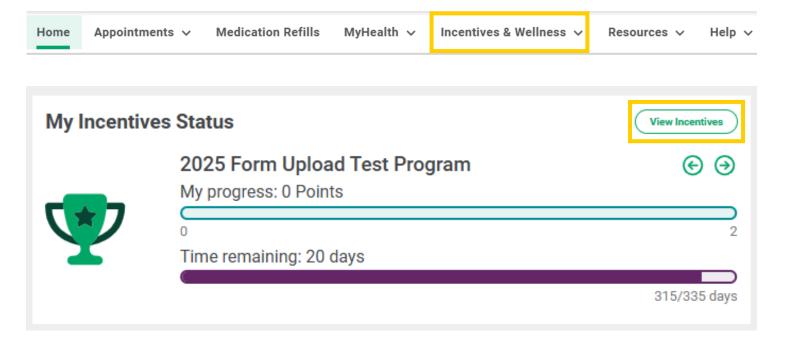


Logging into the Marathon Health Portal

Log in to the Marathon Health Portal at **my.marathon.health** from any computer or mobile device.



Navigate to the Incentives page by clicking the "Incentives & Wellness" tab in the navigation toolbar and choosing "Incentives" OR by selecting the "View Incentives" button in the incentive status section on the portal homepage.

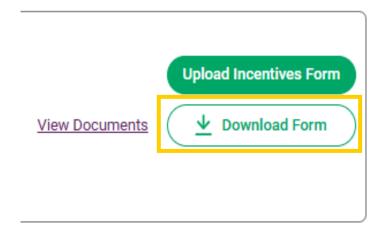


Form Upload Portal Guide – Desktop



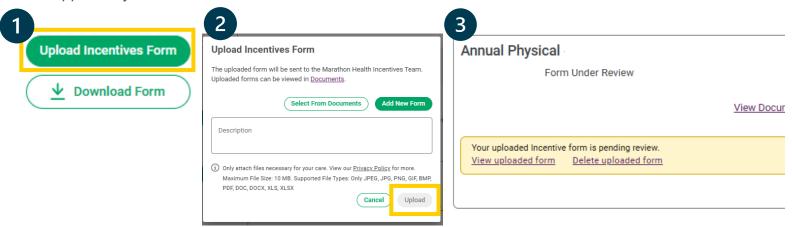
Downloading the Form

Once you are on the incentive page, scroll down to the incentive program goals section and click the specific activity you wish to upload a form towards. Click the "**Download Form**" button and have your provider complete and sign the form.



Uploading a Completed Form

- Once your provider completes and signs your form, you can upload it to the specific activity that you
 wish to receive credit for in the portal. Click on the specific activity and then choose the "Upload
 Incentives Form" button.
- 2. You can choose to add a new form, or you can select from documents that have already been uploaded. Once you attach the form to submit for credit, click the "**Upload**" button.
- 3. Your incentive activity will then state "**Form Under Review**" until an incentives administrator reviews and approves your form.



Please Note:

If you are submitting a form for multiple incentive activities, you must upload your form for each activity that you wish to receive credit.