



COOPERATIVE OF  
AMERICAN PHYSICIANS

*WellnessEveryDay*

# Employee Wellness Program 2026

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Where will your journey take you?

# Small Steps For Big Incentives

## INTRODUCTION

Our health is our most important asset. Although we get plenty of advice about healthy eating, weight management, and physical activity, we do not always do what we should to maintain or improve our health.

Our goal at CAP is to help you make informed decisions about your health by providing the tools and resources you need to succeed in achieving a healthier lifestyle. In doing so, we plan to continue to provide some great programs and extra motivation to maintain or improve your wellbeing.

### 1 UNDERSTAND YOUR CURRENT HEALTH

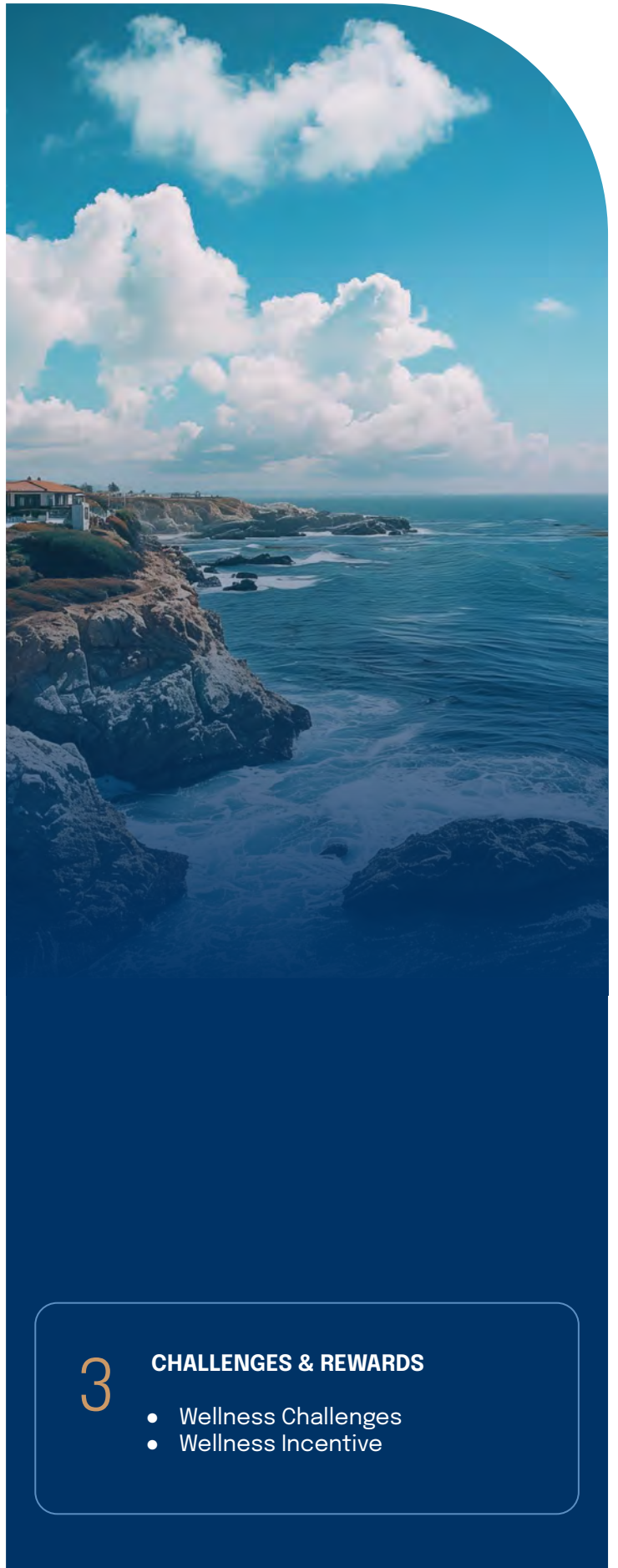
- Annual Physical with Blood Work
- Health Risk Assessment
- Age/Gender Appropriate Screenings
- Tobacco Affidavit
- Other Wellness Activities

### 2 GAIN HELP WITH EDUCATION

- Education & Wellness Resources
- Monthly Newsletters

### 3 CHALLENGES & REWARDS

- Wellness Challenges
- Wellness Incentive



# Calendar

## TASKS

<b>LOG IN TO PREVENTIONCLOUD</b>	<b>GO TO: <a href="http://www.preventioncloud.com">www.preventioncloud.com</a></b>
<b>ANNUAL PHYSICAL WITH BLOOD WORK</b>	<b>Complete your Physician Form (400 points) by December 31, 2026 (<u>Required</u>).</b>
<b>OPTIONAL ACTIVITIES</b>	<b>Complete any optional activities to meet your requirements for Level 1 and Level 2 by December 31, 2026.</b>

## REWARD LEVELS

<b>PHYSICIAN FORM DEADLINE REMINDER</b>	<b>Earn 400 points by December 31, 2026 to earn your Wellness Incentive (\$50 monthly payroll reimbursement to offset the cost of your medical contribution) for 2027.</b>
<b>LEVEL 1 DEADLINE REMINDER</b>	<b>Earn 600 points by December 31, 2026 to earn your Level 1 Rewards and the Wellness Incentive. In order to achieve Level 1, the Physician Form must be submitted along with earning activity points..</b>
<b>LEVEL 2 DEADLINE REMINDER</b>	<b>Earn 1000 points by December 31, 2026 to earn your Level 2 Rewards and the Wellness Incentive. In order to achieve Level 2, the Physician Form and Level 1 must be completed along with earning activity points.</b>

# 2026 Program Participation Requirements

Medical Plan Enrolled employees must complete the following requirements:

## REQUIRED

**Annual Physical with Blood Work (400 points)** - Medically enrolled employees must complete this activity in order to be eligible for the Level 1 and Level 2 Wellness Rewards.

**MUST OBTAIN 400 POINTS** to be eligible for the employee Wellness Incentive in 2027

### Level 1 Wellness Rewards

To qualify employees must earn 600 points (includes completing the annual physical with blood work).

### Level 2 Wellness Rewards

To qualify employees must earn 1,000 points (includes completing the annual physical with blood work).

## ADDITIONAL / OPTIONAL ACTIVITIES

Wellness Activity	Frequency	Point Value	Deadline
Tobacco Affidavit	Once Annually	10 points	<b>December 31, 2026</b>
MyPlan	Once Annually	50 points	<b>December 31, 2026</b>
Age/Gender Screening (see page 12 for details)	Once Annually	100 Points	<b>December 31, 2026</b>
Health Risk Assessment	Once Annually	50 points	<b>December 31, 2026</b>
Challenges (see pages 13-14 for details)	Quarterly	50 Points Each /200 Max	<b>December 31, 2026</b>
Fitness Activities (see page 6 for details)	Ongoing	Points Vary	<b>December 31, 2026</b>
Emotional WellBeing Modules (see page 9 for details)	Ongoing	5 Points Each /50 Max	<b>December 31, 2026</b>
Webinars and Quizzes (see pages 10-11 for details)	Ongoing	20 Points Each /240 Max	<b>December 31, 2026</b>

# Submit Your Physician Form

## 3 OPTIONS:

### SECURE ONLINE USER UPLOAD (*RECOMMENDED OPTION*)

Submit via computer or phone →

1. Log in to your personal portal <https://www.preventioncloud.com/>
2. Click “Health Forms” located on your left menu
3. Click “Submit Forms” located on your left menu
4. “Select Form” section: Click the dropdown arrow to select the proper form
5. Attach your wellness form and click “Submit”  
*\*if you are using your phone you can take a picture of your form*
6. You can view if your wellness form has been approved by clicking on your “Submitted Forms” tab located on your left menu

### SECURE ONLINE PHYSICIAN ENTRY

Have your physician log in and submit your information →

1. Log in to <https://www.preventioncloud.com/forms>
2. Enter your Patient ID code. ie: C1425666
3. Update your patient information and you're done

### FAX THE FORM TO 713-714-2273

*Make sure the sender receives a fax confirmation from the fax machine.*

Please allow 3-5 business days to receive credit. Please ***do not email your forms***. We will not accept or process forms submitted via email due to privacy and security reasons.

Please contact [support@preventioncloud.com](mailto:support@preventioncloud.com) with any questions.

### **ALTERNATE FORMS** **(Accepted)**

- Physician Visit Packet
- \*EOB of Annual Physical
- \*Lab work (may redact biometrics)
- \*Proof of Payment for Annual Physical
- Medical Note from physician confirming Annual Physical
- After Visit Summary

***\*please be sure your Unique Patient ID and the Visit Date are included***

# Fitness Activities

See the list of fitness activities below, accompanied by the points that will be awarded for each. Provide supporting documentation of activities at PreventionCloud.com.

**Proof of participation/completion must be submitted for all in order to receive points.**



FITNESS ACTIVITY	POINTS	MAX POINTS
Marathon	50 each	50
*180,000 steps	50/month	600
**Gym/Yoga/Cycling class 12 visits/month	20/month	240
Triathlon	50 each	50
Other Major Fitness Event/Race	50 each	50
YMCA Stair Climb	50 each	50
YMCA Urban Hike	50 each	50

## Suggested Proof of participation/completion:

1. Registration Letter/Email
2. Race Stats - usually includes duration and place ie. 1st, 10th, 30th, etc.
3. Printout/screenshots of gym visits (Does your gym have an app that you use to FOB in when you attend? This information can usually be found in here)
4. Any documentation that shows that you signed up and completed the activity

\*For this activity you must sync your fitness device to the PreventionCloud App for step tracking. Your steps will automatically be uploaded to PreventionCloud and points will be awarded once the monthly threshold is met. A list of movements will be available for those manually entering your steps activity.

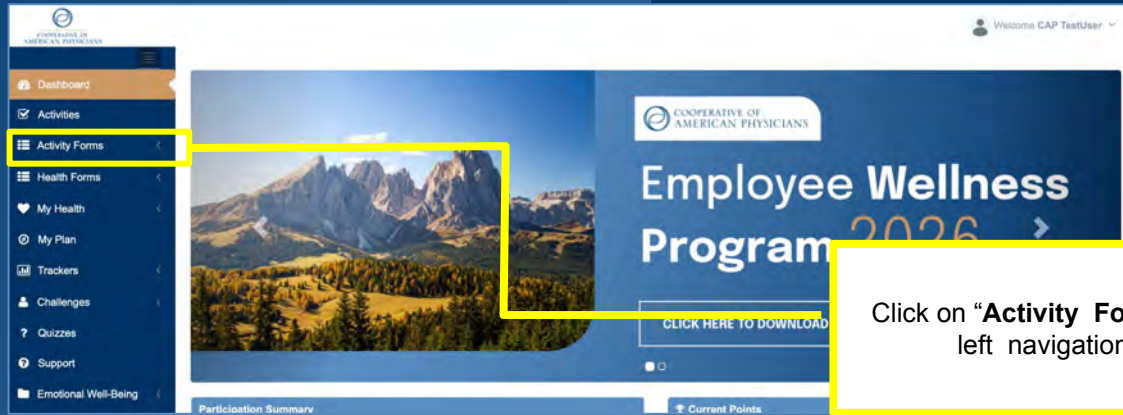
\*\*Submit **one month at a time** in order to receive your full credit.

## IMPORTANT!

Please note that the burden of proof is on the participant for the listed activities. It is recommended that all documentation be submitted to Prevention Cloud prior to December 31, 2026, for timely consideration/validation. Events that do not meet the above guidelines may be subject to denial.

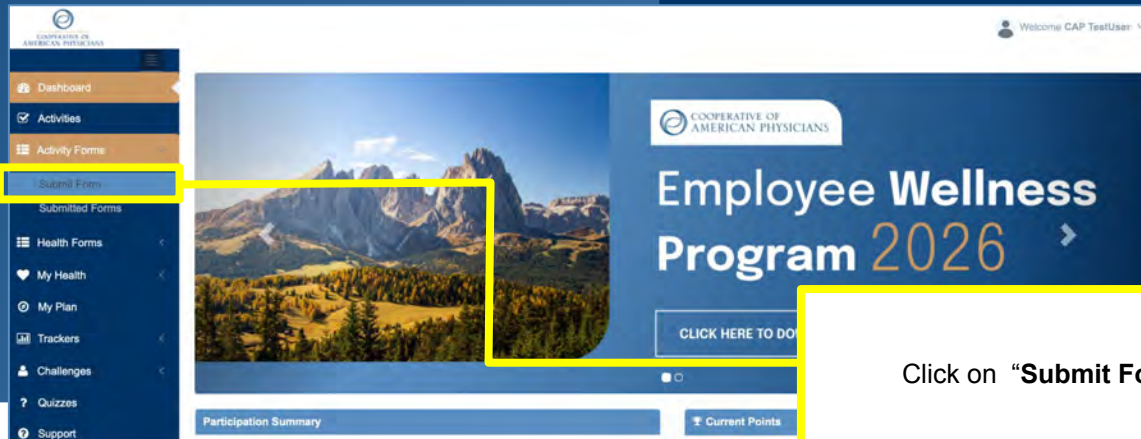
# How To Submit Fitness Activities

1



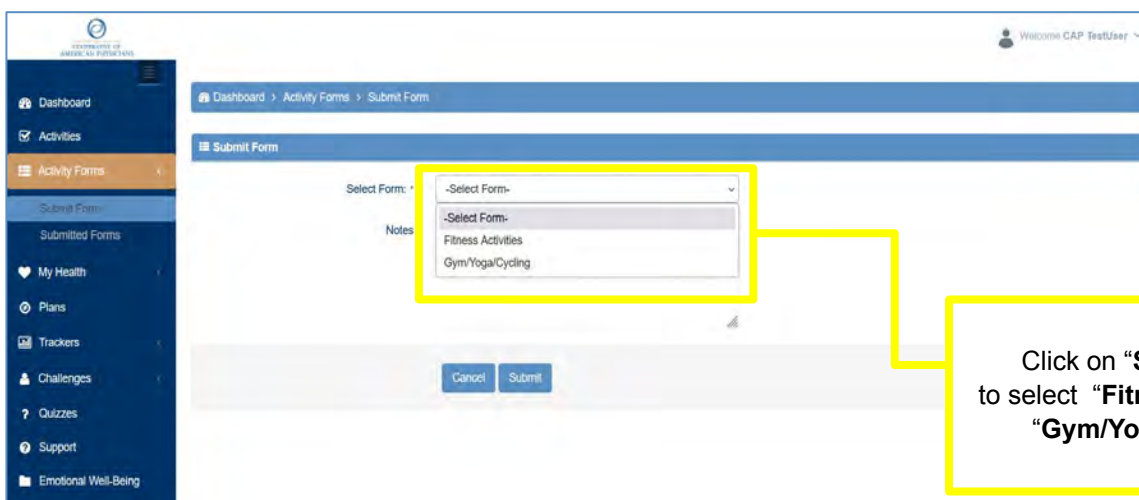
Click on **“Activity Forms”** from the left navigation menu

2



Click on **“Submit Form”**

3



Click on **“Select Form”** to select **“Fitness Activity”** or **“Gym/Yoga/Cycling”**

# How To Submit Fitness Activities

4

The screenshot shows the 'Submit Form' page in the 'COOPERATIVE OF AMERICAN PHYSICIANS' system. The breadcrumb trail is 'Dashboard > Activity Forms > Submit Form'. The 'Select Form' dropdown is set to 'Fitness Activities'. The 'Select Activity' dropdown is open, showing a list of activities: '-Select Activity-', '-Select Activity-', Triathlon, Marathon, Hope for Firefighters Muster Team Competition, YMCA Stair Climb, and YMCA Urban Hike. The 'Attachment' field is empty, and the 'Notes' field contains the text 'Notes'. The 'Submit' button is highlighted with a yellow box.

Then in **"Fitness Activities"** or **"Gym/Yoga/Cycle"** select your activity

5

The screenshot shows the 'Submit Form' page with the 'Select Activity' dropdown now set to 'Hope for Firefighters Muster Team Competition'. The 'Attachment' field has a 'Browse...' button and the text 'No file selected. Max File Size: 2 MB'. The 'Notes' field contains the text 'Notes'. The 'Submit' button is highlighted with a yellow box.

Upload your documentation and click **"submit"**

# Emotional Wellbeing Support

How you feel can affect your ability to carry out everyday activities, your relationships, and your overall mental health. How you react to your experiences and feelings can change over time. Emotional wellness is the ability to successfully handle life's challenges and adapt to change and difficult times. You now have access to pre-recorded emotional wellbeing videos from a certified mental health professional. These recordings range from 3 minutes to 30 minutes and cover a wide variety of topics. You will earn you 5 points towards your wellness incentives for each video you watch! (Max 50 points)



## Accessing the Recordings:

- Log in to your **PreventionCloud** account.
- Click "**Emotional Wellbeing Support**" located on your left menu.
- Find the topic you would like to watch and then click the "**Watch**" button.

## The Emotional Wellbeing Support topics include:

- Activate the Pause
- Being Clear and Direct
- Break to Reignite Your Workflow
- Compassion in the Workplace
- Creating Purpose-Driven Space
- Cultivating Gratitude
- Dealing with Difficult People
- Dealing with News & Current Events
- Deep Relaxation
- Email Overload
- Instant Stress Relief
- Leave Work at Work
- Letting Go of Resentment
- Mini Vacation for Your Mind
- Navigating a Tough Conversation
- Navigating Anxiety
- Nurturing and Self Care
- Quick Sleep Meditation
- Relationships 101
- Shift Your Perspective
- Staying Calm When You're Overwhelmed
- The Art of Non-Judgmental Listening
- The Power of Breath
- The Power of Joy
- Turning Difficulties into Growth
- Visualizing Our Greatest Selves
- What To Do When Someone is Driving You Crazy
- What To Do When You Feel Stuck
- Working Through Conflict
- You Are Enough

# 2026 Webinar List

Watch the webinar and complete the quiz with a score of 70% or higher to earn 20 points. Earn a maximum of 240 points.

A new webinar and quiz will be added to PreventionCloud each month.



<b>January</b>	Financial Stress
<b>February</b>	Back Health
<b>March</b>	Healthy Meals At Home
<b>April</b>	Aging & Your Diet
<b>May</b>	Creative Ways To Stay Active
<b>June</b>	Flexibility and Posture
<b>July</b>	Quick and Easy Cooking
<b>August</b>	Restful Sleeping
<b>September</b>	Stress Reduction Techniques
<b>October</b>	Women's Health/Men's Health
<b>November</b>	The Working Parent
<b>December</b>	Positive Thinking

# How To Access Webinars & Quizzes

The screenshot shows the dashboard of the Cooperative of American Physicians. On the left, a navigation menu lists various options: Dashboard, Activities, Activity Forms, Health Forms, My Health, My Plan, Trackers, Challenges, Quizzes (highlighted in yellow), Support, and Emotional Well-Being. The main content area features a banner for the 'Employee Wellbeing Program 2026' with a 'CLICK HERE TO DOWNLOAD YOUR PROGRAM MANUAL' button. A yellow callout box points to the 'Quizzes' menu item.

Select “**Quizzes**” from the menu on the left

\*Please take note of the “Start Date” column as you will only be able to take the quiz on or after this date.

The screenshot shows the 'Quiz Plan' table. The table has columns for Quiz, Start Date, End Date, Score, Action, and a dropdown for 'Select Category'. The 'Start Date' column is highlighted in yellow. The 'Action' column contains 'Watch Webinar' buttons, and the 'Select Category' dropdown is set to 'Start'. The 'Start' button is also highlighted in yellow.

Quiz	Start Date	End Date	Score	Action	Select Category
Financial Stress	01/01/2026	12/31/2026	--	Watch Webinar	Start
Back Health	02/01/2026	12/31/2026	--	Watch Webinar	Start
Healthy Meals At Home	03/01/2026	12/31/2026	--	Watch Webinar	Not available
Aging & Your Diet	04/01/2026	12/31/2026	--	Watch Webinar	Not available
CREATIVE WAYS TO STAY ACTIVE	05/01/2026	12/31/2026	--	Watch Webinar	Not available
Flexibility and Posture	06/01/2026	12/31/2026	--	Watch Webinar	Not available
Quick and Easy Cooking	07/01/2026	12/31/2026	--	Watch Webinar	Not available
Restful Sleep	08/01/2026	12/31/2026	--	Watch Webinar	Not available
Stress Reduction Techniques	09/01/2026	12/31/2026	--	Watch Webinar	Not available
Men's Health	10/01/2026	12/31/2026	--	Watch Webinar	Not available
Women's Health	10/01/2026	12/31/2026	--	Watch Webinar	Not available
The Working Parent	11/01/2026	12/31/2026	--	Watch Webinar	Not available

First watch the webinar by clicking on the “**Watch Webinar**” button. Then click “**Start**” to complete the quiz

# Age/Gender Preventive Screenings

**Age/Gender Appropriate Preventive Screening List.** Complete any of the below that pertains to your age/gender (100 Points).

Submit proof of completed activity with a physician form. Age/Gender form located on page 3 of your physician visit packet. See below for a list of the Age/Gender Appropriate Preventive Screenings.

Age 19-39 Male & Female	Age 40-64 Male & Female	Age 65+ Male & Female
<b>Breast Cancer Screening</b> (Female-Clinical Exam and Mammogram every 2 years)	<b>Breast Cancer Screening</b> (Female-Clinical Exam and Mammogram every 2 years)	<b>Breast Cancer Screening</b> (Female-Clinical Exam and Mammogram every 2 years)
<b>Cervical Cancer Screening</b> (Female-Pap Smear for sexually active females over 21 - every 5 years)	<b>Cervical Cancer Screening</b> (Female-Pap Smear for sexually active females over 21 - every 5 years)	<b>Cervical Cancer Screening</b> (Female-Pap Smear for sexually active females over 21 - every 5 years)
<b>Flu Vaccine</b> (annually)	<b>Flu Vaccine</b> (annually)	<b>Flu Vaccine</b> (annually)
	<b>Prostate Cancer Screening</b> (Male every 3-5 years)	<b>Prostate Cancer Screening</b> (Male every 3-5 years)
	<b>Zoster</b> (Shingles Age 60+ single dose every 10 years)	<b>Zoster</b> (Shingles Age 60+ single dose every 10 years)
	<b>Colorectal Cancer Screening</b> (beginning at age 50 for smokers and/or asthmatics - every 10 years)	<b>Colorectal Cancer Screening</b> (beginning at age 50 for smokers and/or asthmatics - every 10 years)
	<b>Pneumonia Vaccine</b> (every 5 years)	<b>Abdominal Aortic Aneurysm</b> (Male-Ages 65-75 if you have ever smoked - annually)
	<b>Cardiac Stress Test</b> (every 2 years)	<b>Cardiac Stress Test</b> (every 2 years)



# Wellness Challenges



## **BEATING HEARTS (50 POINTS)** **Quarter 1**

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The goal of this challenge is to increase your physical activity by spending 150 minutes per week of moderate activity by doing different types of exercises that can strengthen your heart and improve your health. You will utilize many of the resources available to you in the PreventionCloud platform to get your activities completed.



## **SAVOR THE SEASON RECIPE CHALLENGE** **(50 POINTS)** **Quarter 2**

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To successfully complete the challenge: Participants must submit a recipe and include the list of ingredients, photo, and instructions with your recipe. You must also make note of the healthy twist. For example, you could note that you substituted for low sodium broth, that you added a veggie, or that the recipe is low in fat.

*Challenge Flyers outlining details of the challenge are sent prior to the start of the challenge.*



# Wellness Challenges



## **SEPTEMBER CHALLENGE (50 POINTS)** **Quarter 3**

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Get ready to move! Join us for this 6 week, team based challenge to boost your health—one step at a time.



## **PAY IT FORWARD (50 POINTS)** **Quarter 4**

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Perform random acts of kindness at work.

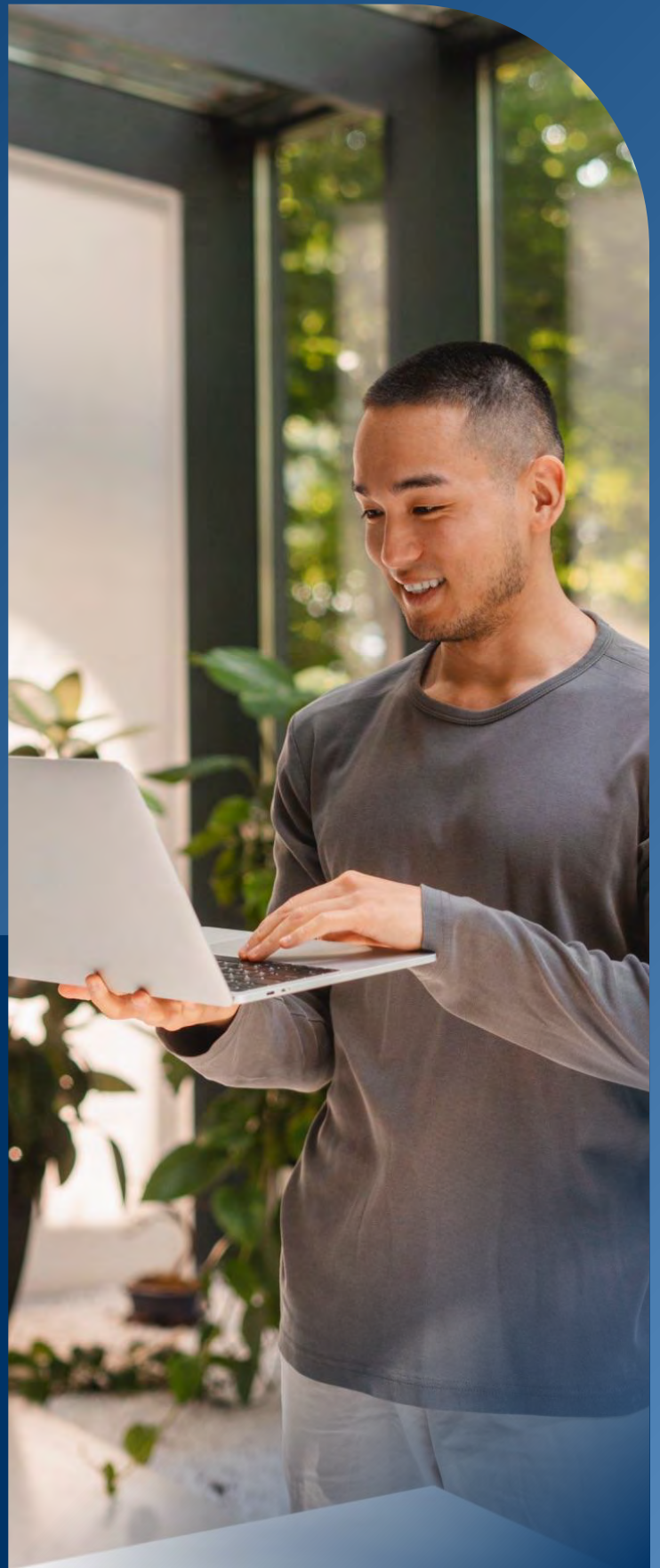
*Challenge Flyers outlining details of the challenge are sent prior to the start of the challenge.*

# New Hire Wellness Guidelines

## New Hire Wellness Incentive Guidelines 2026

Employees that are hired on or after January 1, 2026, and who enroll in CAP's medical plans will automatically qualify for the Wellness Incentive and will retain this Incentive until the new wellness program launches in 2027.

You must complete the activities for the 2027 program to earn the Wellness Incentive in 2028. You are encouraged to start participating in the program once you are medically enrolled.



# Wellness Rewards Guidelines



## Wellness Rewards

WellnessEveryDay rewards eligibility will be based on your year-end results (Jan-Dec). Rewards will be distributed by CAP’s HR Department. Below is a breakdown of the levels you have the opportunity to achieve, the points required to reach each level, and the rewards you will earn.

MEDICAL CAMPAIGN		
LEVEL	POINTS	INCENTIVE
Physician Forms	400 points	\$50 monthly payroll reimbursement for the following year (Jan-Dec)
Level 1*	600 points	\$50 Gift Card
Level 2*	1000 points	Floating Holiday AND increased Wellness Incentive to \$100/month for Q1 (Jan-Mar)

**\* You must complete the Physician Packet to be eligible for Level 1 and 2**

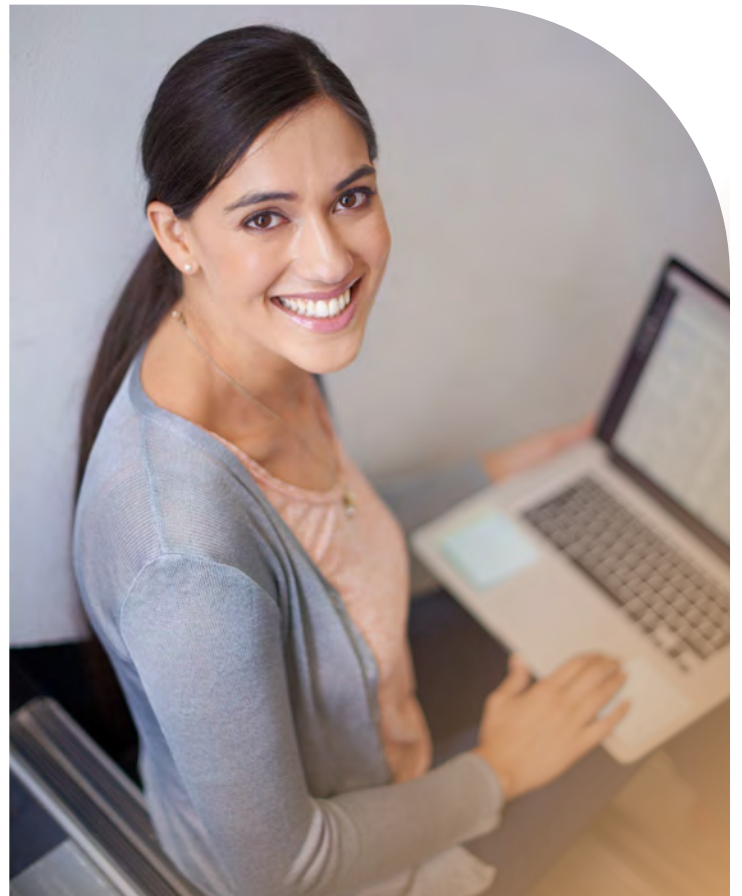
# My Plan

## Earn 50 points for completing My Plan.

“My Plan” is a series of modules that are designed to help you target different areas of your health. Complete all the activities in the module found in your PreventionCloud account.

### To get started with your “My Plan” Activity follow the below steps.

1. Log in to your PreventionCloud account
2. Click “Plans” located on the left menu
3. Find the plan you are interested in and click “View Your Progress”
4. Once you start the plan you will see a series of activities that will need to be completed to finish the entire plan.



A screenshot of the PreventionCloud web application. The left sidebar contains a navigation menu with items: Dashboard, Activities, Activity Forms, My Health, Plans (highlighted), Trackers, Challenges, Quizzes, Support, and Emotional Well-Being. The main content area is titled 'My Plans' and shows two plan cards. The first card is for 'BMI- Be My Inspiration', with a progress bar showing 0% completion and a 'View Your Progress' button. The second card is for 'Blood Fats Buster-Triglycerides', also with a 0% completion progress bar and a 'View Your Progress' button. Each card includes a brief description and a 'Read More' link.



# 2 EASY STEPS

# PreventionCloud Access

# 1 STEP

1

Log in to <https://www.preventioncloud.com>  
Follow instructions below:



2

Username: FIRSTNAMELASTNAMEBirthyear (ex. JOHNSMITH1972) Please note: First and Last name must be in ALL CAPS

Password: Birthdate (ex. 03011972)

*If you have previously logged in to PreventionCloud before, please use your existing credentials.*

## **NEW USERS**

Once logged in, you will be prompted to change your password (8 characters minimum). If you are having trouble logging in, please contact [support@preventioncloud.com](mailto:support@preventioncloud.com).

# PreventionCloud Physician Visit Packet

Must be completed by December 31, 2026



From The PreventionCloud Dashboard



Click on



Follow the steps below to complete the Physician Visit Packet\*\*:

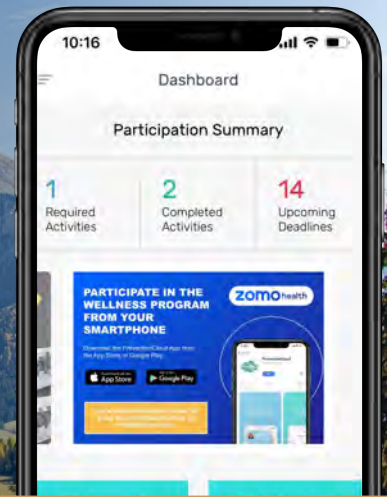
1. Complete the HIPAA Release Online by clicking "HIPAA Release Online" below (You have to complete this in order to download the Physician Visit Packet).
2. Click on "Form Download" to Download the form.
3. Print a copy to take to your physician and have them complete the form.
4. Submit your Physician Visit Packet\*\* yourself by uploading to the PreventionCloud website or mobile app.

Your physician may submit the forms by entering the data on <https://www.preventioncloud.com/forms> or by faxing it to 713-714-2273

**\*\* Please refer to page 4 for a list of alternate forms accepted.**

# 2 STEP

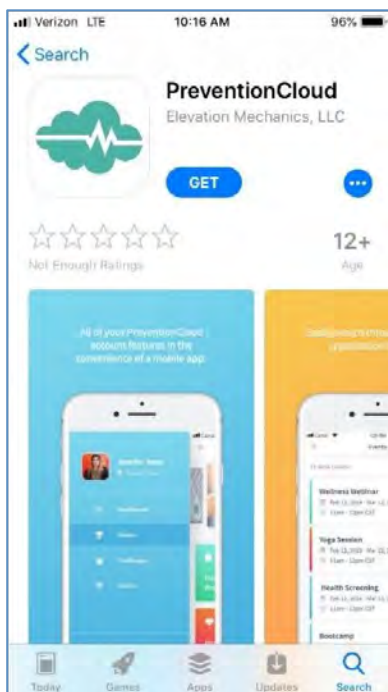
# The PreventionCloud App



## HOW TO DOWNLOAD THE PREVENTIONCLOUD APP (2 OPTIONS)

### Option 1

Open your app store on your mobile device and search 'PreventionCloud' (1 word)



### Option 2

Take a picture using your smartphone of the QR Code below and open the PreventionCloud App.

Android QR Code



iOS QR Code



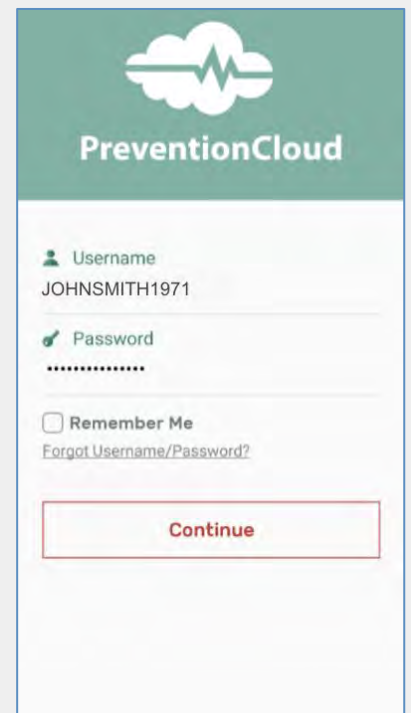
## HOW TO LOG IN TO YOUR PREVENTION CLOUD APP

### Username:

FIRSTNAMELASTNAMEBirthyear

### Password: DOB

(mmddyyyy)



### Most Popular Devices

1. Apple Watch
2. Samsung
3. Fitbit
4. Garmin
5. Polar

# How To Sync Your Fitness Device

To sync your device data with PreventionCloud, your device should be connected to an app on your mobile device. For example, FitBit devices have the FitBit app on your phone. That FitBit app connects with the Health Kit app on iOS devices and Google Health Connect on Android devices. The data from your Health Kit app or Google Health Connect app will sync with the PreventionCloud app each time you open the app.



## Google (Android) – Google Health Connect

1. Open **PreventionCloud**, then Locate the "Health Connect" option in the menu. If the app is not installed, you will be prompted to install it.
2. Follow the link to the Play Store and install Health Connect. Once installed, open it to ensure the app is ready. Grant the necessary permissions.
3. Reopen **PreventionCloud** and select "Connect to Health Connect" again.
4. Health Connect will open to confirm permissions. Grant all required permissions.
5. Once permissions are granted, **PreventionCloud** will sync data with the app. Enjoy seamless data management and insights.
6. Open Google Fit. and grant the necessary permissions for Health Connect.
7. Allow the requested permission and see the connected screen. Once you have the Connected screen, you will able to see the list of applications you have given permission to on Health Connect.
8. Once you have Google Fit, Health Connect & Prevention Cloud all connected with each other you can log any data from Google Fit and you can see that data is synced with the **PreventionCloud** platform.



## Apple (iOS) – Health Kit

1. Download/Open the Health Kit App
2. If you are already using a third-party app, it will be automatically synced (if not, this can be completed in the Health Kit settings)
3. Download the **PreventionCloud** mobile app from the App Store
4. Click on the app icon from your home screen to open it
5. Log in using your username and password.  
Username: FIRST NAME + LAST NAME + Year of birth (JOHNSMITH1971)  
Password: DOB (mmddyyyy).
6. From your PreventionCloud app click "Health Kit"
7. Enable Sync
8. The app will sync with Health Kit every time you open it and push the data to **[www.PreventionCloud.com](http://www.PreventionCloud.com)**

# Devices And Apps You Can Sync To PreventionCloud

## COMPATIBLE DEVICES

- Apple Watch Series 3
- Amazfit
- LG Watch Sport
- Xiaomi Mi Band 2
- Misfit Ray
- Polar
- Wahoo Tickr X
- Garmin
- Misfit
- Withings
- Jawbone
- Samsung
- Fitbit
- Moov
- Sensoria
- Nokia

\*Although listed as compatible to the Android and IOS operating systems, some devices may require third party apps in order to migrate data from the device to Google Health Connect or Apple Health apps.

## GOOGLE HEALTH CONNECT (ANDROID) APPS

- Google Health Connect: Health and Fitness
- Calorie Counter – Asken Diet
- Lose it! – Calorie Counter
- Under Armour Record
- Workout training
- Runkeeper – GPS Track Run Walk
- Runtastic Running App: Run & Mileage Tracker
- Nike Run Club
- Fitwell- 30 Day Fitness Workout Diet Step Counter
- Runtastic Results
- Calm – Meditate, Sleep, Relax
- Calorie Counter – MyFitnessPal
- 8fit Workouts & Meal Planner
- Run with Map My Run
- Map My Fitness Workout Trainer
- Walk with Map My Walk
- BodySpace – Social Fitness
- Endomondo – Running & Walking
- Instant Heart Rate: HR Monitor & Pulse Checker
- Noom: Health & Weight
- Health Mate – Total Health Tracking
- Map My Ride GPS Cycling Riding
- Seven – 7 Minute Workout
- Progression Workout Tracker
- Weight Track Assistant
- Runtastic Steps
- PlexFit for Pebble
- SmartBand Talk SWR30
- Pedometer
- SmartBand 2 SWR12
- Magra – Weight Loss Coach
- Instant

## APPLE HEALTH (IOS) APPS

- Nike+ Run Club
- Human
- Garmin Connect Mobile
- Runtastic
- DailyBurn
- Carrot Fit
- Fjuul
- Dance Party
- Get Moving
- Map My Run
- PEAR Personal Coach
- Strava Running and Cycling
- Zova Personal Trainer
- Runkeeper
- Zombie, Run!
- Strava
- Lifesum
- Streaks
- Gymaholic
- MyFitnessPal
- Swing Tennis Tracker
- Pocket Yoga

**\*Any app or device that can be synced to Google Health Connect or Apple Health that is not listed can also be used**

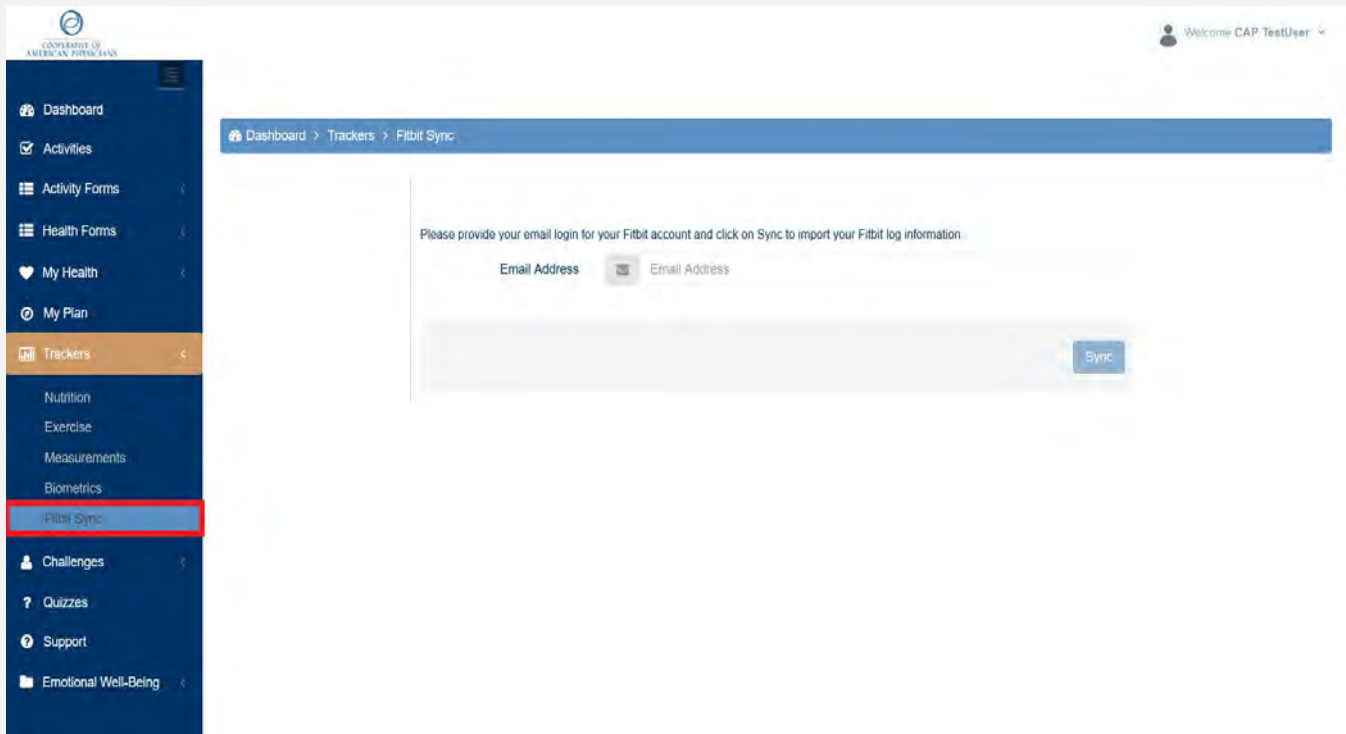
# How To Sync Your Fitbit

ESTIMATED TIME REQUIRED: 5 MINUTES OR LESS!



1. Log in to the **WELLNESS PORTAL**.
2. Click on **“TRACKERS”** from the left hand menu.
3. Click on **“FITBIT SYNC”** from the left hand menu.
4. Enter the email associated with your Fitbit and connect.
5. Enter your Fitbit account login information to complete the setup.

## PreventionCloud Fitbit Sync



# Manually Entering Steps

## Need to Manually Enter or Backdate Your Steps?

### Just follow the steps below:



- Log in to your **PreventionCloud** Account.
- Select **Trackers** from the menu on the left.
- Select **Exercise** from the sub-menu.
- Select **Walking, Running, Swimming, or Cycling**.
- **Click** on the date that you wish to enter your step count for.
- Select **Steps** from the row labeled **Distance**.
- **Enter** your step count for the date that you selected.
- Select **Log** to enter your **steps**.

Daily step tracking is encouraged; however, if daily entry is not possible, participants may add together their daily step counts for the week and enter the combined total under any single day within that week. Participants may also total their daily steps for the entire month and enter the combined amount under any one day of the month.

The screenshot shows the PreventionCloud interface. On the left is a navigation menu with 'Trackers' and 'Exercise' highlighted. The main area is titled 'Log Activities' and includes a 'Walking' section with fields for 'Start time', 'Duration', 'Distance' (set to 00 steps), and 'Calories'. A 'Log' button is highlighted. To the right is a calendar for January 2026, with the date 01-01-2026 highlighted in the top right corner. Below the calendar is a table showing activity history.

Date	Activity	Source	Steps	Miles	Duration	Calories	Action
01/22/2025	Running			3.11 miles			
01/07/2025	Walking			2.84 miles			

# Privacy Policy Information

## WHAT FEDERAL LAWS ARE FOLLOWED BY ZOMOHEALTH/PREVENTIONCLOUD?

- HIPAA Compliant
- GINA Compliant

## WHAT DOES THIS MEAN?

All individual health information collected and maintained by Prevention Cloud is kept 100% secure & private. No individual identifiable health information is shared with CAP or the Health Insurance Carrier. No family history is requested within the Health Risk Assessment. No individual identification is reported.

## WHAT IS SHARED WITH CAP?

Only de-identified aggregate reporting summarizing health information is given to CAP. Reports containing a compilation of health data (biometric information - blood pressure, triglycerides, glucose, etc) are provided to CAP, but all personal identifiers (ie. name, date of birth, etc.) have been removed.

These aggregate reports will in no way reveal or provide any individually identified health information. Data that is provided will not be associated with any specific user.



## MEDICAL DISABILITY

If it is reasonably difficult (due to a medical condition) for you to achieve the standards for the discount under this program (or it is medically inadvisable for you to attempt to meet the requirements of this program), please contact the CAP Benefits and Wellness Team, and they will work with you to develop another way to qualify for the discount.

# Support

**Our Support Team is happy to assist you!**

**1-877-506-5885**

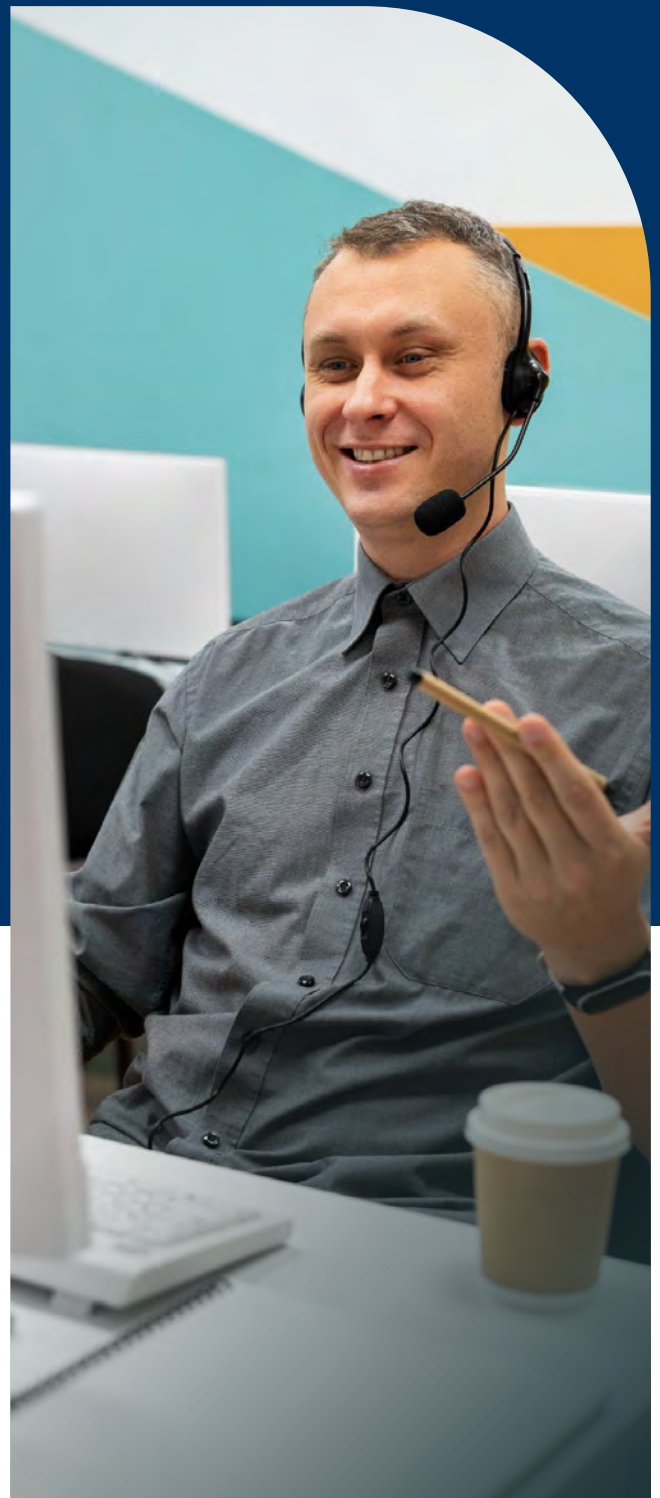
**[support@preventioncloud.com](mailto:support@preventioncloud.com)**

*We are available 9:00AM - 6:00PM EST, Monday-Friday. If you reach our voicemail or send us an email, we will get back to you as soon as possible within 1-3 business days.*

### **Troubleshooting Tips**

We pride ourselves on providing exceptional technology offerings, but sometimes software needs a quick refresh to run at its best. Here are some simple troubleshooting tips if you are experiencing any technical difficulties.

- Ensure you are using the most updated version of the operating system, browser, or app
- Clear your cache, browser history, and cookies
- Log out and log back in





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**Please contact [support@preventioncloud.com](mailto:support@preventioncloud.com)  
with any questions.**