



## Cash Election Help Guide

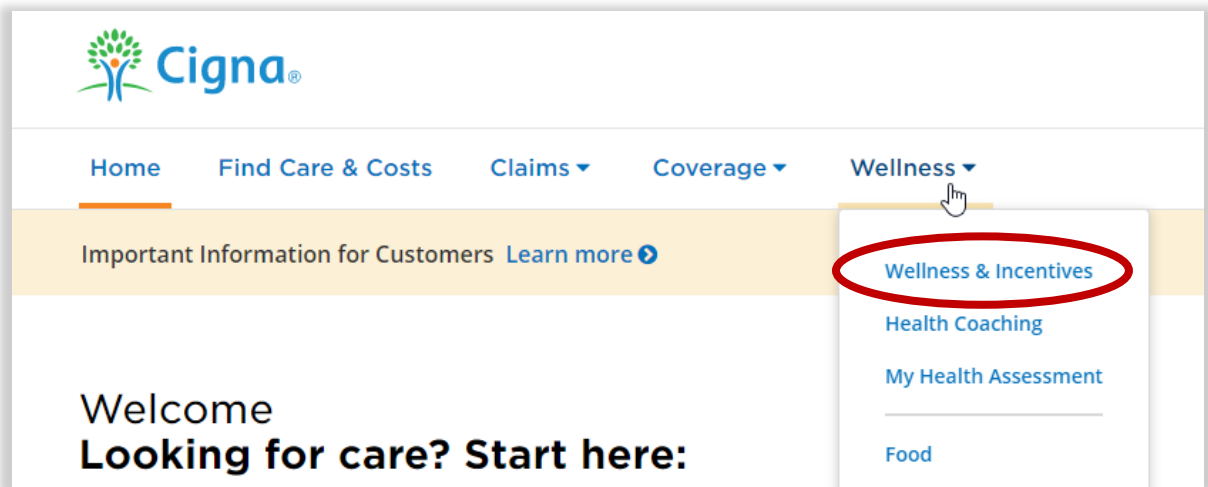
**Here are the 5 steps to follow if you prefer cash in your paycheck instead of reward points for Wellness Incentive Program activities.**

Please note:

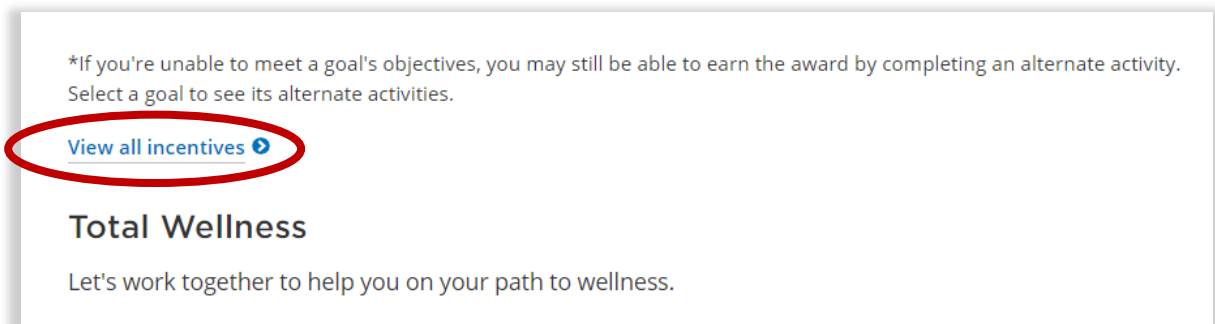
- Once you elect cash, it cannot be changed for this year.
- The election applies only to future rewards for the year and is not retroactive.
- Elect cash every year if desired since rewards reset to points at the beginning of each year.

### Steps to Elect Cash Instead of Reward Points

1. Log into [myCigna.com](https://myCigna.com).
2. Click on the **Wellness** drop-down menu and select **Wellness & Incentives**.



3. Scroll down the page and click **View all incentives**.



4. Scroll down and click **Self-Reported Activities** from the Available Incentives tab.



5. Select today's date from the drop-down menus, click the certify checkbox and click **Complete Goal**.

**Self Reported Activities**

**Cash Election. Once selected, cannot be changed. Future rewards only**

PLEASE NOTE: Please use this option to select the Cash Election only. As of the date you select when checking the certification box below, you are changing to cash election.

**Tell us more about your completed goal** **NOTE: Choosing cash is the goal**

To report a health goal, simply choose the date of the activity, check the certification box and submit. Note- you must be logged in to your own myCigna account. You cannot report on behalf of another person.

I completed this goal on:

Month	Day	Year
January	19	2022

I certify that I've completed this goal on the date provided.

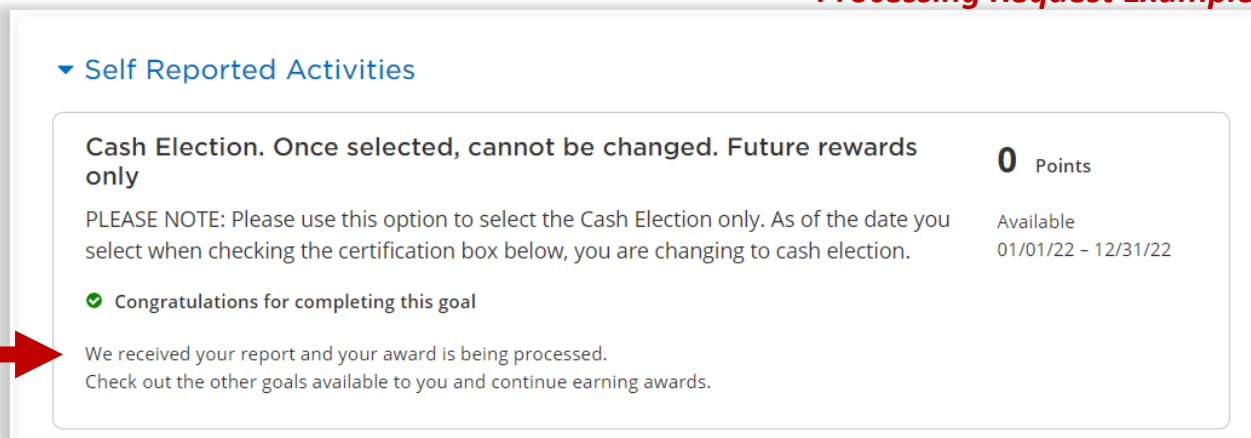
NOTE: Please allow up to 24 hours for this goal to show as completed.

**Complete Goal**

## Cash Election Confirmation

After clicking **Complete Goal**, you will see a screenshot saying your request is **being processed**.

### Processing Request Example



▼ Self Reported Activities

**Cash Election. Once selected, cannot be changed. Future rewards only** **0** Points

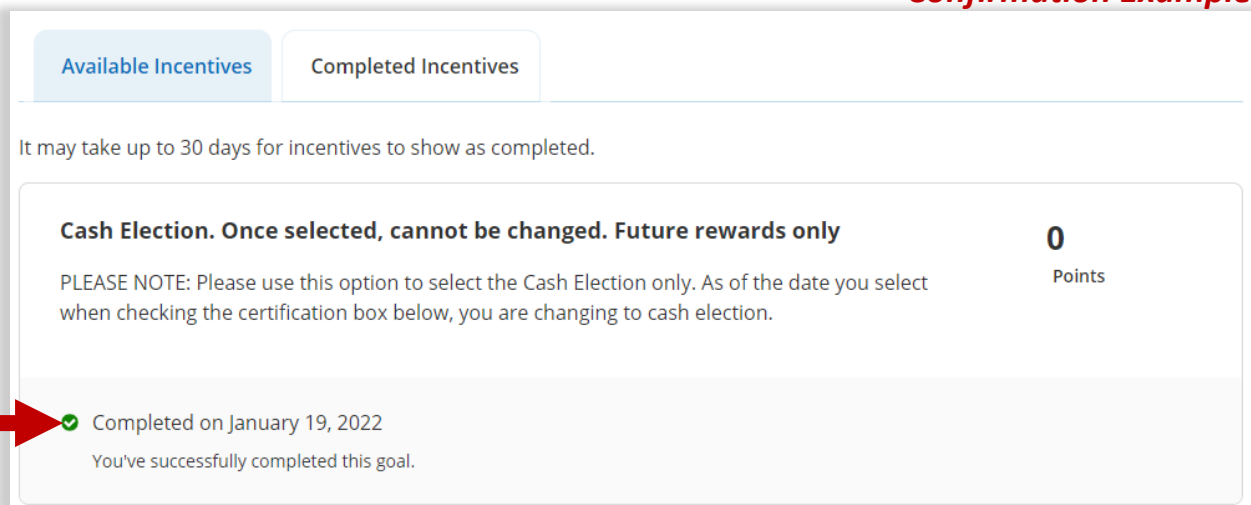
PLEASE NOTE: Please use this option to select the Cash Election only. As of the date you select when checking the certification box below, you are changing to cash election. Available 01/01/22 - 12/31/22

✔ Congratulations for completing this goal

We received your report and your award is being processed.  
Check out the other goals available to you and continue earning awards.

It usually takes 24 hours for your request to be processed. To view your **confirmation**, log into [myCigna.com](https://myCigna.com), click on the **Wellness** drop-down menu and select **Wellness & Incentives**, scroll down to select **View all incentives**, and check that Cash Election is listed under the **Completed Incentives** tab with the date you selected.

### Confirmation Example



Available Incentives **Completed Incentives**

It may take up to 30 days for incentives to show as completed.

**Cash Election. Once selected, cannot be changed. Future rewards only** **0** Points

PLEASE NOTE: Please use this option to select the Cash Election only. As of the date you select when checking the certification box below, you are changing to cash election.

✔ Completed on January 19, 2022  
You've successfully completed this goal.

## Pinellas County Wellness Incentive Program

[www.pinellascounty.org/hr/incentive](https://www.pinellascounty.org/hr/incentive)



Human Resources  
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