

## Centre Members,

We appreciate your patience as everyone works through these last minutes changes. At the end of last week we were notified by our insurance reimbursement vendor that these steps needed to be taken.

The change required by our vendor means members must verify or enter their insurance. The benefit means you will have access to your attendance records, deposit information, and ability to update account and insurance information to ensure reimbursements are not disrupted.

Since this is a third party vendor, any personal information (phone, address, etc) will need to be updated both in this software as well as with us at the Centre.

**Email Addressess** Keep in mind, each person has to have their own individual email address. This means for two adults on one membership, each must use a unique email address.

**Barcode** If you are signing up as a new participant, when it asks for a barcode, enter your Centre Member keytag number.

Any members with SilverSneakers or Silver and Fit do NOT need to go through the following steps.

## Important Message Regarding Insurance Fitness Reimbursements

**This message applies to any Centre Members who are eligible for fitness reimbursements from the following insurance providers:**

- PreferredOne
- HealthPartners
- Medica
- Blue Cross Blue Shield of Minnesota
- Blue Cross Blue Shield of North Dakota
- Blue Cross Blue Shield of Wyoming
- Fargo Public Schools
- Regency Managed Properties
- Sanford Health Plan
- Sioux Falls School District
- South Country Health Alliance
- UCare

**We apologize for the short notice but we need you to take action by Tuesday, January 31, 2017 to avoid any delays in your reimbursements.**

## Current Participants:

We need all current participants (any current or existing paid member of a fitness facility that was already receiving fitness reimbursements) in the fitness reimbursement programs to go online to the Fitness Reimbursement portal by Tuesday, January 31, 2017.

1. Go to [NIHCarewards.org](http://NIHCarewards.org)
2. Go to **MEMBERS Options**
3. Click **Verify Member Information**
4. Select your **2016 Insurance Company**



5. Enter Club name: New Richmond Area Centre
6. Enter your Date of Birth and your Insurance Subscriber ID# (use your **2016** ID#s) and your current email address.
7. You will receive a verification code that will be sent to the email you entered; you will have 10 minutes to enter the verification code back into the system so that you can gain access. \*If you receive a message that your information does not match up you can try entering your information again or enroll as a new member (see New Participants below).
8. Verify existing information and fill in **ALL** the blanks with any **updated** information (insurance type, insurance subscriber ID, banking, monthly membership dues, etc).
9. You will receive a thank you after your information has been verified.
10. If you do **NOT** update your information and you have not completed your program requirements (workouts/check-ins, Health Assessment, etc) you will **NOT** receive your reimbursement. **If your records are not updated by January 31, 2017, there may be a delay in reimbursements.**
11. Always be sure to update and edit your profile with any changes that are pertinent to your insurance reimbursement. (This will be available in March)

**If you have any further questions, please contact us at 715-246-2252.**

## New Participants:

We need all **new participants** in the fitness reimbursement programs to go online to the Fitness Reimbursement portal by Tuesday, January 31, 2017.

1. Go to **NIHCarewards.org**
2. Go to **MEMBERS Options**
3. Click **First Time Enrollment** (\*You must meet all requirements and be a paid member)
4. Select your Insurance Company
5. Enter your Insurance Group Number. (Blue Cross Blue Shield of MN participants skip this step.)
6. Enter Zip Code: 54017 to find New Richmond Area Centre
7. Click **Enroll Online**
8. Please read your insurance information before enrolling in Fitness Discounts.
9. You will need to fill in the blanks for Member Enrollment and click Submit.
10. If you do **NOT** update your information (insurance subscriber ID, Group ID, Dependent ID, banking information, etc) and you have not completed your program requirements (workouts/check-ins, Health Assessment, etc) you will **NOT** receive your reimbursement.
11. Please continue to log back into **NIHCarewards.org**. Once you have set-up your account, go into Already Enrolled for your workout and reimbursement history. Always be sure to update and edit your profile with any changes that are pertinent to your insurance reimbursement. (This will be available in March.)

**If you have any questions, please contact us at 715-246-2252.**

