



**Help your employees  
get active.**

Equipping employer administrators with tools and support to get UnitedHealthcare Motion® rolling.

**United  
Healthcare**

# Program overview.

Motion supports a healthier lifestyle by giving employees an opportunity to earn incentives for out-of-pocket medical expenses. It works with a wearable activity device and a mobile app.

## Getting started.

- Employees receive a welcome message that highlights the program’s potential advantages and encourages them to register and begin their journey. If we have your employees’ email addresses, we send them an email. If we don’t, we can provide a welcome letter template for you to distribute to all eligible employees.
- Eligible employees and covered spouses create individual accounts at [unitedhealthcaremotion.com](https://unitedhealthcaremotion.com) and select an activity device or use their own. They can also install the Motion app.
- As applicable, devices are sent to employees’ home addresses.
- Employees link their activity device to their accounts.
- They start completing eligible activities, which are synced from their device to their online accounts.

## Using the activity tracker and syncing activities.

Employees wear their activity device to meet the daily Frequency, Intensity and Tenacity (FIT) goals. There is also a participation goal. Their device records their activities and goal achievements and will sync with their online accounts.

Employees can find instructions on syncing their device in the Motion app menu or in the applicable device setup guide on the Motion website.

## Tracking participation, progress and earnings.



**Reports**—Keep tabs on the group by logging in to [unitedhealthcaremotion.com](https://unitedhealthcaremotion.com) as an admin (not your personal login credentials). Your administrator credentials are found in the welcome email from the Motion team. Once logged in, you’ll find **Reports** in your menu. That’s where you can see how many in your group have signed up. Later, you can access activity reports there, too.



**Rankings**—Users may find the rankings information motivating and want to see how their progress compares to others. As program administrator, you need to turn on a feature to allow your company’s screen names to be visible. Simply log in as an administrator and go to **Settings** to enable screen names by checking the box. Your employees will be able to view up to 25 rankings.



**Dashboards**—Employees can get real-time feedback on their progress with the Motion app on their smartphones (or by logging in to [unitedhealthcaremotion.com](https://unitedhealthcaremotion.com) on their computers). Daily and monthly dashboards show their individual goal achievements, earnings total and progress. There are even personal trophy cases with earned badges.



**Activity devices**—The activity devices enable employees to check on the day’s progress toward daily goals.



**Email**—The Motion team sends regular FIT goal achievement summaries via email. These emails may help employees stay engaged.

# FIT and participation goals.

The program includes daily FIT and participation goals. The amount earned is dependent on the plan offered.

	Daily Goals	Potential Benefits
	<b>Frequency</b> Six brief walks over the course of a day, at least an hour apart. (For each walk, need 300 steps within 5 minutes.)	Reduces risk factors for metabolic and cardiac health conditions.
	<b>Intensity</b> One brisk walk of 3,000 steps within 30 minutes or 30 minutes performing other eligible activities.	Reduces risk factors for cardiovascular, metabolic, bone and mental health conditions, as well as cancer.
	<b>Tenacity</b> At least 10,000 steps in a day. (The activity devices will reset at midnight local time.)	Increases energy expenditures and can help manage weight.
	<b>Participation</b> 2,500+ steps per day with no FIT rewards.	Encourages those who do not regularly hit their FIT goals to continue being active.

## Motion may go beyond earning for medical expenses.

- It is designed to be easy.** Walking and other physical activities may improve mood, increase focus and reduce risk of disease.
- It may help build culture.** Being active with others can help strengthen connections and promote a cohesive work environment.
- It may help manage costs.** The more goals your employees achieve, the better chance your company may save money.



# Launch checklist.

Helpful tips to get started.

## ✓ Learn all about the program.

Familiarize yourself with the goals, rewards and dashboards so you can answer employees' questions.

## ✓ Introduce the program to enrollees.

If we have your employees' email addresses, we will send them an email. If we don't, we can provide a welcome letter template for you to distribute to all eligible employees. It's best if you can have a meeting to help employees fully understand the value of the program. (This is a fun job—people love getting the activity devices with the opportunity to earn incentives.)

## ✓ Email employees.

Send an email to help encourage employees to take advantage of the Motion program. Go to the menu when logged in as an administrator and look for **Materials** under **Resources** for an email template, video and promotional poster. Let employees know how rewarding participating in Motion may be.

## ✓ Get people motivated to move.

- Hang the promotional materials.
- Enable Rankings to show screen names (log in to the Motion website with your administrator credentials and go to **Settings**).
- Encourage company leaders to show support.

# Promoting the program.

Ways to help engage employees and create lasting success.

## Recruit program ambassadors.

Ask a few influential employees to boost excitement around Motion. Request your Chief Executive Officer or president communicate their support for the program. Enlist the leadership team to encourage walking meetings. It may increase morale and allow for better workplace connectedness.

## Keep the program visible.

Use your reports of company-wide statistics (like total company steps) to share progress and achievements. Remember, you can go to the menu when logged in on the Motion website as an administrator and find helpful resources.

## Make it social.

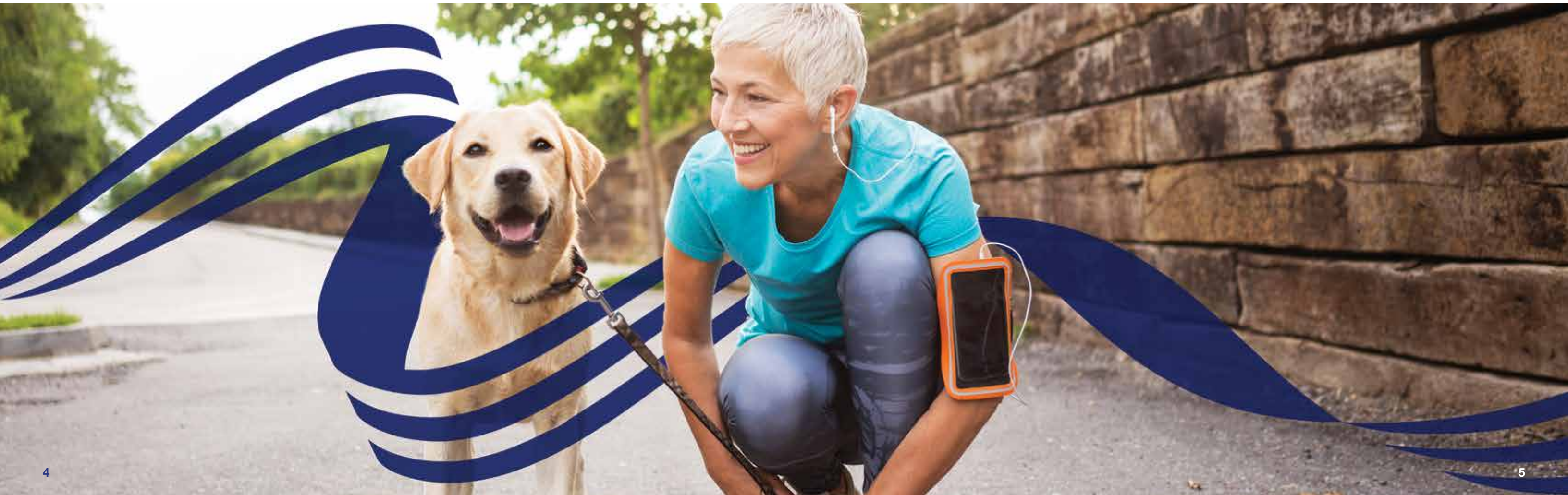
Invite colleagues to join you for walks and encourage the formation of small groups. Team activities may help build camaraderie and strengthen relationships.

## Create team challenges.

Be sure to enable screen names for the Rankings (in administrator **Settings**). Create team challenges and reward participants for hitting certain benchmarks or for being at the top of the Rankings for a designated number of days each month. Consider launching a challenge 4–5 months into the program.

## Share a map.

Visit [unitedhealthcaremotion.com](http://unitedhealthcaremotion.com) to see available 10,000-step walking routes. Or, create your own simple map of the building, grounds or local area—showing distance, time and approximate step count. Distribute the maps to enrolled employees to help them plan their physical activity.



# Earnings.

**Accruing earnings**—For every goal achieved each day, employees accrue earnings. They can see the amounts they've earned on their individual dashboards. Each employee has the ability to earn accumulated incentives per year by achieving FIT and participation goals.

**Walk-It-Off option**—For Apple® devices, employees can elect to walk off the cost of the device over a 6.5-month time period. When they set up their online account, eligible employees can elect this option and initially pay for shipping/handling, the administrative fee and taxes. Rewards earned in the Walk-It-Off payment option will be applied monthly to employees' balance due on the device. If there is a balance due after 6.5 months, the remaining amount will be applied to the credit card on file.

**Registration credit**—A registration credit of \$55 may be applied to purchased devices or taken as a reward if employees use their own Motion-compatible device.<sup>1</sup>

**Renewal credit**—Upon your renewal date, a \$55 credit will be loaded into the Motion account of registered employees. They will have 120 days to claim the credit and up to a year from the renewal date to use the credit toward the purchase of a new device.

**Covered spouses**—If Motion is made available for spouses, their eligibility is determined by the employee's eligibility. Spouse rewards are transferred to the employee's reward account unless they elect to receive their reimbursement separately.

## Earnings distribution.

### If Motion rewards are distributed into an HSA:

**Once each calendar quarter, employees' earnings are transferred to their HSAs.<sup>2</sup>**

**Earnings distribution:** Think of the quarterly transfers as distributions.

Employees must open an HSA for their rewards to be distributed. If your organization's HSAs are with Optum Bank®, Motion will make deposits into a designated employee account for up to a full calendar year. If an employee does not set up an account by the end of a calendar year, 1 more attempt will be made mid-February of the following calendar year; otherwise, the employee forfeits that money. In addition, Optum Bank will send employees 2 reminders over the course of the calendar year to encourage them to open their bank account.

Employees of employer groups who elect to use another financial institution (entity must accept member-level direct deposit) and do not have their account number or the institution's routing number are not able to receive earned rewards until the Motion website is updated. The Motion program will also generate an email to fully insured employees reminding them to enter their routing and HSA numbers on the Motion website.

#### **Prepaid debit card option:**

Employees with an HSA have the option of receiving of their rewards on a prepaid debit card. They are prompted during Motion registration to choose their preferred type of deposit. The debit card can be used for qualified expenses other than health care.<sup>3</sup>

#### **For self-funded employers:**

If your health plan is self-funded, your employee rewards are paid by your organization. If your organization's HSAs are with Optum Bank, it will send you a quarterly report with the itemization of the rewards your employees earned. You may forward payment to Optum Bank, which will then be able to disperse the rewards to your employees' HSAs.

If your HSAs are with another financial institution, UnitedHealthcare will send you a quarterly file informing you of the amount of earned rewards so that you may pay your bank to disperse the funds to your employees' HSAs.

### Important note about HSA limits:

- Like all tax-deferred accounts, HSAs have funding limits set by the Internal Revenue Service. We encourage all program participants to monitor, and potentially adjust, their contributions to stay within the annual funding limits.
- Another limit is the wellness incentive maximum. The Health Insurance Portability and Accountability Act (HIPAA) rules limit the amount of wellness incentives that may be applied to an employee's health plan to 30% of the total cost of coverage.

### If Motion rewards are distributed into an HRA:

**Once each calendar quarter, employees' earnings are transferred to their HRAs.<sup>2</sup>**

**Earnings distribution:** Once funds have been transferred, employees are reimbursed for qualifying out-of-pocket (OOP) expenses they've incurred. If an employee's total OOP expense is less than their earnings at the year's end, up to \$500 will roll over for use in the next calendar year. For more information about the reimbursement process, employees can call the number on their health plan ID card.

### Important note about HRA limits:

- If members have remaining HRA balances at the end of the plan year, they can carry over some of that balance for use in the next year. Individuals can carry over up to \$500 and families up to \$1,000.
- Another limit is the wellness incentive maximum. HIPAA rules limit the amount of wellness incentives that may be applied to an employee's health plan to 30% of the total cost of coverage.



**Ready. Set. Get in Motion.**

**Call: 1-855-256-8669 | Email: [unitedhealthcaremotion@uhc.com](mailto:unitedhealthcaremotion@uhc.com)**

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<sup>1</sup> A registration credit may apply to eligible members in the first year. After the second-year renewal, a device renewal credit may be available for eligible members who choose to update their device.

<sup>2</sup> Rewards earned from eligible members in the Walk-It-Off payment option will be applied monthly to outstanding device balance.

<sup>3</sup> Receiving a reward card may have tax implications. You should consult an appropriate tax professional to determine whether you have any tax obligations from receiving this card under the program.

UnitedHealthcare Motion is a voluntary program. The information provided is for general informational purposes only and is not intended to be nor should be construed as medical advice. You should consult an appropriate health care professional before beginning any exercise program and/or to determine what may be right for you. Receiving an activity tracker and/or certain credits and/or purchasing an activity tracker with earnings may have tax implications. You should consult an appropriate tax professional to determine if you have any tax obligations under this program, as applicable. If any fraudulent activity is detected (e.g., misrepresented physical activity), you may be suspended and/or terminated from the program. If you are unable to meet a standard related to health factor to receive a reward under this program, you might qualify for an opportunity to receive the reward by different means. You may call us toll-free at 1-855-256-8669 or at the number on your health plan ID card, and we will work with you (and, if necessary, your doctor) to find another way for you to earn the same reward. Rewards may be limited due to incentive limits under applicable law. Subject to HSA eligibility, as applicable.

Employers are responsible for ensuring that any wellness programs they offer to their employees comply with applicable state and/or federal law, including, but not limited to, GINA, ADA and HIPAA wellness regulations, which in many circumstances contain maximum incentive threshold limits for all wellness programs combined that are generally limited to 30% of the cost of self-only coverage of the lowest-cost plan and prohibitions on incentives to dependent children, as well as obligations for employers to provide certain notices to their employees. Employers should discuss these issues with their own legal counsel.

Insurance coverage provided by or through UnitedHealthcare Insurance Company or its affiliates.

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