

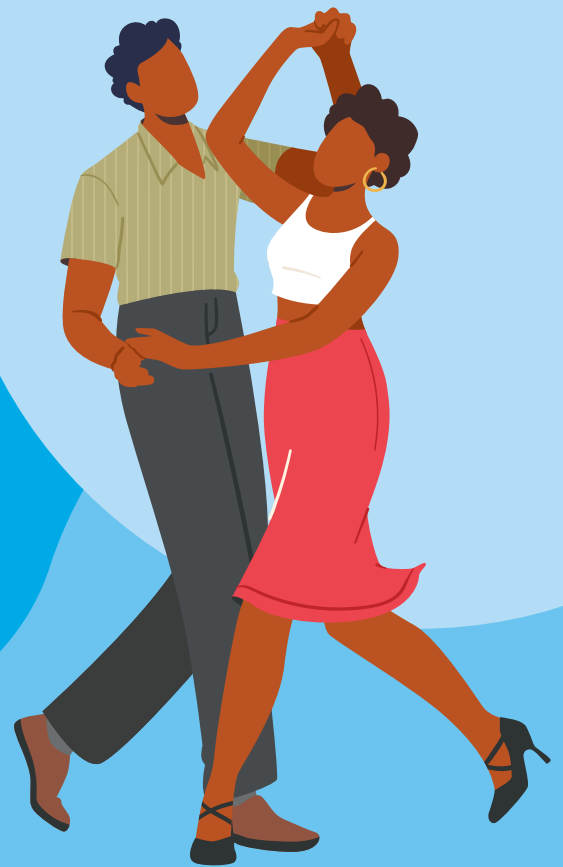
2023 LIVEWELL GUIDE

Take your wellbeing to the next level

Starting May 1, you and your eligible spouse can sign up for the LiveWell program and start completing steps to earn a medical premium discount.

TOP 3 REASONS TO PARTICIPATE

- 1 Cintas medical premium discounts — save up to \$30 per week
.....
- 2 Personal information to help you understand any potential health risks
.....
- 3 No-cost resources to help you develop healthier habits



All full-time, non-union partners, even those not enrolled in a Cintas medical plan, can participate in the LiveWell Program. Additionally, spouses enrolled in a Cintas medical plan are eligible to participate. Part-time partners, partners covered by a collective bargaining agreement and temporary partners are not eligible to participate.

Partners hired on or after July 15, 2023, as well as spouses added to Cintas medical coverage on or after July 15, 2023, will automatically receive the LiveWell premium discount for 2024.

Now with single sign-on to Virgin Pulse available to partners on PartnerConnect, it's never been easier to get started with the LiveWell Program.

3 WAYS TO ACCESS VIRGIN PULSE

1. **(Partners only)** Log into **PartnerConnect** and click on the **Virgin Pulse** tile located at the top of the page or select **Virgin Pulse** under the **Quick Actions** links to be automatically signed in.
2. **(Partners/Spouses)** Go to **member.virginpulse.com** and enter your username and password.
3. **(Partners/Spouses)** Open the **Virgin Pulse app** and log in.

NEW TO VIRGIN PULSE?

- Go to join.virginpulse.com/cintas and enter basic personal information to create your account.
- Download the **Virgin Pulse app** and select **Create Account**. Enter **Cintas Corporation** as the name of the organization sponsoring your enrollment, then enter basic personal information to create your account.
- Sign in through **PartnerConnect**.

When creating an account, be sure you and/or your eligible spouse enter information that matches what is currently on file with Cintas for your benefits. For example, do not use nicknames and check that names are spelled correctly.

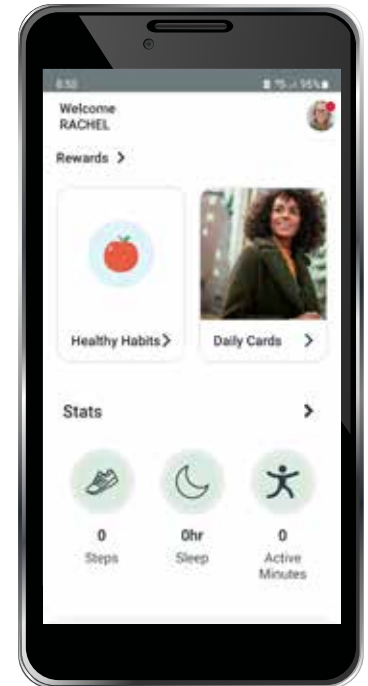
WEBSITE



APP



PARTNERCONNECT



COMPLETE 2 STEPS TO SAVE UP TO \$30 ON MEDICAL PREMIUMS

STEP 1 Biometric Screening

Find out your important health numbers and identify potential health risks.

STEP 2 Health Assessment

Get to know more about your overall wellbeing.



WEEKLY PREMIUM DISCOUNTS

You and/or your eligible spouse must be enrolled in a Cintas medical plan for 2024 to receive the premium discounts shown below.

ACTIONS TO COMPLETE BY AUGUST 18, 2023	PARTNER ONLY	ELIGIBLE SPOUSE ONLY	PARTNER AND ELIGIBLE SPOUSE
STEP 1: Biometric Screening	\$10	\$10	\$20
MUST COMPLETE STEP 1 TO GET THE DISCOUNT FOR STEP 2:			
STEP 2: Health Assessment	\$5	\$5	\$10
Total discount if both steps are complete*	\$15	\$15	\$30

Both the Biometric Screening and the Health Assessment must be completed to receive the full weekly premium discount in 2024. If you only complete the Biometric Screening, you will receive a \$10/week premium discount in 2024. If you only complete the Health Assessment, you will receive **no premium discount in 2024.*

NOT ENROLLED IN CINTAS MEDICAL COVERAGE?

You should still participate! Why? You'll learn about your current health status and any potential risks. Plus, if you elect Cintas medical coverage at a later date through a qualifying status change or during 2024 Annual Open Enrollment, you will be eligible to receive the discount.

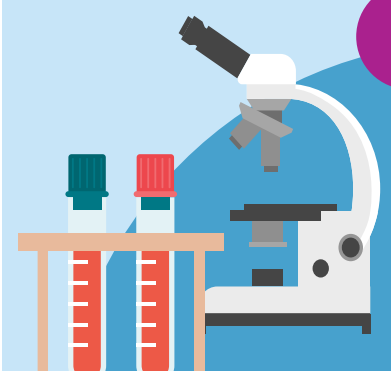
WHAT TO EXPECT

A **Biometric Screening** is a simple lab test that can determine your current numbers for key health indicators — such as blood pressure, cholesterol and glucose levels — and it compares your results against recommended targets.

Following the Biometric Screening, you and your eligible spouse will receive your MyTest Profile that includes your lab results, along with valuable information about the tests performed. A Virgin Pulse Coach will call you to discuss your results and point you to helpful resources available through Virgin Pulse. **Note:** Talking with a Virgin Pulse Coach is not required to earn your premium discount. If you do talk to a Coach, your conversation is completely confidential.

A **Health Assessment** is a brief online survey where you answer basic questions about your health. It generally just takes 10 minutes to complete.

Both the Biometric Screening and the Health Assessment are confidential. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) prohibits Virgin Pulse or Quest (Biometric Screening vendor) from sharing your individual data with anyone — including Cintas and your insurance provider.



STEP 1 BIOMETRIC SCREENING: 3 WAYS TO COMPLETE

Choose the option that works best for you and complete your screening by the deadline listed below under the option you select to earn your LiveWell premium discount.

ATTEND AN ONSITE EVENT (AT A CINTAS LOCATION)*

OR

VISIT A QUEST DIAGNOSTICS® PATIENT SERVICE CENTER

OR

USE YOUR OWN PHYSICIAN AND SUBMIT A PHYSICIAN RESULTS FORM

Onsite events will be held from **June 5 to August 4, 2023**.

IMPORTANT: If you'd like to attend, you **must schedule your appointment at least 14 days before the onsite event** so be sure to plan ahead!

There are more than 2,000 Patient Service Centers located across the country.

To earn your LiveWell premium discount, schedule your visit between **May 1 and August 18, 2023**.

IMPORTANT: To schedule with Quest, go through Virgin Pulse and follow the steps shown on page 7. If you schedule directly with Quest, you may be responsible for the full charges.

You can have your doctor complete a Physician Results Form for lab work done on or after **January 1, 2023**.

IMPORTANT: We recommend that you complete your lab work by **August 1, 2023** to allow enough time to have the results sent to your doctor, so your doctor can complete the Physician Results Form and you can fax or upload the form to Virgin Pulse/Quest by **August 18, 2023**. Physician Results Forms received after August 18, 2023 will **not** be accepted.

Don't have a physician?

You can search for an in-network doctor on **anthem.com**.

**Not all Cintas locations have onsite appointments available. Ask your HR Manager whether your location will host an onsite event. Onsite appointments are only for Cintas partners. Spouses cannot attend an onsite event at a Cintas location.*

WHO IS QUEST DIAGNOSTICS®?

Quest Diagnostics is the Virgin Pulse lab partner that manages the biometric screening process. After logging in to Virgin Pulse, you will be directed to the Quest site to select your Biometric Screening option and schedule your appointment.

Be sure to access Quest through your Virgin Pulse account. If you schedule directly with Quest, you may be responsible for the full charges and may not be eligible to receive the LiveWell discount.

WHAT TO EXPECT BEFORE AND AFTER YOUR BIOMETRIC SCREENING

BEFORE: No matter which option you choose, be sure to fast (no food or drink other than water) for 9-12 hours prior to your Biometric Screening. Take any regularly scheduled medications as usual.

AFTER : If you complete your screening at an onsite event or through a Patient Service Center, you'll receive an email directly from Quest when your results are available. Most results are available within three to five business days of completion but it can take up to 10 business days. Once available, you will see some of your results when you log into the Virgin Pulse site (from **Home** page, click **Stats**). To see your full results, click **Benefits > Biometric Screenings > Quest**.

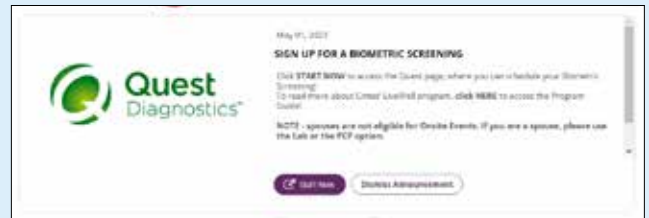
No matter which screening option you choose, you'll receive a phone call from a Virgin Pulse Coach, who can walk through your results and point you to helpful resources. Your conversation is completely confidential.



HOW TO SIGN UP FOR A BIOMETRIC SCREENING, ALL OPTIONS

- First, if you haven't already done so, enroll in Virgin Pulse by following the steps on page 2.** To choose your Biometric Screening option, sign in to member.virginpulse.com or the Virgin Pulse app and click the **START NOW** button on the first "daily card" you see on the home page.

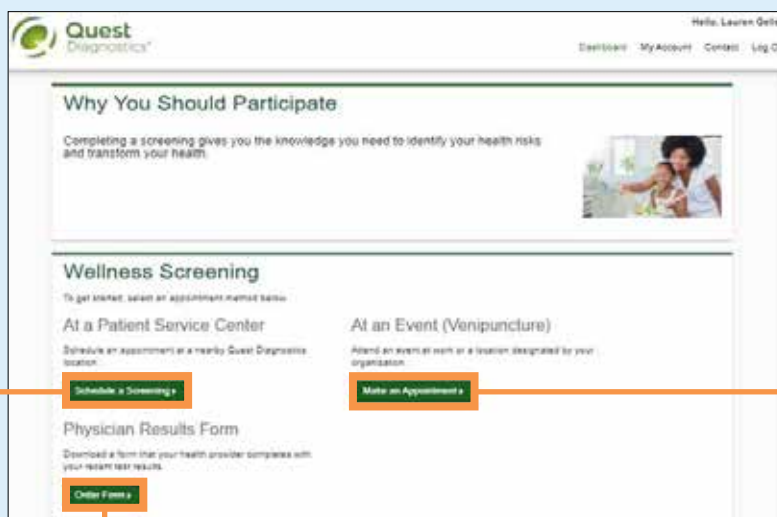
You'll be directed to the Quest site.



- Next, you'll need to register with Quest.** If you completed a screening last year, you can skip to the next step.

- Accept the Terms & Conditions.
- Click **Accept & Continue**.
- Verify/complete your personal information. Most fields will be pre-populated for you.
 - Note:** You **MUST** enter an email address.
- Click **Submit** to confirm your registration.

- Choose your screening option:**



Click here if you want to visit a Patient Service Center. See page 7 for what to do next.

Click here if you want to attend an onsite event. Check with your local HR Manager to confirm if your location is holding an onsite event before choosing this option. See page 6 for what to do next.

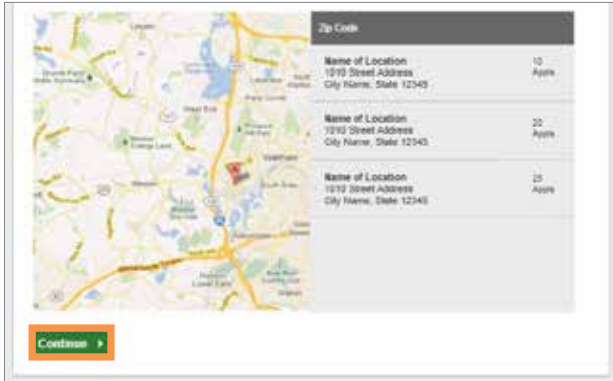
If you choose to use your own doctor, click here to download the Physician Results Form. See page 8 for what to do next.



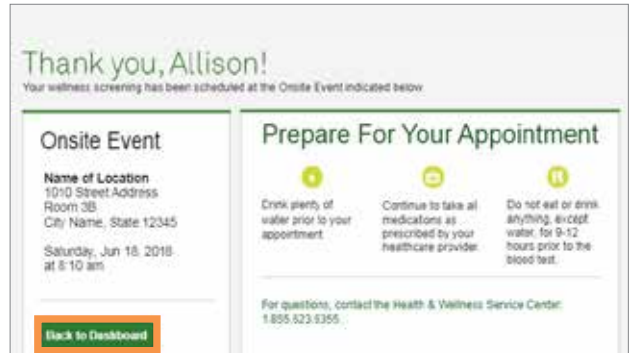
IF YOU CHOOSE AN ONSITE BIOMETRIC SCREENING

You must schedule your appointment at least 14 days before the onsite event so be sure to plan ahead! Onsite events are available June 5 to August 4, 2023. Check with your local HR Manager for dates for your location. Instructions for scheduling are shown below.

- 1 Select an available onsite event location and click **Continue**.

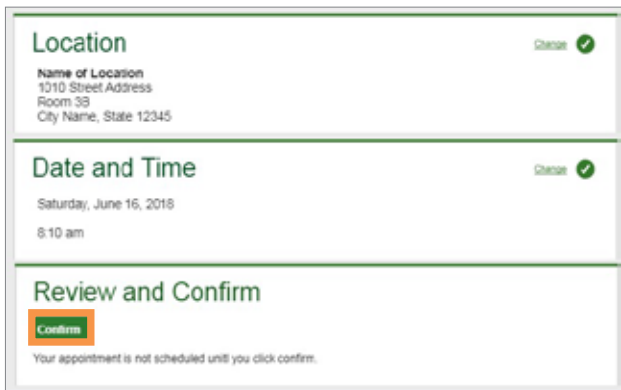


- 3 Once your appointment is scheduled, you will see the Confirmation screen. Click **Back to Dashboard**.

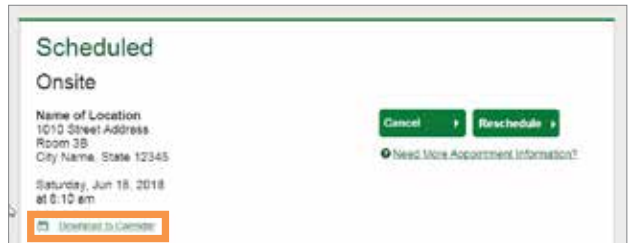


- 2 Select from available screening dates and times and click **Continue**. Verify all appointment details are accurate and click **Confirm**.

Only Cintas partners can make onsite appointments. If both you and your spouse work at Cintas, be sure you both select "Employee" when making an appointment. Spouses who are not Cintas partners cannot participate at an onsite event.



Here you can see your scheduled appointment. Click **Download to Calendar** to add the appointment to your calendar. If needed, you can also **Cancel** or **Reschedule** your appointment from this screen.





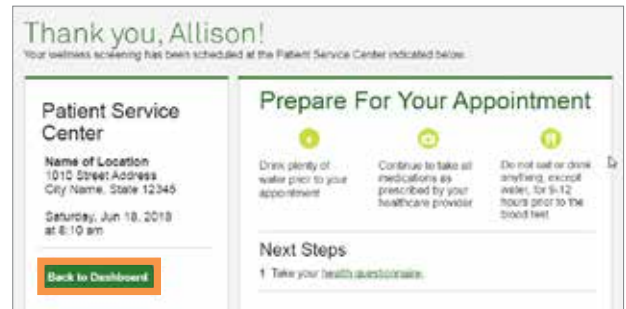
IF YOU CHOOSE A LOCAL QUEST DIAGNOSTICS® PATIENT SERVICE CENTER

To schedule your appointment with Quest, you must go through the Virgin Pulse site as outlined in the checklist found on page 5 and then follow the instructions shown below. If you schedule directly with Quest, you may be responsible for the full charges and your results may not be accepted. The deadline to complete your screening at a local Patient Service Center is August 18, 2023.

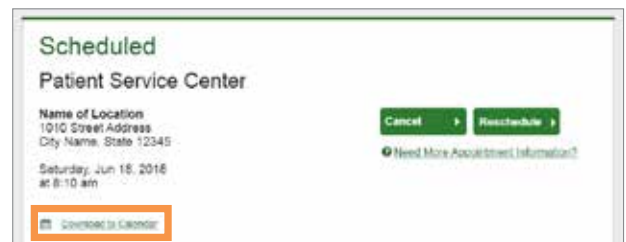
1 Enter your ZIP code, choose from available Patient Service Center locations and click **Continue**.



4 Once your appointment is scheduled, you will see the Confirmation screen. Click **Back to Dashboard**.

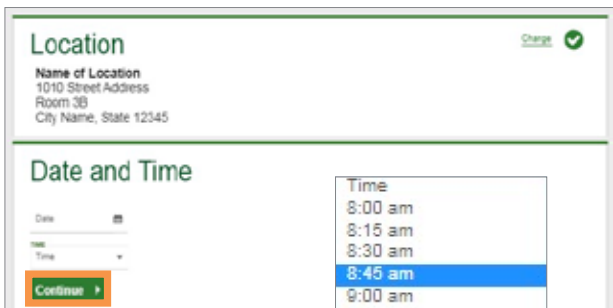


Here you can see your scheduled appointment. Click **Download to Calendar** to add the appointment to your calendar. If needed, you can also **Cancel** or **Reschedule** your appointment from this screen.

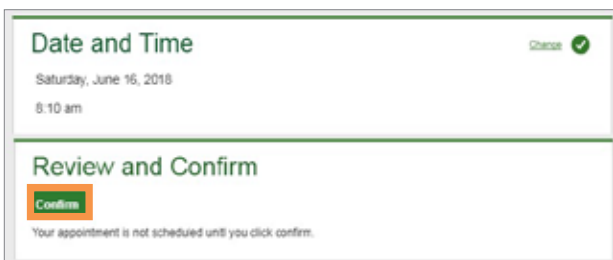


There's no need to show your insurance card at your visit as it will be billed directly to Virgin Pulse.

2 Select a preferred **Date** and **Time** from those available and click **Continue**.



3 Verify all appointment details are accurate and click **Confirm**.





IF YOU CHOOSE TO USE YOUR OWN DOCTOR

When making your appointment with your doctor, be sure to schedule a “preventive” visit so the charge for your screening is covered under the Cintas LiveWell program. Otherwise, you may be responsible for the charges. We recommend that you complete your lab work by **August 1, 2023** to allow enough time to have the results sent to your doctor, so your doctor can complete the Physician Results Form and you can fax or upload the form to Virgin Pulse/Quest by **August 18, 2023**. Instructions for how to report your biometric screening results via a Physician Results Form are shown below.

- 1 On the confirmation page, click **Download Form** and print your pre-populated form.

Verify all of your pre-populated information is accurate and take it with you to your appointment so your doctor can complete it.



- 3 Once you upload your form, you will arrive at the screen below. In the **Input your results** section, validate your form by entering the measures shown on your form. Click **Submit**.

Note: You’ll receive an email notification whether your form has been processed or rejected for any reason.

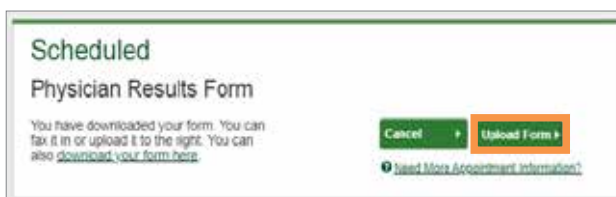


- 2 After your doctor completes the form using your recent lab results (between January 1 and August 1, 2023), make sure the form is completed in full.

Once you’ve verified that all information is included, choose one of the options below to send your completed Physician Results Form to Quest:

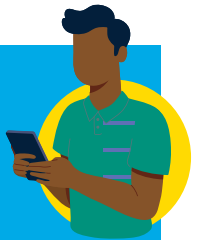
- **Fax your form** to the number shown on the form.
- **Upload it electronically to the Quest site:** From the dashboard page, click **Upload Form** and browse your computer for your completed **Physician Results Form**.

Make sure the form is completed in full, including the participant’s signature, test dates, test results and physician’s signature.



NEED HELP SCHEDULING?

Call Virgin Pulse at **888.671.9395** or use the chat feature on the Virgin Pulse site.



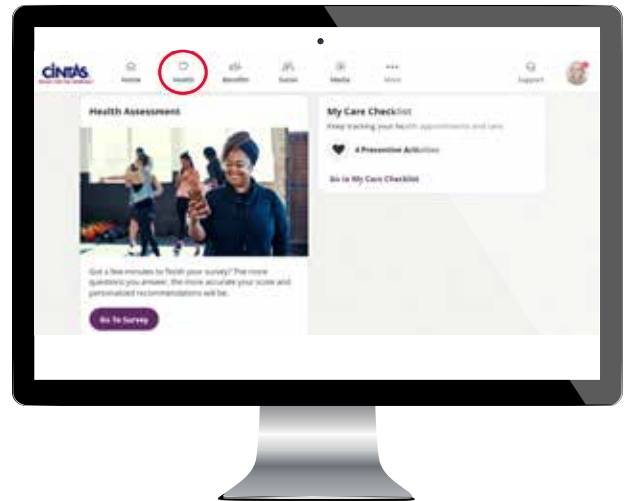
NEED TO CHANGE OR CANCEL YOUR SCREENING?

Sign in to member.virginpulse.com or the Virgin Pulse app, and navigate to Quest like you did to set up your appointment. After you are directed to the Quest site, you’ll see your scheduled appointment and can use the green buttons to cancel or reschedule it. **Note:** If you want to change where you are getting your screening (onsite, Quest or via Physician Results Form), you will need to cancel your current selection before scheduling a new option.

STEP 2 HOW TO COMPLETE A HEALTH ASSESSMENT

- Sign into to member.virginpulse.com.
- Click on the **Health** tab.
- Click **Health Assessment**.
- Complete the Health Assessment by **August 18, 2023**.

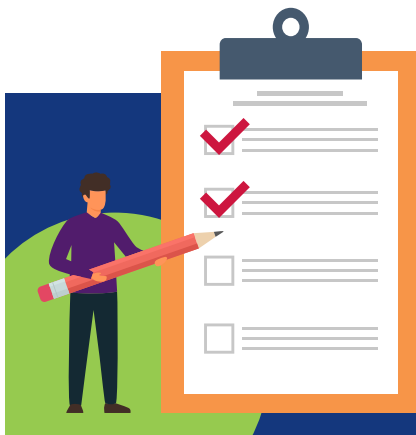
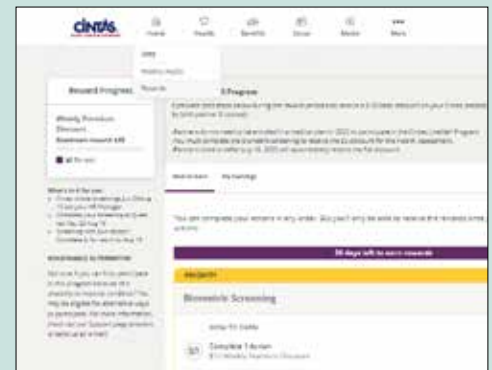
Note: The site will reflect completion of the Health Assessment immediately but the reward for completing it will not be visible until you complete your Biometric Screening too. **Remember:** You will **not** receive a 2024 premium discount if you only complete the Health Assessment.



VERIFY YOU RECEIVED YOUR LIVEWELL DISCOUNT

To see which steps you've completed and whether you need to do anything else to earn the LiveWell premium discount, sign in to member.virginpulse.com and choose **Rewards** from the **Home** tab.

You can expect to see your Biometric Screening completion reflected here within 10 days of completion. The Health Assessment will show as completed here immediately after you complete it, but the reward for completing it will **not** be visible until you complete your Biometric Screening. **Remember:** You will **not** receive the 2024 premium discount if you only complete the Health Assessment.



If you are unable to participate in the LiveWell Program due to medical or religious reasons, you may qualify for an opportunity to earn the same premium discount through a reasonable alternative. The deadline to complete and report this alternative course of action is **August 18, 2023**.

If you need a reasonable alternative, we recommend that you reach out to Virgin Pulse by **August 1, 2023** to allow enough time to complete any necessary steps by the August 18, 2023 deadline.

GET THE MOST OUT OF THE LIVEWELL PROGRAM

Once you have completed your Biometric Screening and Health Assessment, review your results. When you know your health status and risk factors, you can take steps to improve — and maintain — your overall health. We encourage you to take advantage of the online tools and resources available through Virgin Pulse at no cost to you, which include:



1-on-1 health coaching — work on your health and wellbeing goals in a safe, judgment-free space



New condition management coaching — get help with 22 different conditions, such as pregnancy, chronic pain, weight management and more



Journeys® — daily, self-guided courses to help you build healthy habits



Healthy Habits — track and maintain health habits



Media Library — explore home workouts, mindfulness breaks and more



LEARN MORE ABOUT THE LIVEWELL PROGRAM AT [MYCINTASBENEFITS.COM](https://mycintasbenefits.com)



QUESTIONS?

Contact Virgin Pulse:

- Email support@virginpulse.com
- Live chat on member.virginpulse.com, Monday – Friday, 2 am to 9 pm ET
- Call **833.441.0059**, Monday – Friday, 8 am to 9 pm ET