Login To IncentFit
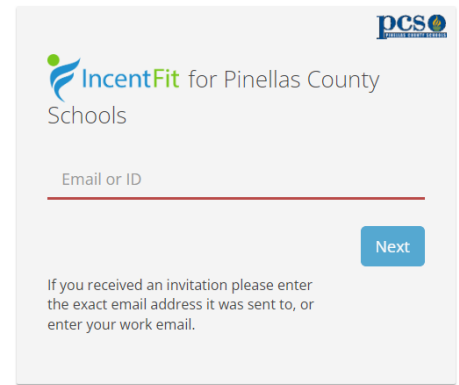
- Visit wellnesschampion.pcsb.org.

- Enter your PCS email and password you created. If you've never logged in before, you will be prompted to create a password after entering your email.
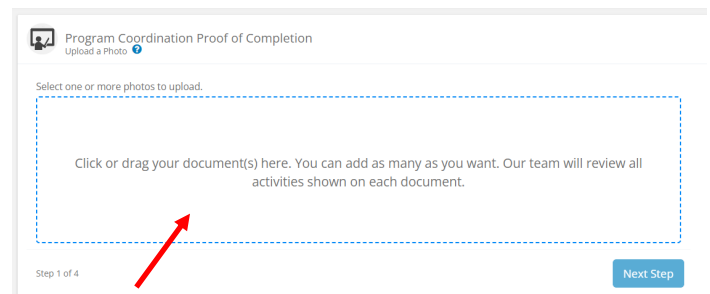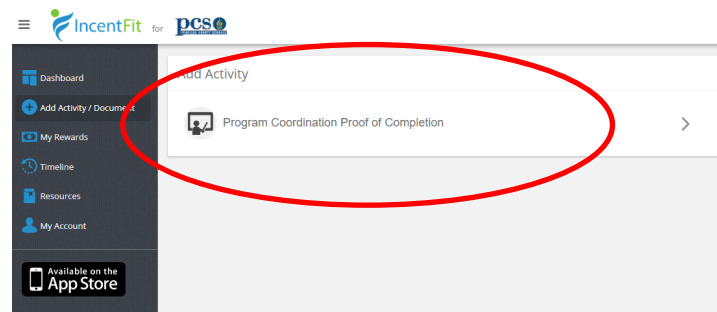
To submit your Proof of Completion:

1. Download the Proof of Completion Form
   - Use this link to open the proof of completion form **OR:**
     - Go to the My Rewards page (listed on the left hand side of the screen).
     - Select the Rewards Plan Tab.
     - Select Program Coordination Proof of Completion to expand this section.
     - Select the form by clicking the link (or use this link: this form)
   - Download the form to your computer.
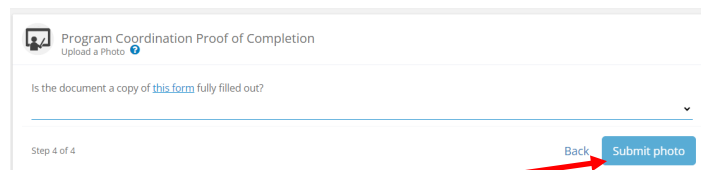   - You can edit the form on your computer. Be sure to save it to your computer after completed.

2, Upload your Proof of Completion:
   - Once you have completed your form and saved it to your computer, you will select Program Coordination Proof of Completion on the Dashboard or the Add Activity/Document page.
   - Click on the box to upload your saved Form. This will open your files and you will select your Proof of Completion Form and click open.
   - At this same time, you can upload photos of your event. Simply click in the box to upload additional files.
   - You will be asked 3 questions about your submission. Please complete the questions and click Submit Document.

   Your document is now submitted and you can see the status of the document on your Dashboard.