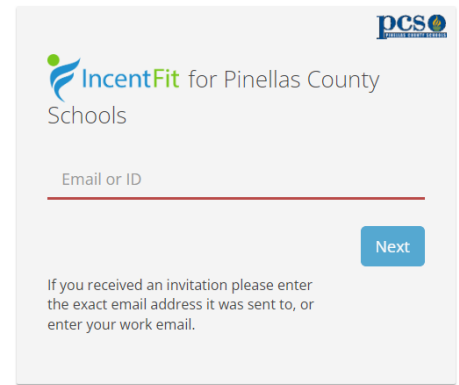


How to Submit Programs

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.

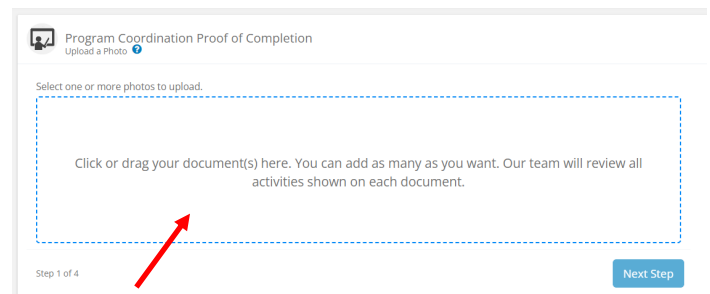
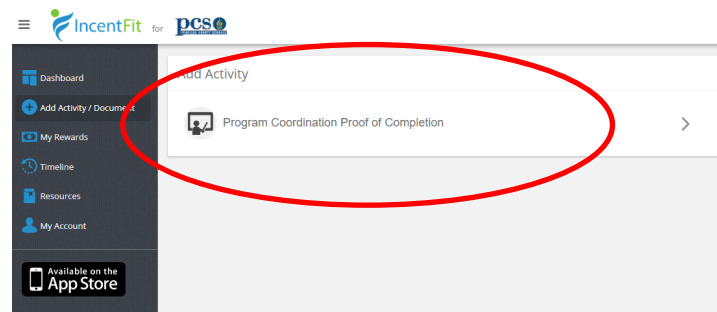


The login screen for IncentFit for Pinellas County Schools. It features the PCSO logo in the top right corner. The main heading is 'IncentFit for Pinellas County Schools'. Below this is a text input field labeled 'Email or ID' with a red underline. To the right of the field is a blue 'Next' button. Below the input field, there is a note: 'If you received an invitation please enter the exact email address it was sent to, or enter your work email.' At the bottom, there is a small copyright notice: 'Copyright © IncentFit Corporation. All Rights Reserved.'

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.

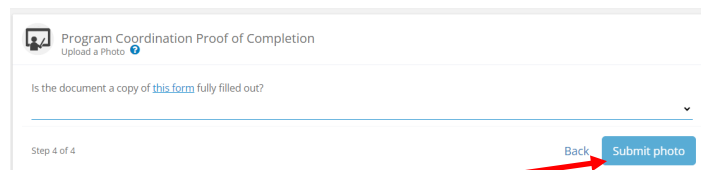


A screenshot of the 'Program Coordination Proof of Completion' upload interface, Step 1 of 4. It shows a dashed blue box for uploading photos with the text: 'Select one or more photos to upload. Click or drag your document(s) here. You can add as many as you want. Our team will review all activities shown on each document.' A red arrow points to the dashed box. At the bottom right is a blue 'Next Step' button. The footer says 'Step 1 of 4'.

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.



A screenshot of the 'Program Coordination Proof of Completion' upload interface, Step 4 of 4. It asks: 'Is the document a copy of [this form](#) fully filled out?' with a dropdown menu. At the bottom right are 'Back' and 'Submit photo' buttons. A red arrow points to the 'Submit photo' button. The footer says 'Step 4 of 4'.