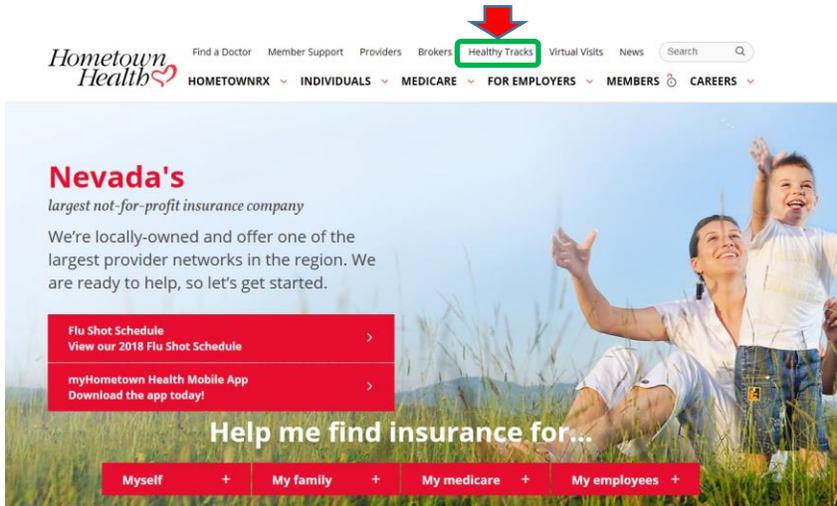
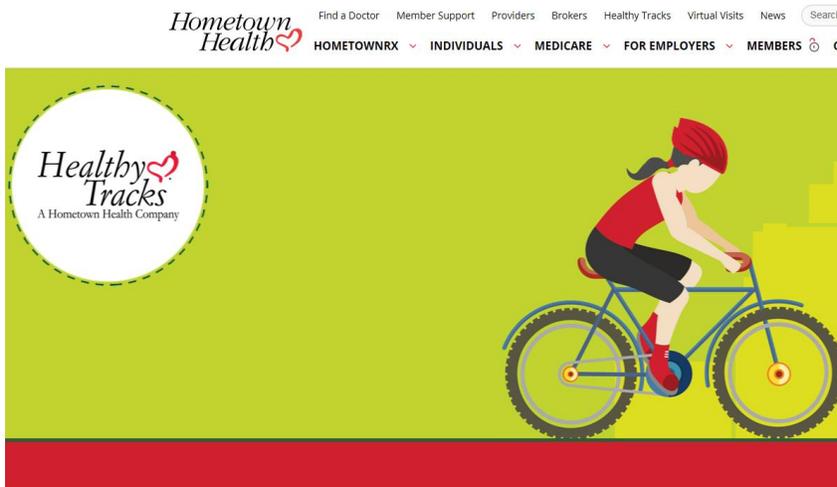


- Log on to [www.HometownHealth.com](http://www.HometownHealth.com) and click on the **Healthy Tracks** link.



- Click on the **Gym Benefit** link.



- Click on the **Gym Owners Enter Here** box.

The screenshot shows the Hometown Health website navigation menu with options like 'Find a Doctor', 'Member Support', 'Providers', 'Brokers', 'Healthy Tracks', 'Virtual Visits', 'News', and a search bar. Below the menu, there are links for 'Healthy Tracks Overview', 'Employer Groups', 'Healthy Tracks Tutorials', 'Motivate U Spring 2018', 'Gym Benefit', and 'Health Information'. The main content area is titled 'Hometown Health Gym Benefits' and features two buttons: 'Members Enter Here' (with a sub-link 'View Participating Gyms') and 'Gym Owners Enter Here' (with a sub-link 'Check Member Eligibility'). The 'Gym Owners Enter Here' button is highlighted with a green border and a red arrow pointing to it.

Hometown Health commercial members can access information about their gym benefits here. You can view participating gyms and choose one that is most convenient for you. Hometown Health promotes living a healthy lifestyle and encourages our members to stay active and fit!

The footer contains the following information:

**Hometown Health Office Hours:**  
Monday - Friday, 8:00 am - 5:00 pm

**Live Person Telephone Hours:**  
Monday - Sunday, 7:00 am - 8:00 pm  
775-982-3232

**24 Hour Recorded Assistance:**  
Toll Free 800-336-0123

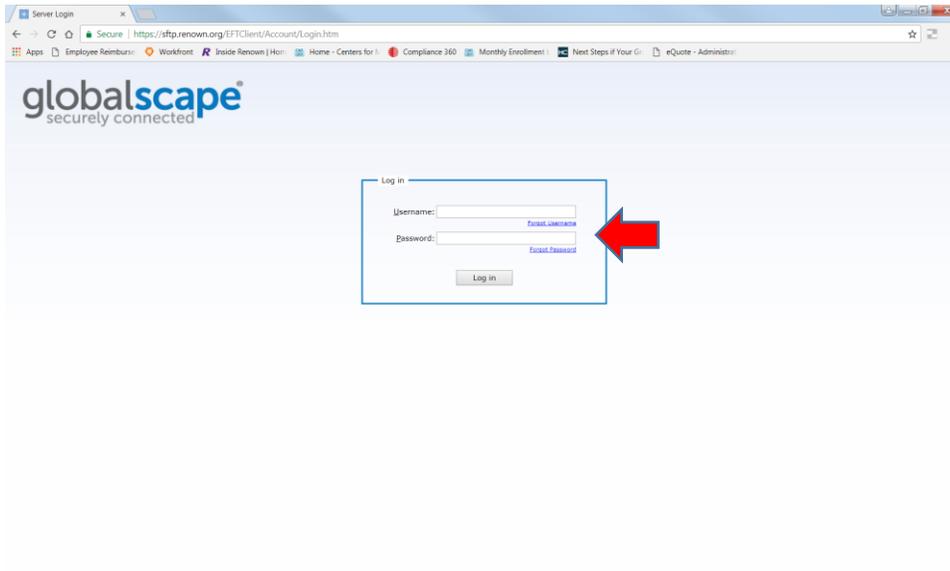
775-982-3232 | Toll Free 800-336-0123  
Información en español 775-982-3242 | TTY Relay Service 711  
10315 Professional Circle, Reno, NV 89521 | Get Directions  
8930 W. Sunset Rd. #200, Las Vegas, NV 89148 | Get Directions

Links include: About Us, Renown Health, HometownRx, Careers, Sponsorship Request, Provider Directories, Notice of Nondiscrimination, Mobile App, Contact Us, Senior Care Plus, Health Hotline, Healthy Tracks, Notice of Privacy Practices, Compliance Program, Website Disclaimer, and Guide to Renown.

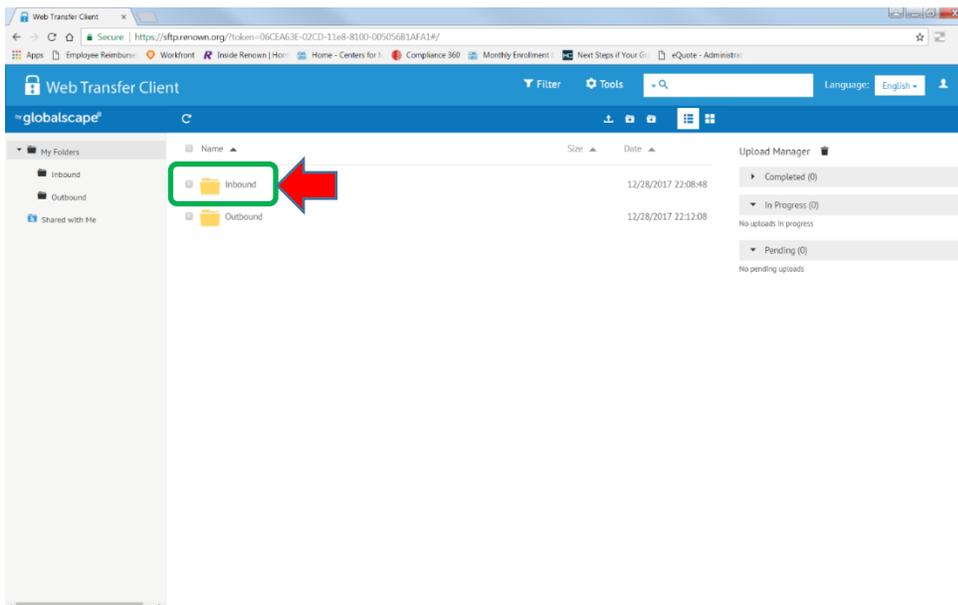
- Click on **Upload Gym Visits File** to upload your completed utilization spreadsheet for program. This must be completed in order for you to receive payment from Hometown Health for your members.

The screenshot shows the 'Hometown Health' logo and navigation menu. Below the menu, there is a breadcrumb trail: 'Hometown Apps Gym Dashboard'. At the bottom of the dashboard, there are two buttons: a red 'Check Gym Eligibility' button and a blue 'Upload Gym Visits File' button. The 'Upload Gym Visits File' button is highlighted with a green border and a red arrow pointing to it.

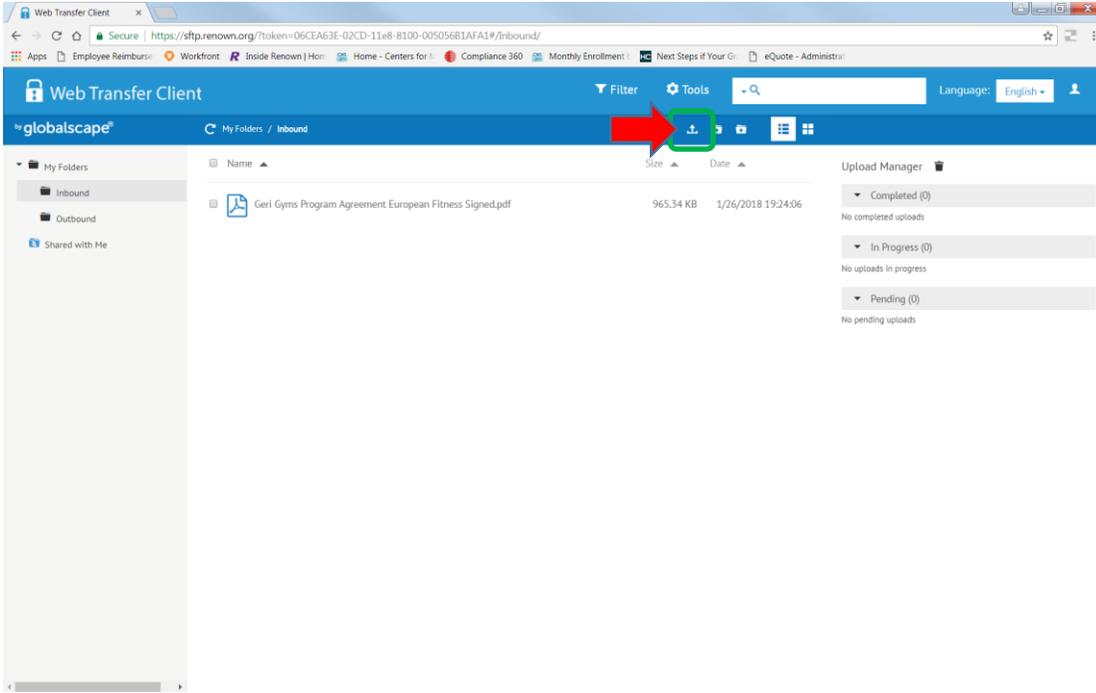
- The Globalscape site will open. You will need your Username and password, which will be supplied to you in a separate email from Hometown Health. Please note that if you have more than one location, you will need to upload a separate file for each location using the login information for the specific location.



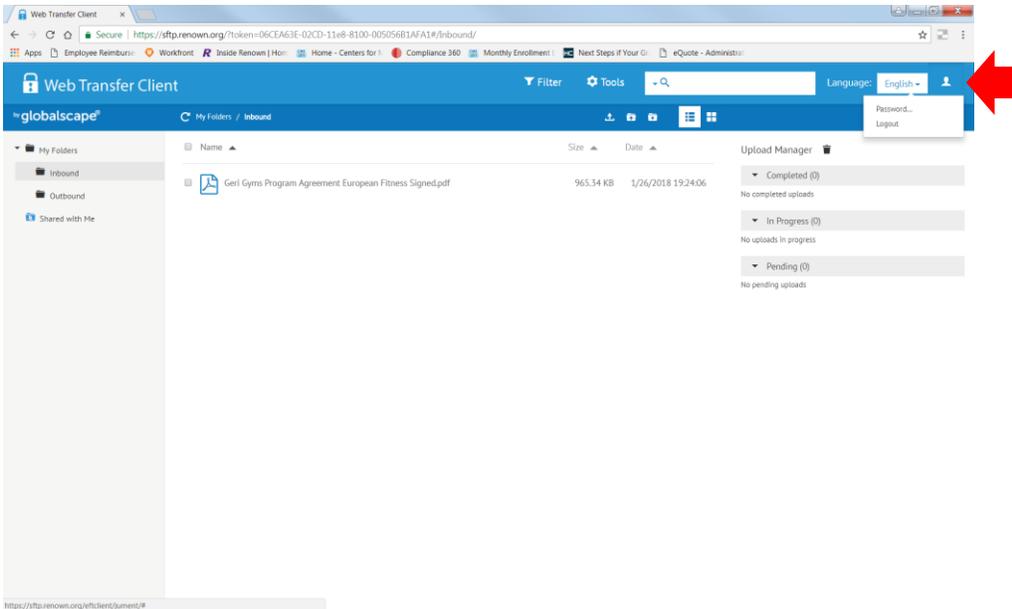
- Double click on the *Inbound* folder



- Upload your completed Excel template here. You may drag and drop the file in the space or you may use the upload button as shown. When the file is uploaded it will be displayed on the screen with a check box next to it.



- Click on the icon shown below to log out.



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