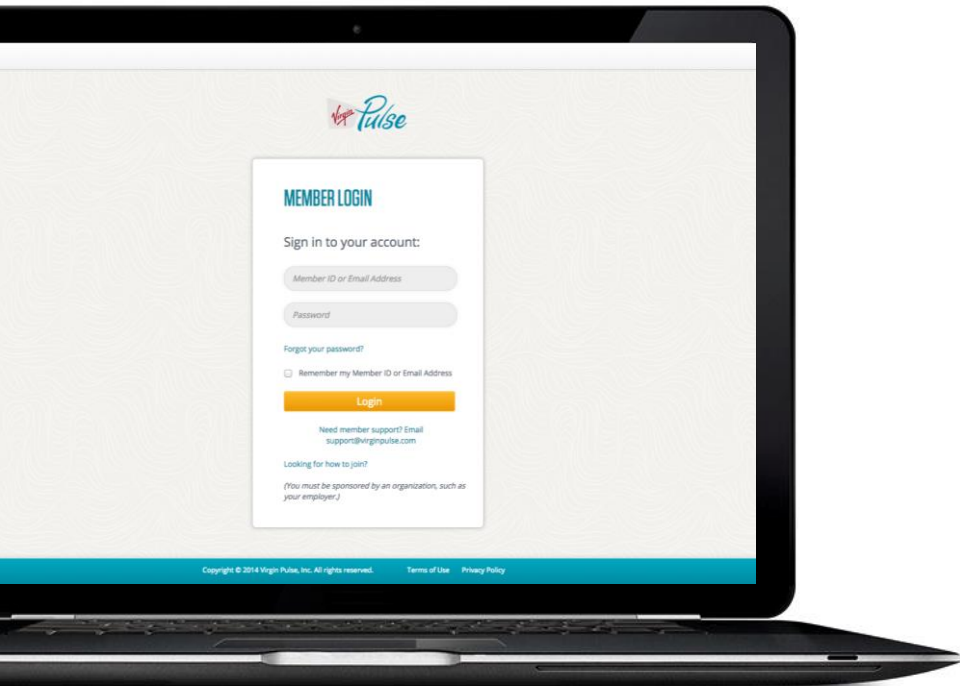


ACCESSING THE CLIENT REPORT ARCHIVE

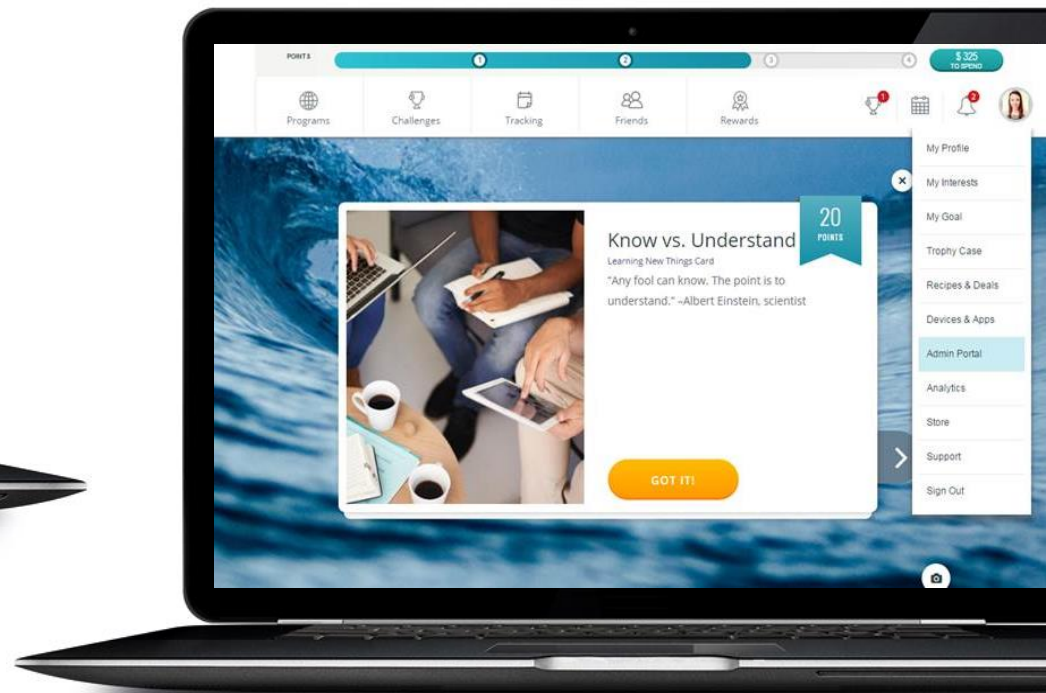
1

Login to your Virgin Pulse Member Account



2

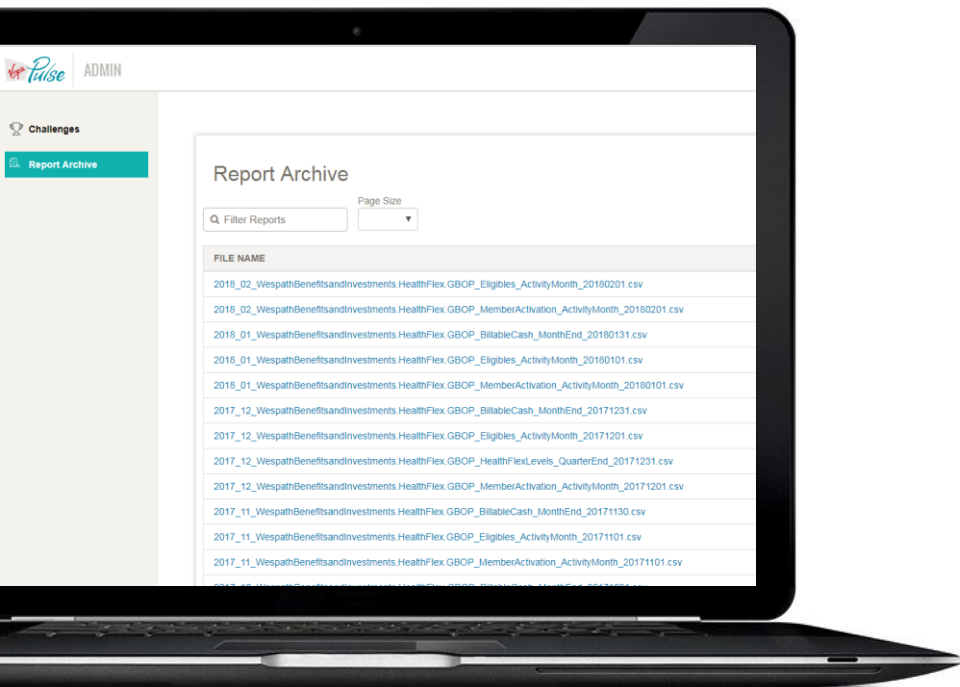
Access "Admin Portal" under the profile dropdown



ACCESSING THE CLIENT REPORT ARCHIVE

3

Select 'Report Achieve' in the side navigation



To download a report simply click on the date or file name of the report you wish to view. The report will download as an csv spreadsheet.

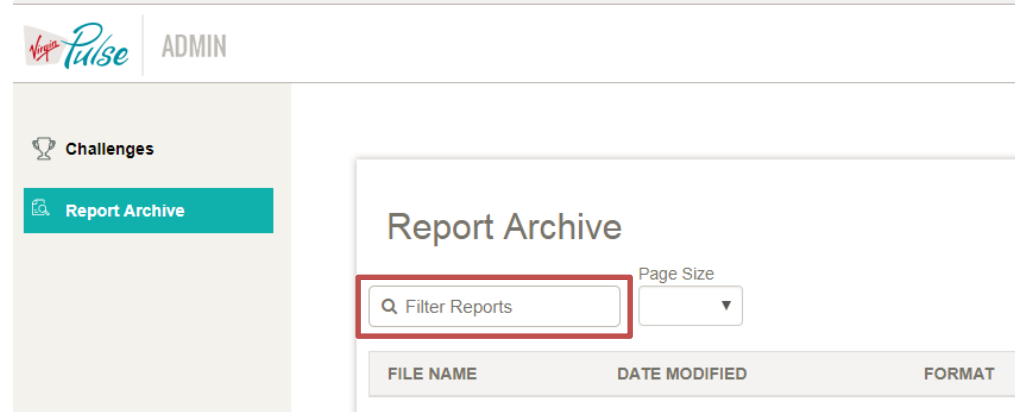
These reports will not expire. You can download any report posted, at any time.

TIPS AND TRICKS

Can't find the report you're looking for?

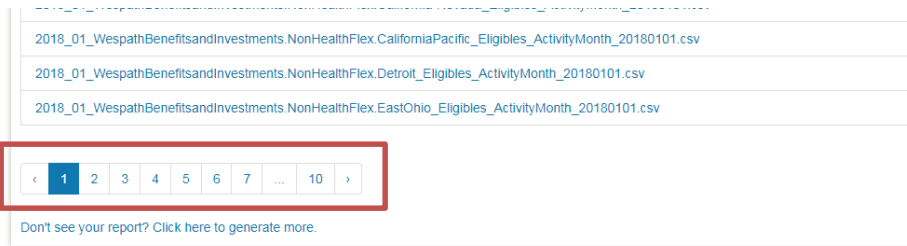
1

Filter the reports by date or name within the 'Filter Reports' field at the top of your report list.



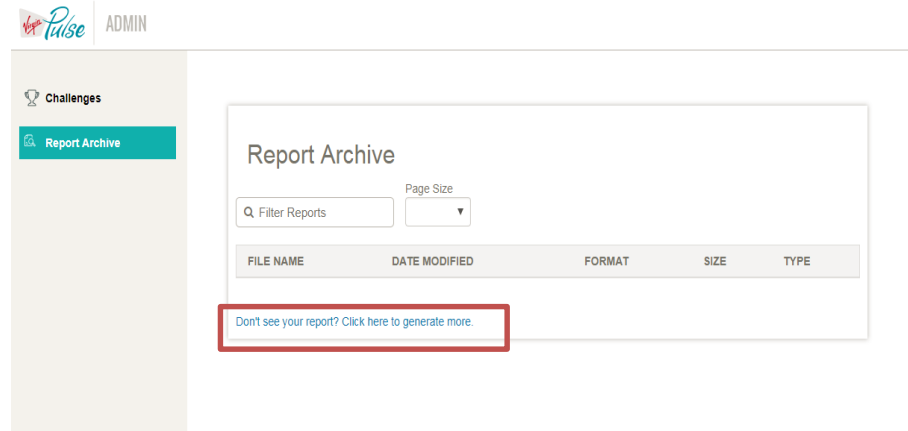
2

Toggle between report pages at the bottom of your report list.



3

Still not seeing your report? Click on the 'Don't see your report? Click here to generate more' button at the bottom of your report list to pull in all current and historical reports.



AVAILABLE REPORTS

Report Type	File Name	Description	Date Available
BillableCash_BiMonthlyEnd	Conference_BillableCash_BiMonthlyend_YYYYMMDD	BiMonthly Rewards Report. This report is not applicable to Wespath Conferences.	By 2 nd and 16 th of the month
BillableCash_MonthlyEnd	Conference_BillableCash_Monthlyend_YYYYMMDD	Monthly Rewards Report. This report will match your monthly rewards invoice.	By 2 nd of the month
ProductOrders	PO_XXXXXX	Monthly Device Report. This report will show how many members utilized their device subsidy within the invoice month. Only applicable if a subsidy is provided and utilized in the month	By 15 th of the month
Eligibles_MonthEnd	Conference_Eligibles_ActivityMonth_YYYYMMDD	This report will provide you with the list of participants who are eligible for the program as of the end of the invoice month.	By 2 nd of the month
MemberActivation_MonthEnd	Conference_MemberActivation_ActivityMonth_YYYYMMDD	This report will provide you with the list of participants who are enrolled in the program as of the end of the invoice month.	By 2 nd of the month