

ONLINE ENROLLMENT AND REPORTING INSTRUCTIONS

TO ENROLL IN THE ONLINE PROGRAM:

After completing the online application, you must call the Weight Watcher's toll-free number 1-866-614-9130 to obtain an access code. To register and complete the online application go to <https://www.clevelandclinicwwapp.com>.

How to Submit Weight Watchers Log Book (for Programs that Start After 6/1/11)

TO REPORT YOUR PROGRESS

The Numerical Progress Report can be accessed through your account in the Weight Tracker through "Original Tools". Here's how to access:

Click on "Weight Tracker"

Click on "Table View" on the top of the page.

Print this document (for the 3 months). You will have to print from your browser as there is no print option on the site. Make sure your first and last name as well as your EHP ID number are on the document before you send it via one of the options below.

You will be able to upload your progress report from your session online at <https://www.clevelandclinicwwapp.com>. You can also email, fax, or send via U.S. Mail to one of the following:

Email to: ClevelandClinicWW@calltsc.com

Fax to: 888-598-7704

Mail to: Offer #O247
PO Box 800195
Houston, TX 77280-9970

Make sure your first and last name, as well as your EHP ID number is on the document.

For each session you join, a new application must be completed online, then call the Weight Watcher's toll-free number 1-866-614-9130 to obtain an access code. You will not be able to join a new session until your book from the previous session is received and entered into the system.

If you are **NOT** rejoining, it will be necessary to cancel your membership with Weight Watchers the number above. You can also cancel online. Otherwise, they will charge your credit card.