Instructions to Self Report Your Weight on a Weekly Basis

For the weeks without an official weigh-in, you are responsible for reporting your weight by the end of the day on Friday. Each week you self-report your weight, you will be entered into a drawing for a gift card. The winner of the drawing for the self-reported weigh-ins will be announced at the end of the 12 week Weight Race. You must also participate in the official weigh-ins to be considered eligible to win the prize, and in addition, you must still be employed with the University of Pittsburgh.

First, visit www.upmchealthplan.com, where you will enter your secure log in information on the left side of the screen. Once logged in to upmchealthplan.com, the menu bar below will appear at the top of your screen. Select the MyTools tab as circled below.

The next screen to appear is below. Select the “Weight Race” tab as circled.

Once you have selected the “Weight Race” link, you will be taken to your personal Weight Race page where you can self-report your weight as indicated with the red circle below. Once you have entered your weight, remember to click on the “submit” button to complete this step. You can also submit your physical activity on this page.