



Wellthy Waiver and Pre-registration Instructions

In order to use any Wellthy service through Harvard, you must be on a regular Harvard payroll and eligible for full University benefits AND pre-register by completing and submitting a form through PeopleSoft (see instructions on page 2).

If you are eligible and accept the legal release (see below), your name and HUID will be added to a file that is sent nightly to Wellthy. **You will not be able to create a Wellthy account — or use any Wellthy service through your Harvard benefit — until you register and accept the waiver.** You must accept this waiver even if you had previously signed a waiver for backup care for a previous vendor service. When registering, you will be asked to check “I agree” on a box acknowledging that you have read and accept the following release. Accepting this release is required to use any Wellthy service through your Harvard benefit.

Once you accept the release, Wellthy will be notified, and you will be able to create your Wellthy account within 24 hours (usually from the next morning).

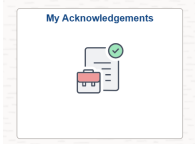
Release

The undersigned, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, does hereby, for the undersigned and anyone claiming through or on behalf of the undersigned and their descendants, dependents, heirs, executors, administrators, assigns, and successors (together, the “Undersigned”), remise, release, and forever discharge President and Fellows of Harvard College, its past and present parents, subsidiaries, and affiliates, and their respective past and present predecessors, successors, assigns, representatives, officers, directors, agents, attorneys, employees, benefit plans, and members of its governing boards (collectively “Harvard”) from any and all claims, causes of action, damages, or demands whatsoever which the Undersigned may now or at any time have, whether known or unknown, against Harvard in connection with any services provided by Wellthy, or any individual or entity obtained by Wellthy to render services pursuant to a child care and adult care arrangement or consultation (together, the “Program”) offered by Wellthy, resulting from any cause whatsoever and regardless of fault.

The Undersigned acknowledges and agrees that Harvard has no obligation or responsibility whatsoever in connection with the selection, approval, training, supervision, or other oversight of any individual or entity identified through or rendering services in connection with the Program, and does not provide any opinion as to the suitability, safety, experience, history, or abilities of any such individual or entity. The Undersigned further acknowledges and agrees that Harvard disclaims all warranties, express or implied, including warranties of fitness for a particular purpose, with respect to the Program and any services provided in connection with or related to the Program. The Undersigned certifies that they are at least eighteen years of age and have carefully read and freely signed this Release, and that the Undersigned understands and agrees that no oral or written representations can or will alter the contents of this document. This Release is executed as a document under seal governed by the laws of the Commonwealth of Massachusetts (excluding its conflict of laws principles).

Instructions for pre-registering via PeopleSoft

- Log into [PeopleSoft](#) with your HarvardKey
- Click on the “My Acknowledgements” tile in the “Me” section of the home page



- Click on “Wellthy Waiver” from the left menu navigation



- Read the Release language by clicking on the “waiver” link

Wellthy Waiver

- By selecting “I agree” below, you are accepting the terms of the [waiver](#).
- Click on the “I agree” button and click “Save” to pre-register for the Wellthy services

Wellthy Waiver

Save

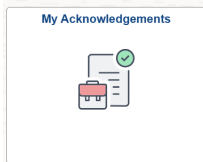
By selecting “I agree” below, you are accepting the terms of the [waiver](#). You cannot use any of the Wellthy services through Harvard without agreeing to the waiver. Completing the waiver does not guarantee access to Wellthy. Eligibility requirements must be met. More information, including eligibility, can be found in [HARVie](#). If you have questions, please email worklife@harvard.edu.

I agree

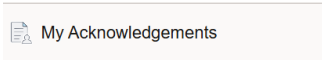
Where is my waiver acknowledgement stored?

Your acceptance of the waiver will be stored in PeopleSoft. You will be able to check this by navigating to it via the following steps:

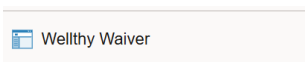
- Click on the “My Acknowledgements” tile in the “Me” section of the home page



- Click on “My Acknowledgements” from the left menu navigation



- Click on “Wellthy Waiver” on the right page to view your acceptance of the waiver



What happens next?

- Pre-registration weekdays before 4 pm
 - Your eligibility will be confirmed in PeopleSoft, and you will be included in the eligibility file sent that same night to Wellthy.
 - You will receive an automated email that evening from worklife@harvard.edu confirming your pre-registration providing instructions for the next step in creating your online account through Wellthy.
 - You will be able to create your Wellthy account on the following day.

- Pre-registration after 4 pm or over a weekend
 - Your eligibility will be confirmed in PeopleSoft, and you will be included in the eligibility file sent **the following night** to Wellthy.
 - You will receive an automated email the following evening from worklife@harvard.edu confirming your pre-registration providing instructions for the next step in creating your online account through Wellthy.
 - You will need to wait two days from acknowledging your waiver in PeopleSoft to create your Wellthy account.
 - You will receive an automated email confirming your pre-registration at around 6 pm **on the day your waiver is processed and sent to Wellthy** providing instructions for the next step in creating your online account through Wellthy. This automated email will come from the worklife@harvard.edu email address.

Common questions

1. **What if I acknowledge the waiver but don't see the automated confirmation email?**
 - a. If you don't see the automated instruction email from worklife@harvard.edu in your inbox after you acknowledged the waiver before 4 pm that day, please check your SPAM/JUNK folder.
 - b. If you don't see the automated instruction email after checking all inboxes, this may mean that you do not qualify for full benefits from Harvard University. Contact your local department administrator/HR to verify.

2. **How do I see in PeopleSoft if I have already pre-registered by acknowledging the waiver?**

Follow the instructions on page 2 to navigate to where the Wellthy waiver acknowledgement is stored in PeopleSoft. If you see an effective date you are already pre-registered for Wellthy and can create your online Wellthy account if at least one business day has passed.

3. **I know I am eligible but can't locate the instruction email, can you please send it to me?**
 - a. Follow the instructions above on page 2 to confirm that your waiver was acknowledged.
 - b. If you do see the acknowledgement there in PeopleSoft but cannot find your original confirmation email with instructions on how to create your online Harvard-supported Wellthy account, please email the [Office of Work/Life](#) with your Harvard ID number.

Other Questions? Please email worklife@harvard.edu.