





## TOBACCO CESSATION COURSE AFFIDAVIT FORM INSTRUCTIONS

If you or your spouse/domestic partner use tobacco and you want to qualify for the Non-Tobacco healthy credit, follow the instructions below. Please see page 2 for the Tobacco Cessation Affidavit Form.

### INSTRUCTIONS

1. Go to [www.KnowYourBenefits.org](http://www.KnowYourBenefits.org), click on "MSRP & NON-TOBACCO CREDITS", then click "BEGIN COURSE". Follow the instructions to complete the online course.
2. Once you have completed the course, print the course completion certificate
3. Print and complete the Tobacco Cessation Affidavit
  - a. To retrieve the form, access the program portal at [www.KnowYourBenefits.org](http://www.KnowYourBenefits.org).
  - b. Click on "MSRP & NON-TOBACCO CREDITS"
  - c. Click the "TOBACCO CESSATION AFFIDAVIT" button
  - d. Submit the completed Tobacco Cessation Affidavit and course completion certificate by the deadline

To view your specific deadline, visit [www.KnowYourBenefits.org](http://www.KnowYourBenefits.org), click Benefits Enrollment and Changes, then Enroll Now, and log in to The Benefit Connection website.

### RETURNING YOUR FORM

<b>Upload Instructions</b>	<ol style="list-style-type: none"><li>1. Go to The Benefits Connection website at <a href="http://www.KnowYourBenefits.org">www.KnowYourBenefits.org</a></li><li>2. Click on the "Upload MSRP forms" tile</li><li>3. Select "Tobacco Cessation Course Affidavit Form"</li><li>4. Click "Browse" to find your document on your computer</li><li>5.- Click "Upload"</li></ol>
<b>Mailing Address</b>	The Benefit Connection PO BOX 64116 The Woodlands, TX 77387-4116
<b>Fax Number</b>	Fax number: 847-883-8251