

For ORO employees registering for access to VIPERS for submittal of vouchers for reimbursement of health club expenses, in step 3, your Tax Id is your social security number, and the DOE Contract Number is the Fitness PO# (M1FPxxxxx, where xxxxx is the last six digits of your social security number.) We plan to revise the form to clarify these two entries in the future

Also in Step 3, you may disregard the last two notes below the VIPERS Access Request Form, pertaining to the format and characters of the DOE Contract Number.

and the ORO Order for the Employee Fitness Program (ORO O 340, Chapter V, Change 5) can be accessed through the DMG page at:

[http://www.ornl.gov/doe/doe\\_oro\\_dmg/](http://www.ornl.gov/doe/doe_oro_dmg/)

Questions about the Employee Fitness Program should be directed to Richard Martin at 576-9428.