

EMPOWER



RECOGNATION[®]



Rehmann

Training Guide - Team Member



User Profile



Accessing your profile

1. Log in with SSO at:

<https://Rehmann.recognition.com>



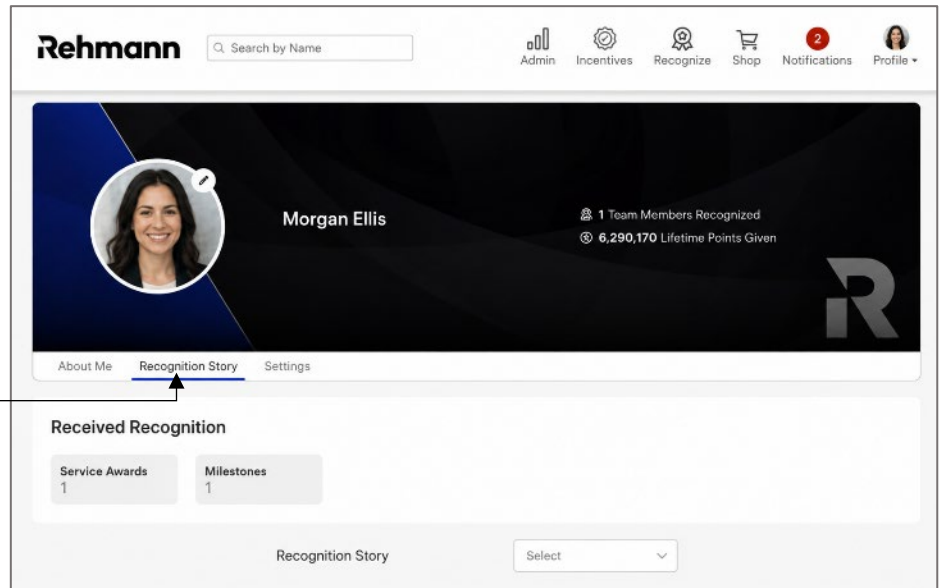
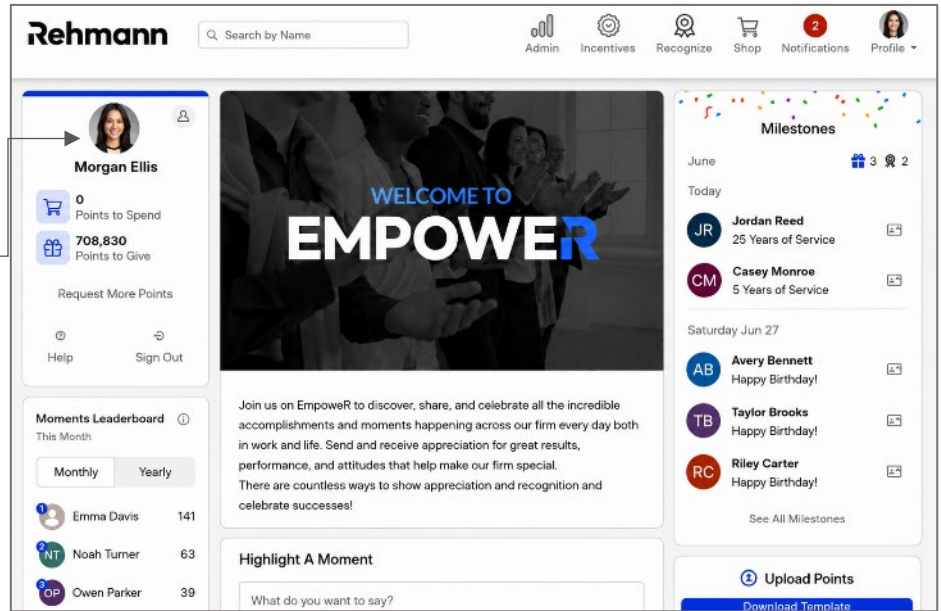
Accessing your profile

3. Click the Rehmann logo at any time to return to the homepage.

(Use Chrome for the best browsing experience.)

4. Click on the circle with your name to view your account summary and history, update your password (when applicable), or add a photo.

5. Click on "Recognition Story" to view a summary of your great achievements and recognition received.





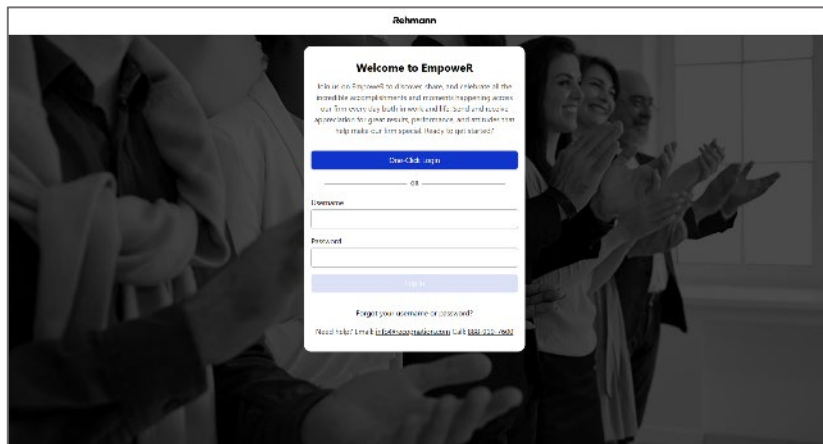
How to Redeem



Redeeming an Award

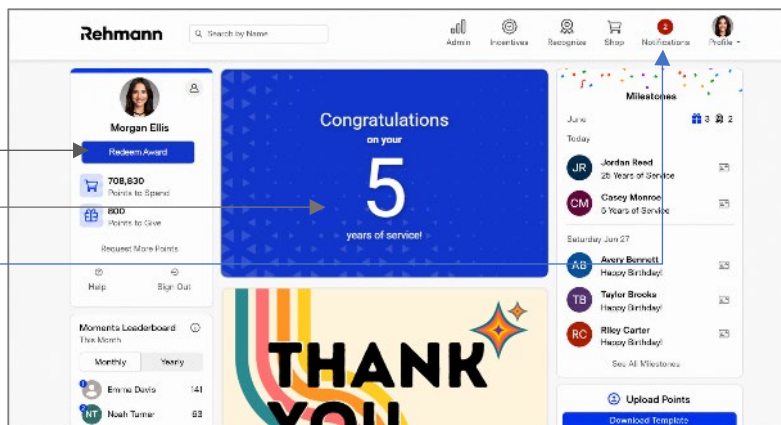
1. Log into your award site:

<https://Rehmann.recognition.com>

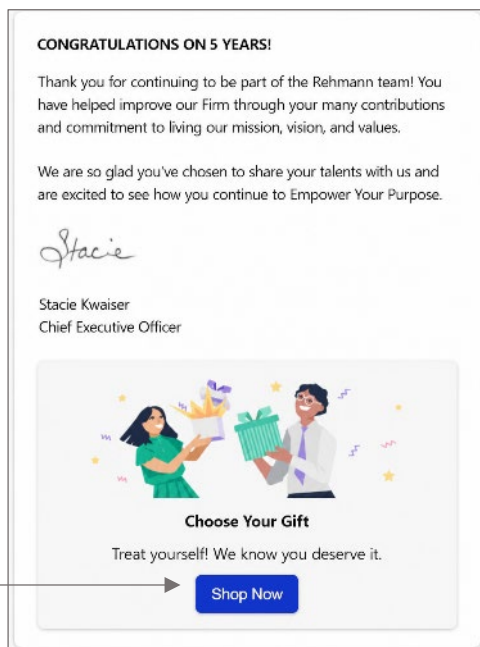


2. If you have a Service Award available, you can view it by:

- Clicking on the “Redeem Your Award” link underneath your name
- Clicking on the main banner
- Clicking the notifications icon



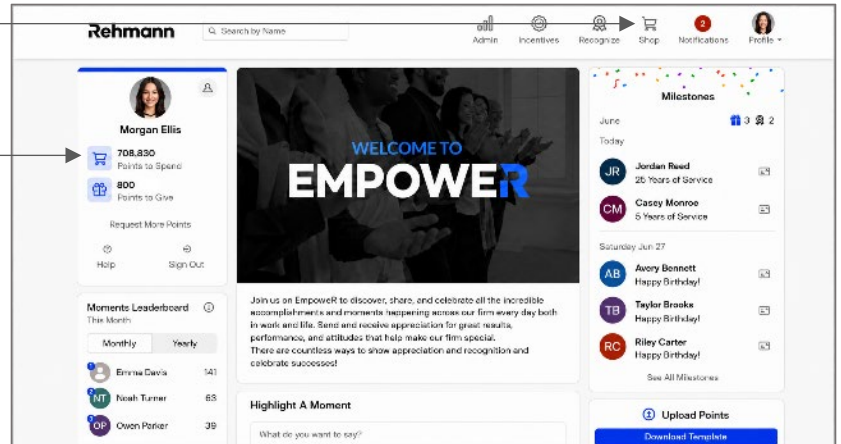
3. Click on the “Shop Now” button at the bottom of your letter of congratulations.



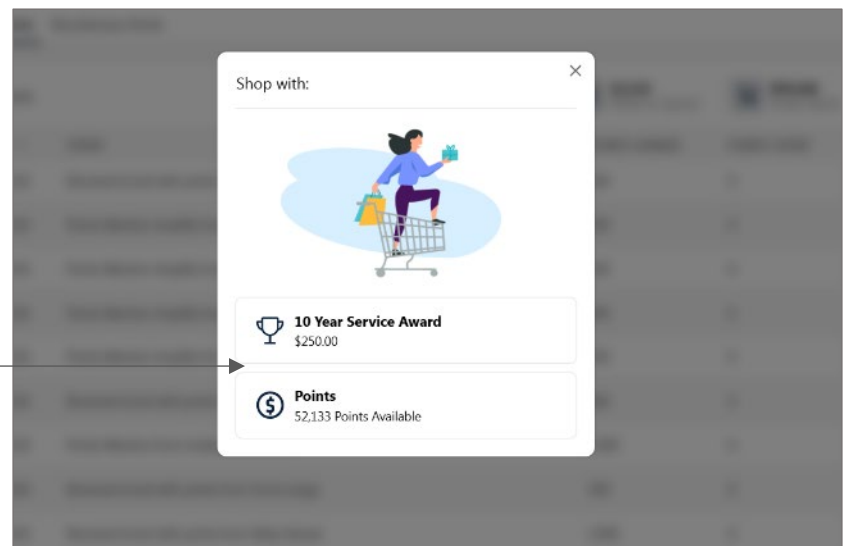
Redeeming Points

1. If you have points available, you can redeem by:

- Clicking the “Shop” icon on the upper right-hand side of the page
- Clicking on the points total below your name



2. When you click on an action above, you will be prompted to shop using your service award or your points.

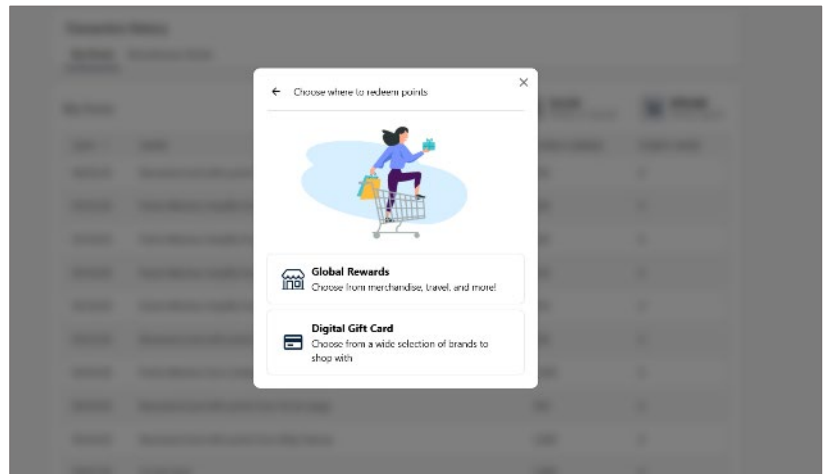


Selecting a Gift

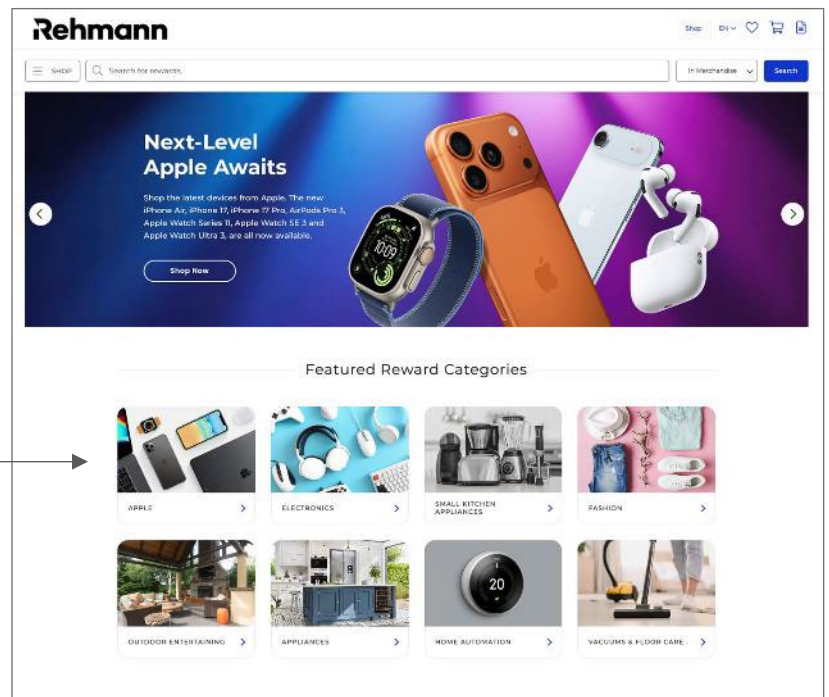
1. You will be prompted to select either “Global Rewards” or “Digital Gift Card”.

To shop merchandise, choose “Global Rewards”

To browse gift cards, choose “Digital Gift Card”.



2. If you selected “Global Rewards” the rewards page will open on a new tab. Click on any of the images shown to start shopping.



Gift Cards

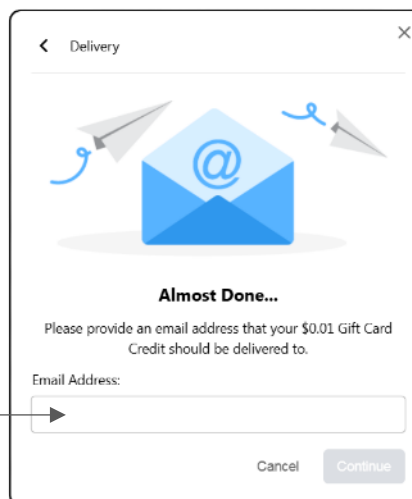
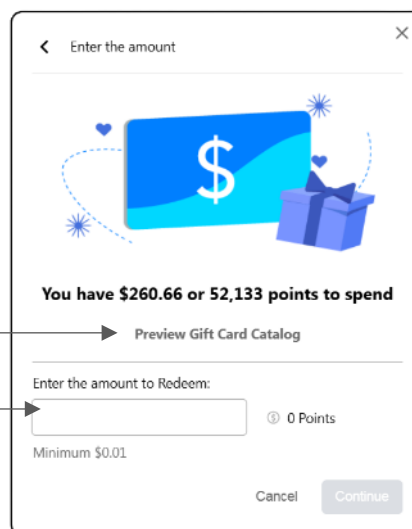
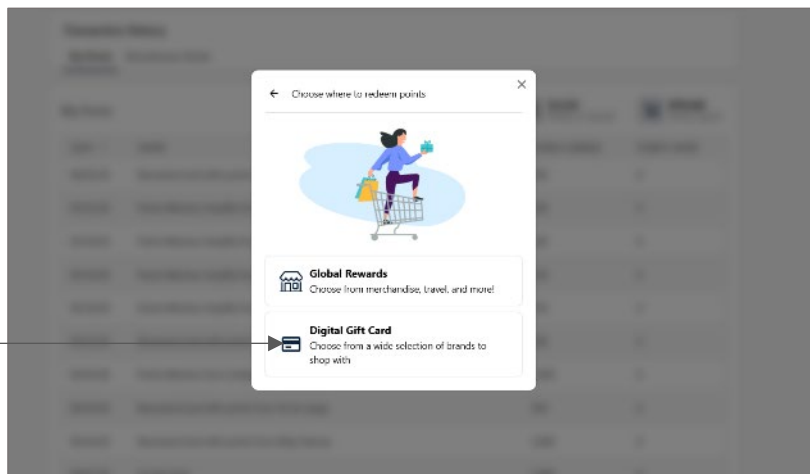
1. Select "Digital Gift Card" from the shop prompt (details on previous page).

2. To preview the gift card selection, click "Preview Gift Card Catalog".

3. Enter the number of points you would like to redeem.

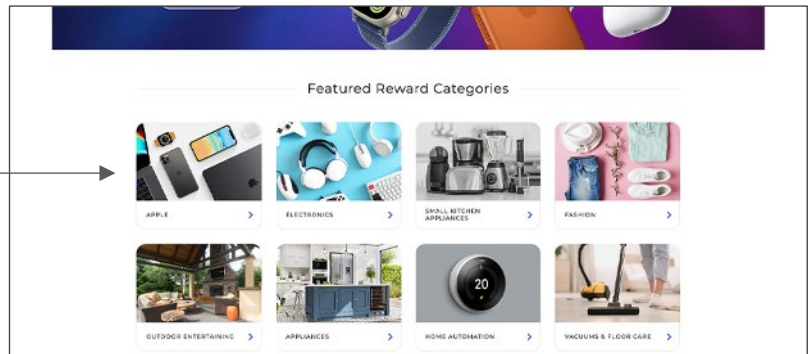
4. Enter the email address you would like the digital gift card delivered to and select "Continue". You will receive a confirmation that your order is complete.

5. You will receive an email from tangocard.com letting you know your gift card is ready. Click on the redemption link in the body of the email to select your digital gift card.

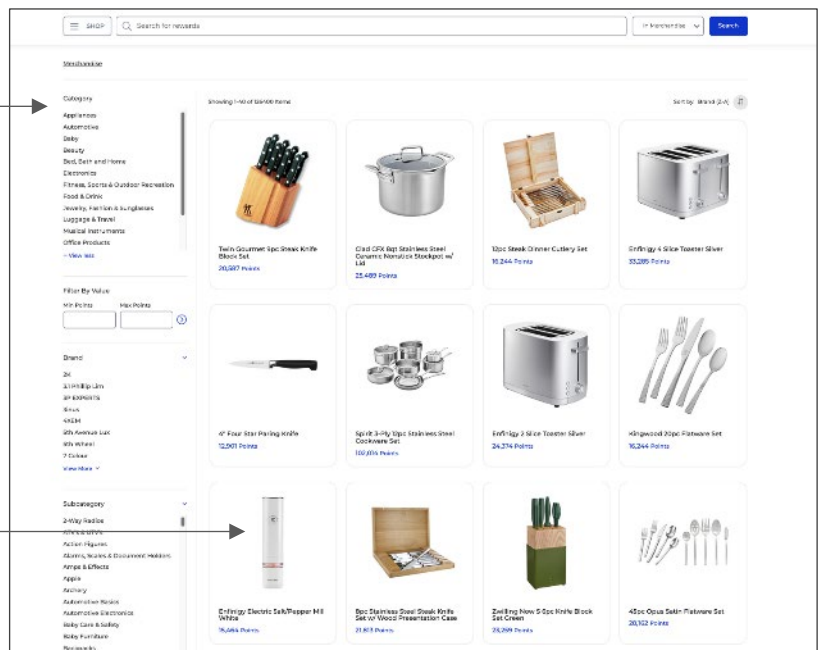


Merchandise

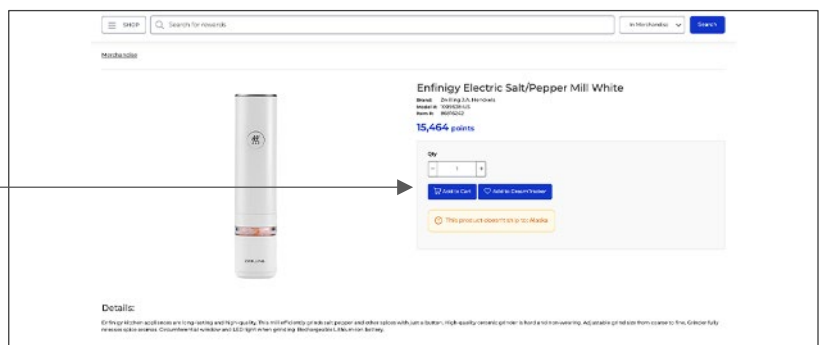
1. Browse merchandise by clicking on the category images.



2. To narrow your search, click on subcategories in the left-hand column.



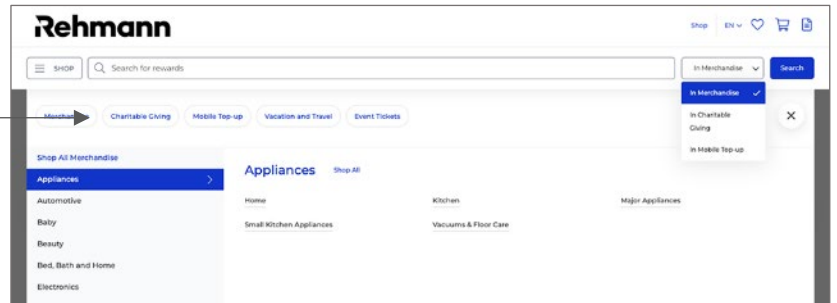
3. Click an award to view details.



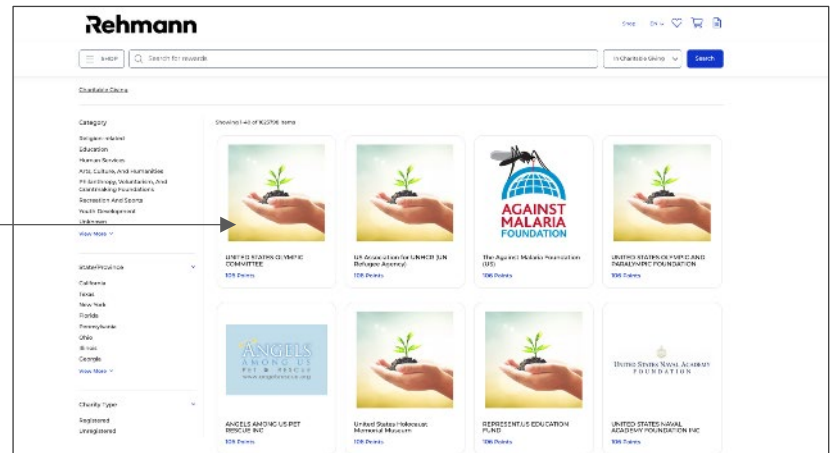
4. Click "Add to Cart" on the award of your choice.

Charity Donation

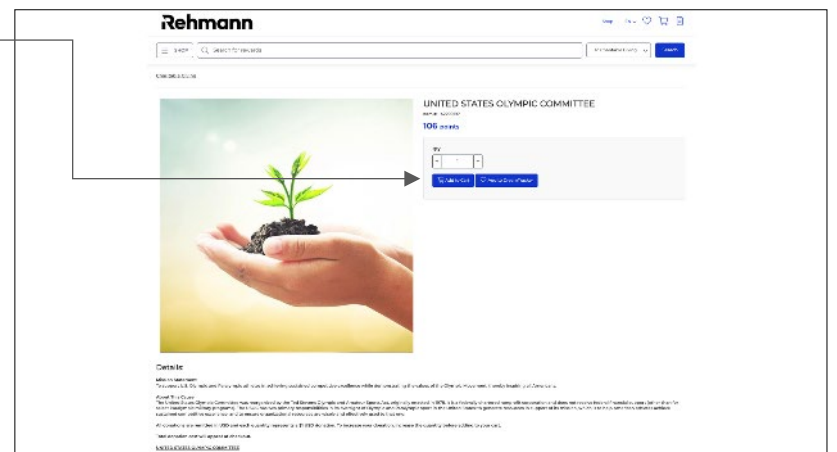
1. Click on a category to browse options.



2. Select a charity to view details.

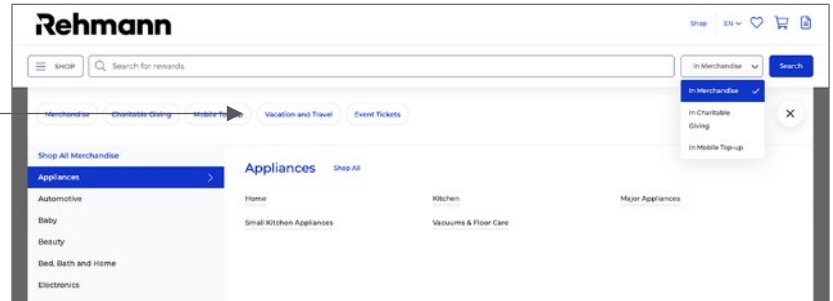


3. Click "Add to Cart."



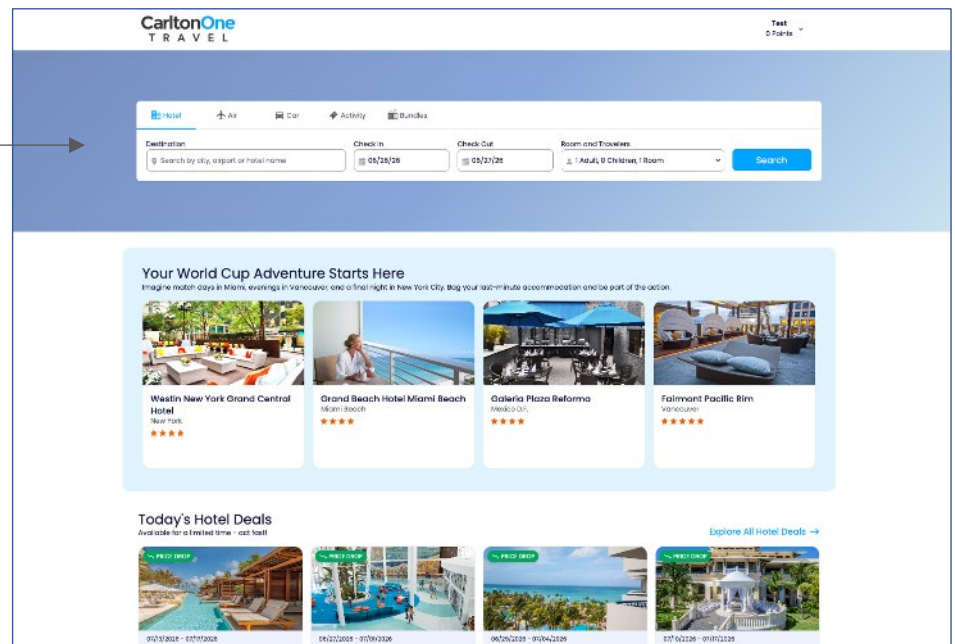
Vacations & Travel Points

1. Click on a category for more details.



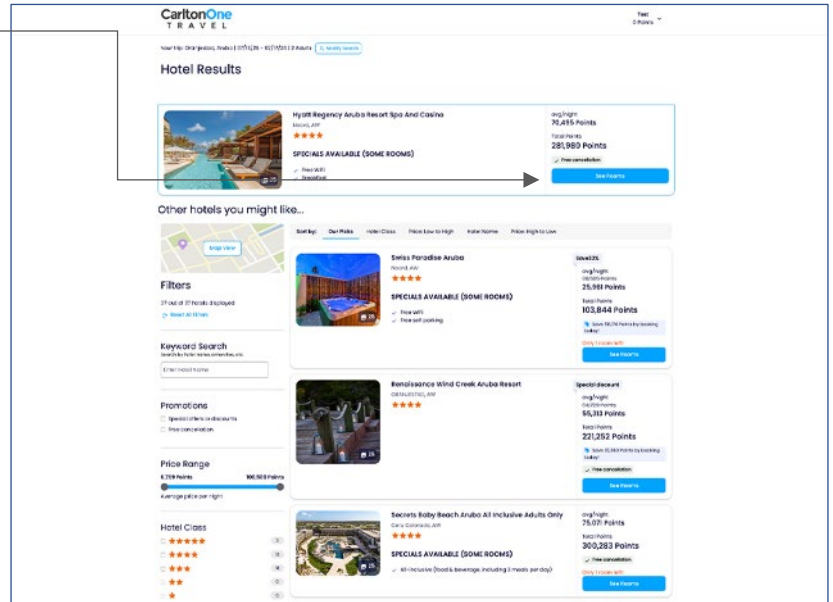
2. Search by deals, accommodation, cars, cruises, flights, or activities.

Note: You will have the ability to pay the balance with a credit card if you do not have enough points.



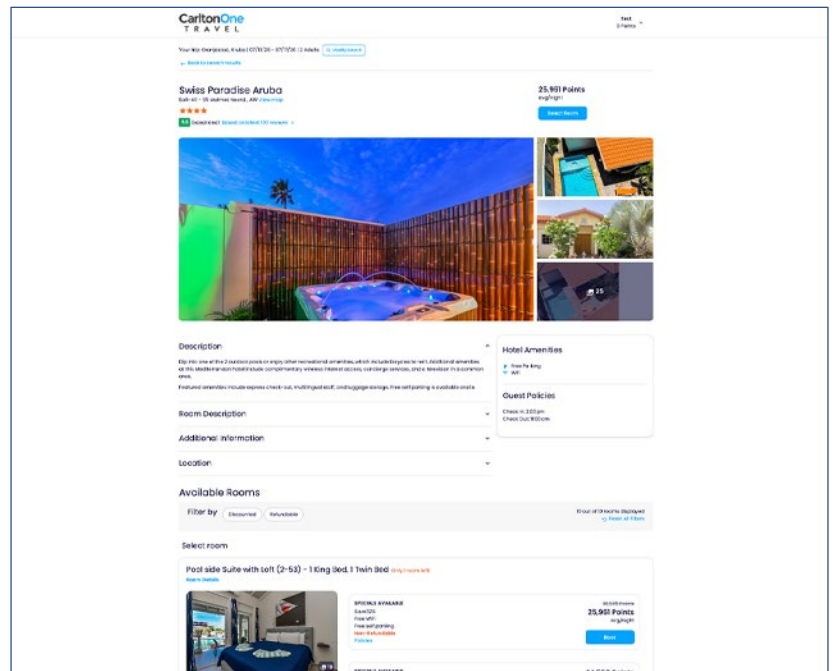
Vacations & Travel Points

1. Click on an award to view details.



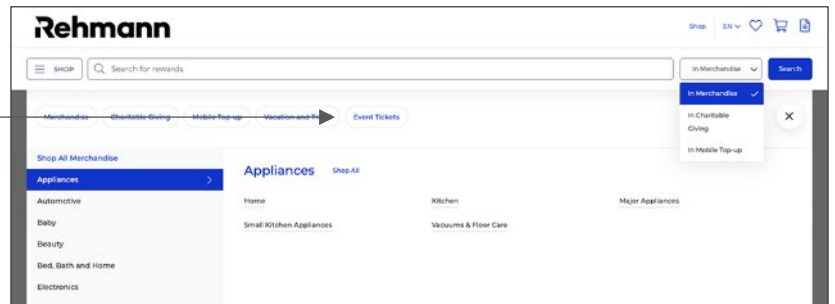
2. Select award of choice.

Note: You will have the ability to pay the balance with a credit card if you do not have enough points.

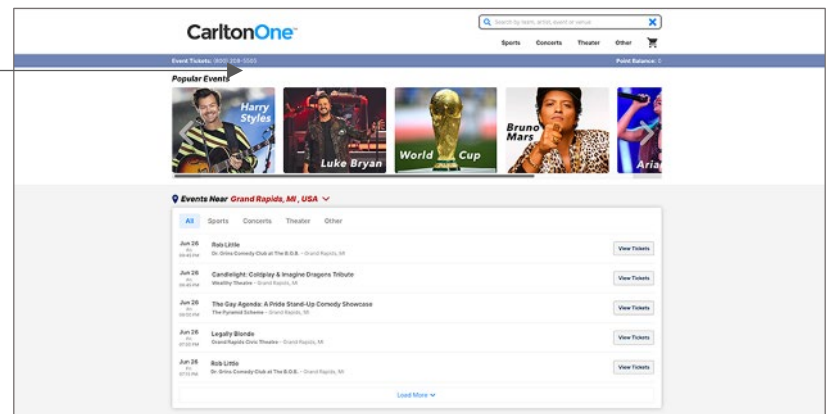


Tickets & Events Points

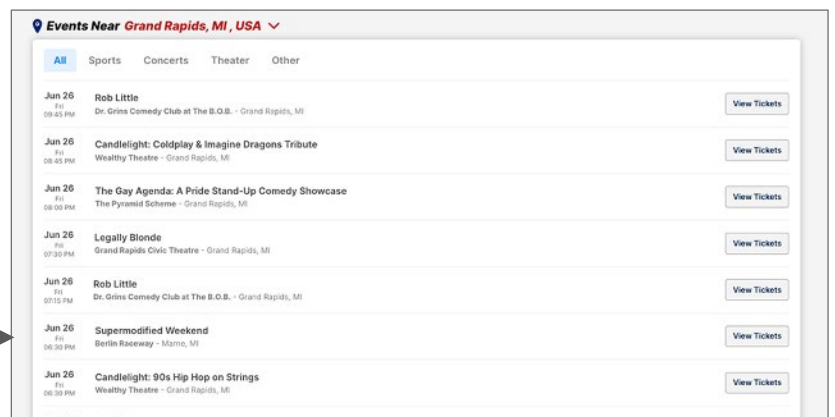
1. Click on a category for more details.



2. Search by team, artist, or venue.

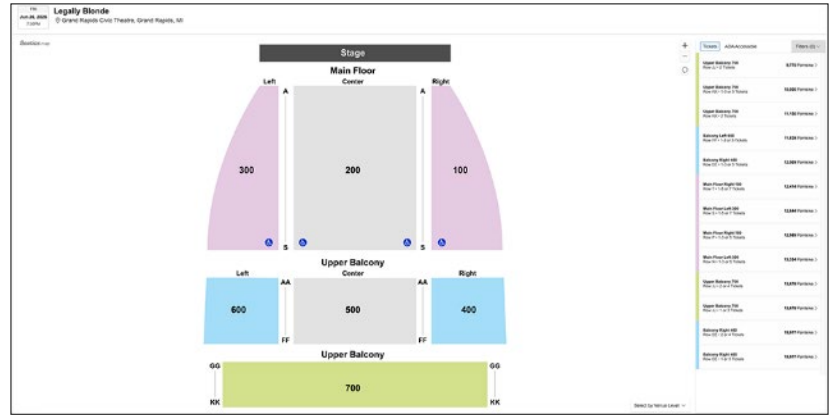
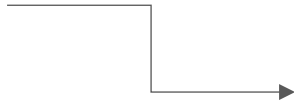


3. Click on an award to view details.

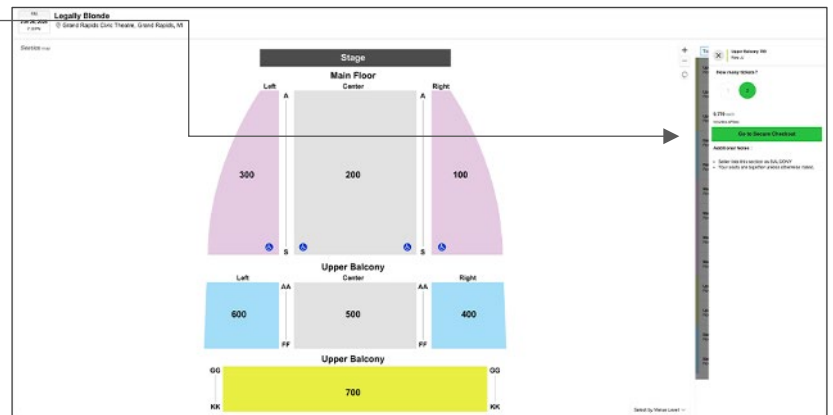


Tickets & Events Points

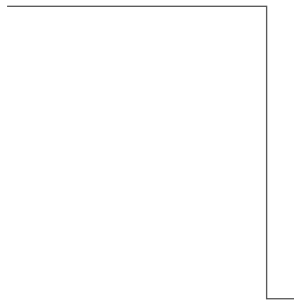
4. Select your tickets.



5. Click "Checkout."

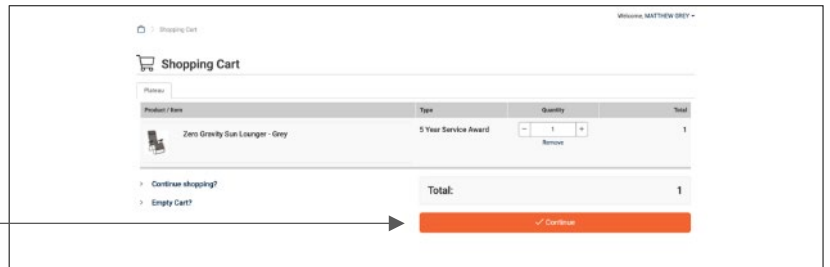


6. Fill out the information and click "Submit."

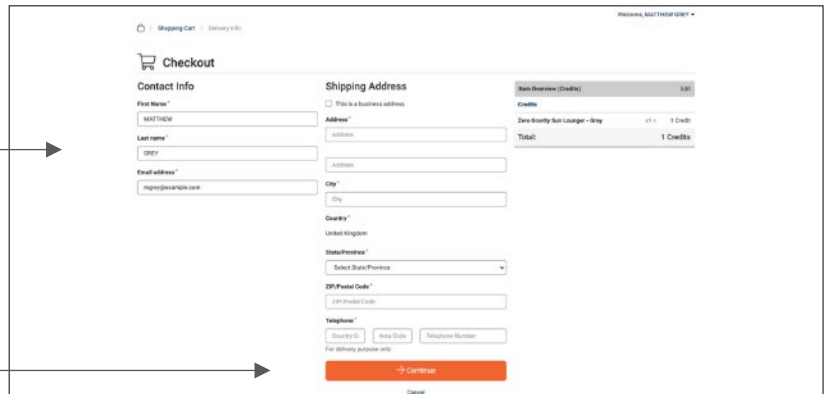


Checking Out

1. On the Shopping Cart screen, click “Continue” once you have verified your selection.

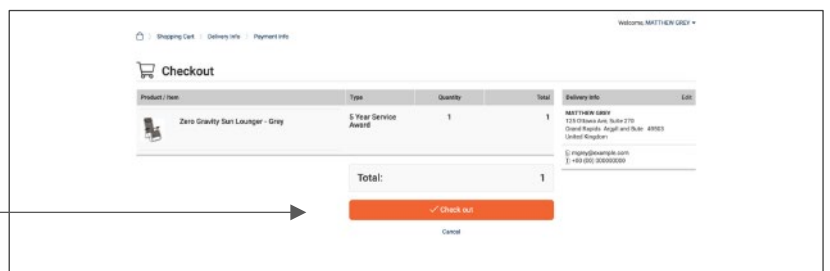


2. Enter your contact information and shipping address.



3. Click “Continue.”

4. Click “Check Out” to complete the order process.





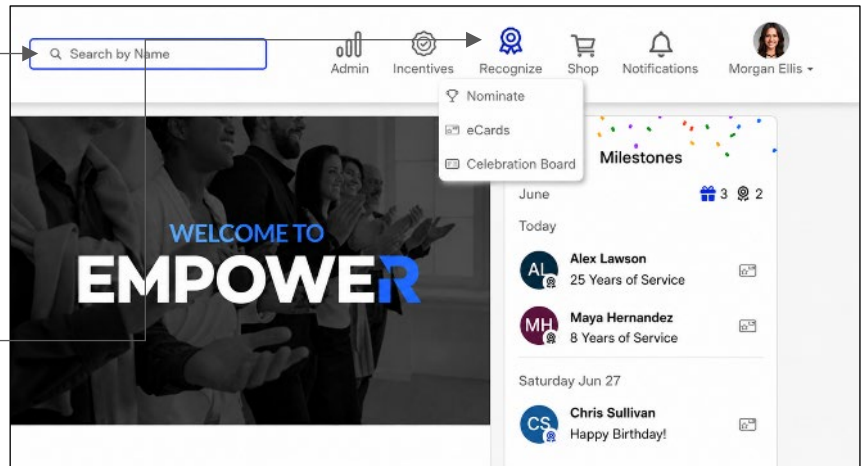
eCards



Sending eCards

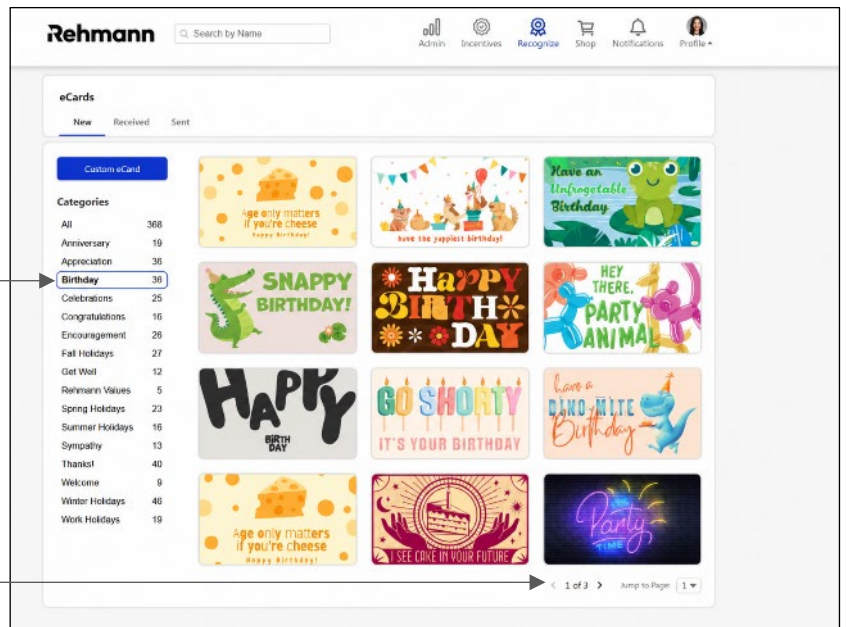
1. You can send an eCard by:

- Typing the recipient's name in the "Search by Name" field at the top of the screen, clicking their name, and clicking "Send an eCard" from their profile page or
- Hovering over "Recognize" on top of the page then selecting "eCards" from the drop-down menu.



2. Refine your search by clicking on a category listed on the left-hand side.

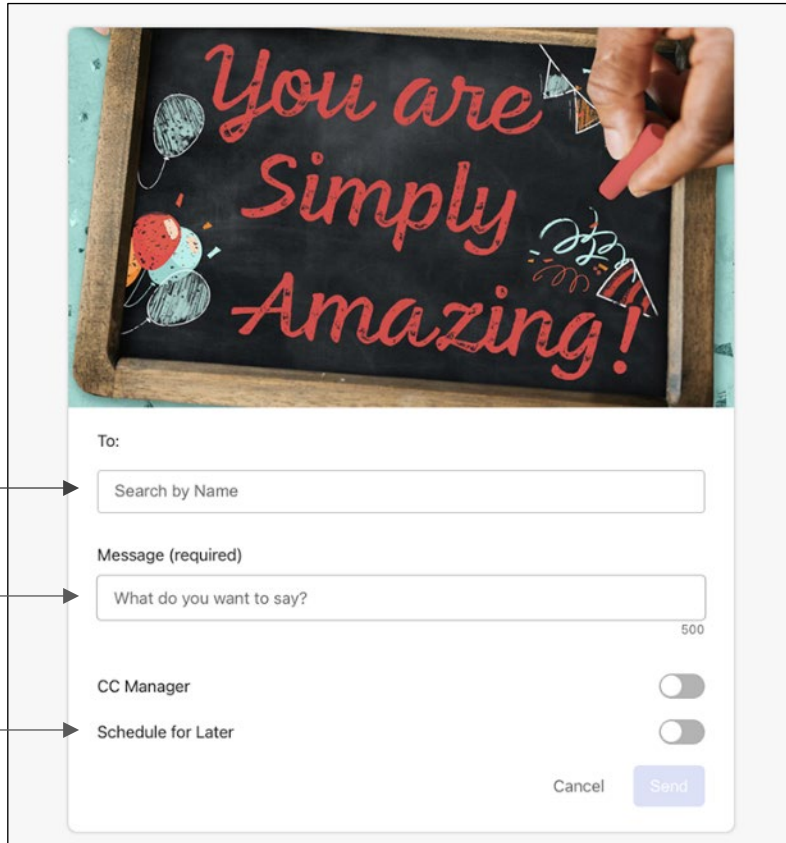
3. Browse all of your eCard options by clicking the page arrows.



Sending eCards

4. Click an eCard thumbnail to select it. If you want a different design, click the back arrow to view all.

- Type one or more recipients in the "To" field
- You can also copy the recipient's leader
- Type your message
- Click "Send" to send immediately, or toggle on "Schedule for Later" to choose a the time and date of delivery.
- When applicable, you can post to the social recognition feed copy

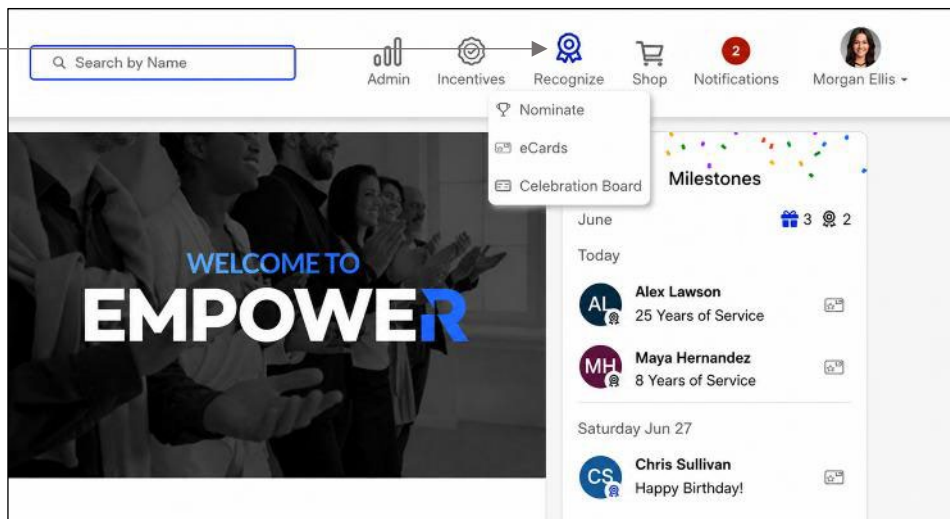


The screenshot shows the eCard sending interface. At the top, there is a preview of a chalkboard with the message "You are Simply Amazing!" written in red chalk. Below the preview is a form with the following fields and options:

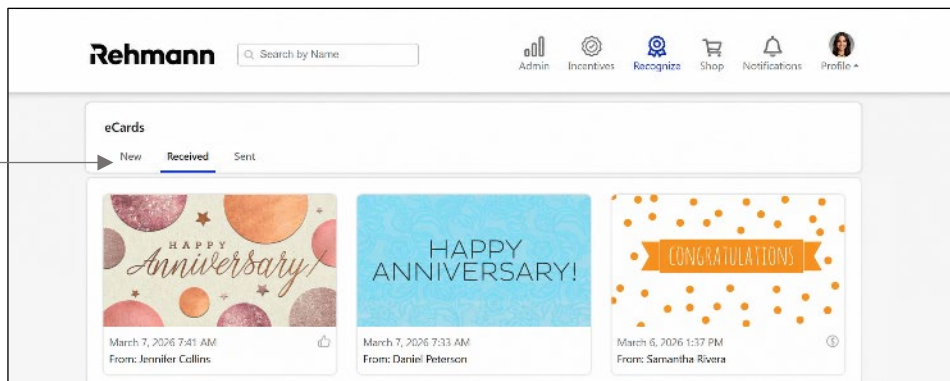
- To:** A search field labeled "Search by Name".
- Message (required):** A text area labeled "What do you want to say?" with a character count of 500.
- CC Manager:** A toggle switch that is currently turned off.
- Schedule for Later:** A toggle switch that is currently turned off.
- Buttons:** "Cancel" and "Send" buttons at the bottom right.

Receiving eCards

1. Hover over "Recognize" and select "eCards" from the drop down.

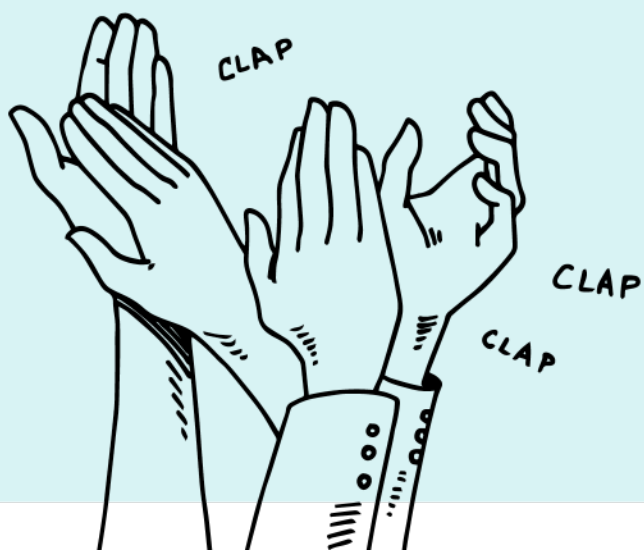


2. Here you will be able to see what you've sent and received, and you will be able to modify scheduled eCards.





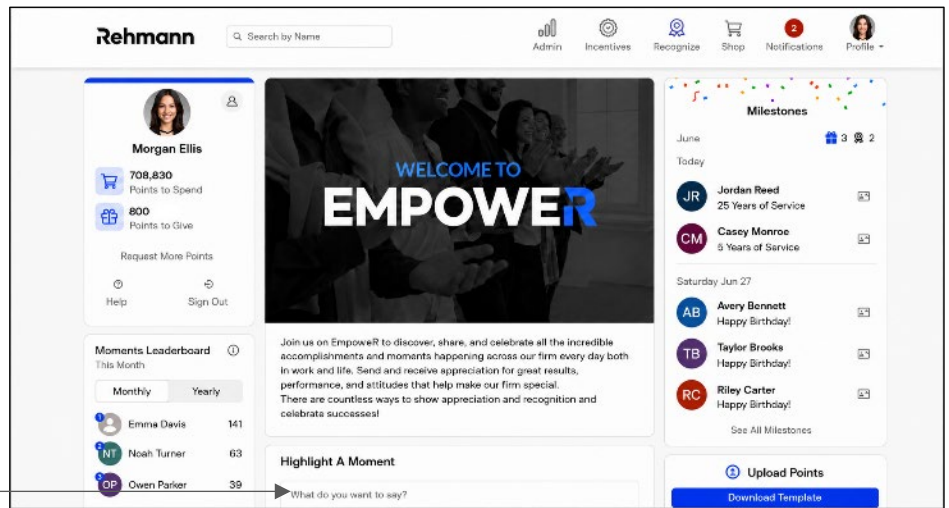
Moments Feed



Recognition Posts

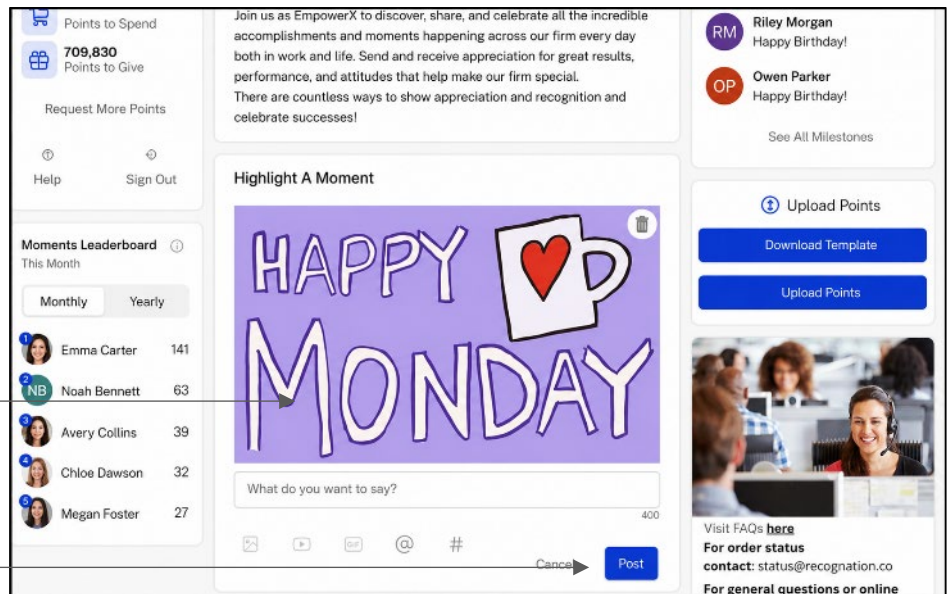
1. In the center of your page, under the welcome letter, put your cursor on "Highlight A Moment."

2. Start to type your digital high five in the box.



3. Don't forget to personalize your digital high five by adding images, videos, GIFs, mentions, hashtags, or links.

4. Click "Post."





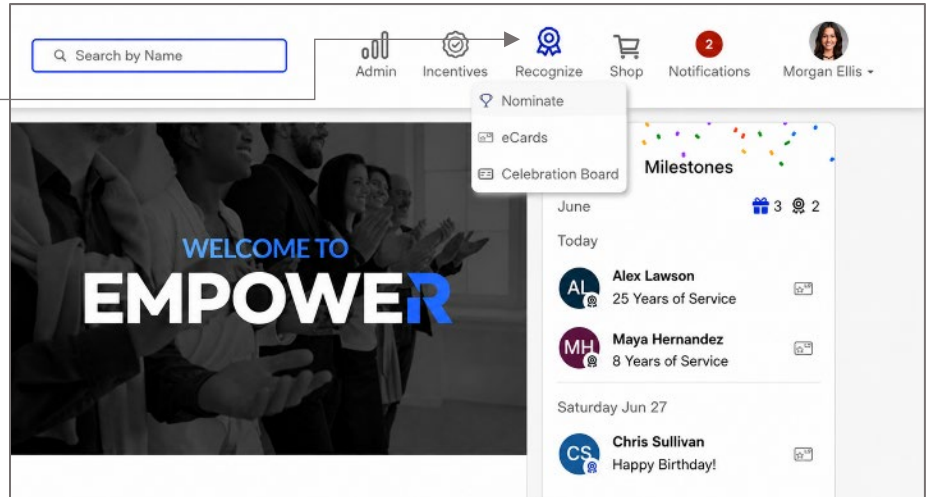
Nominations



Submitting a Nomination

1. You can nominate a team member for an Award by:

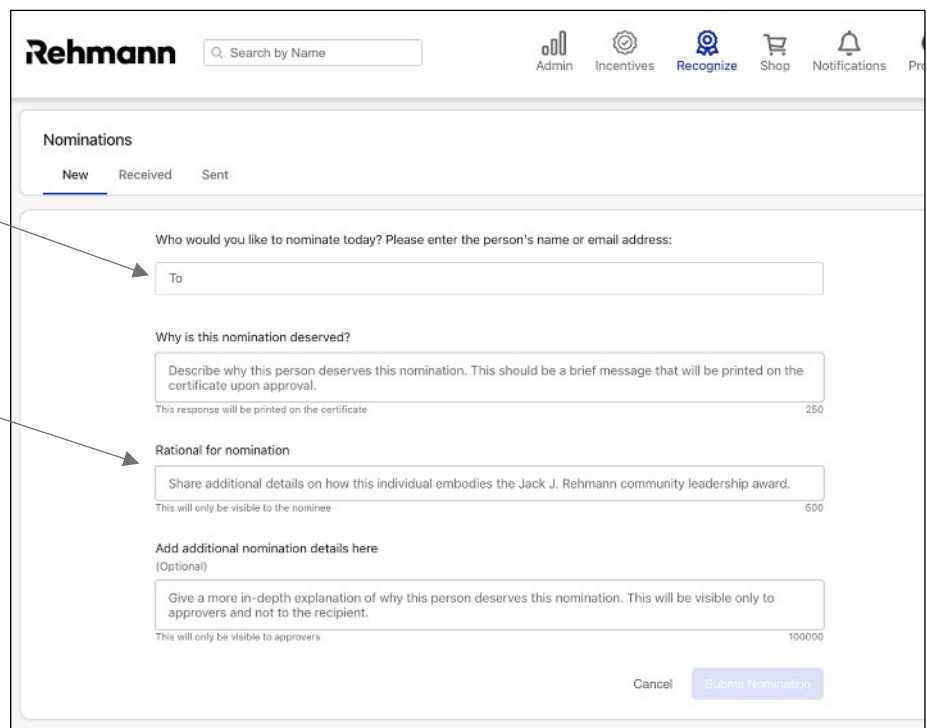
- Clicking “Recognize” followed by “Nominate,” typing in the team member’s full name, last name, or email address, and clicking on the name as it appears underneath the search bar
- Typing the recipient’s name or email address in the “Search by Name” field at the top of the page,” clicking their name, and clicking “Nominate”



2. Select the core value you would like to recognize and the award level they deserve.

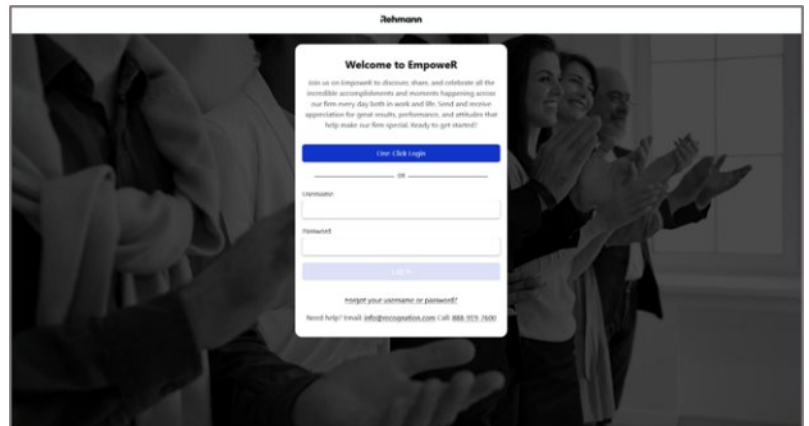
3. Enter a reason for which the nomination is deserved, rational for the nomination, and add additional details if needed.

4. After you hit submit, a notification will be sent to the required approver.

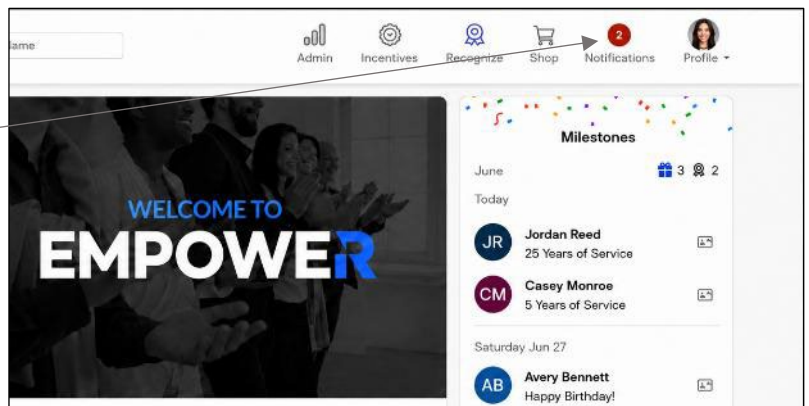


Nomination Received

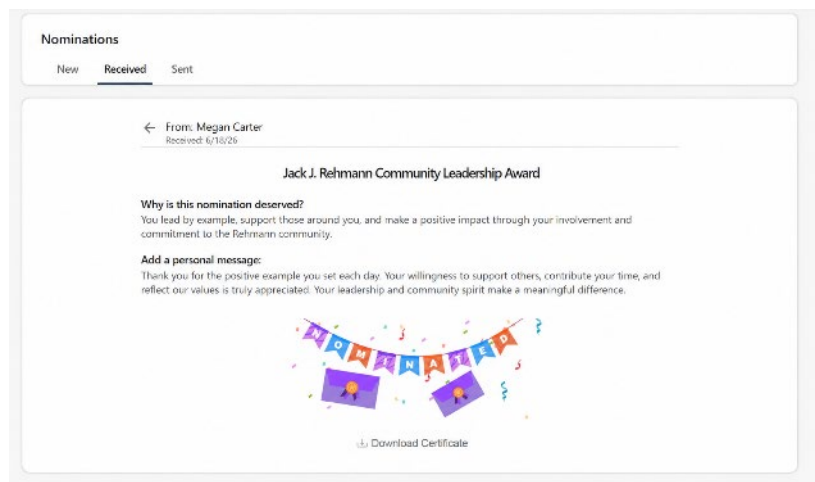
1. Log into your award site.

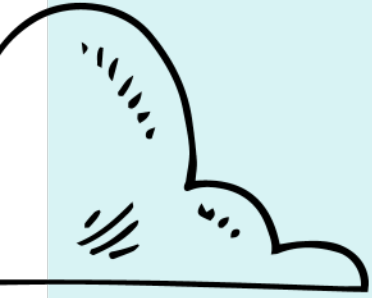


2. If you received an award, you can view it by clicking on "Notifications" on the upper right-hand corner of the page.



3. The award you received will appear on the list. Click "You received a Nomination" to view the award. You will also receive an email with a printable certificate of the award.





Questions?

Contact Customer Service

Email: info@recognition.com

Call: 888.919.7600

