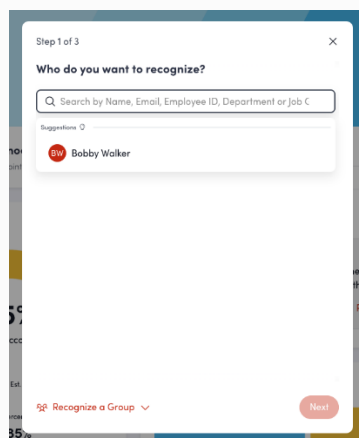


# How to Recognize and Award Points

## Submitting a Recognition

Begin by logging into your Awardco account.

1. From the homepage begin recognizing in one of the following locations:
  - The "Recognize" button in the top right-hand corner or "Recognize" in side menu.
  - The "Who do you want to recognize" widget".
2. Enter the name of the person(s) you want to recognize and click "Next".
3. If your company has more than one program, select which one the recognition will be associated with and click "Next".
4. Detail the reason for your recognition.
5. Select an award amount and/or "tag" or value for your recognition, if available to you.
6. When finished click "Recognize" and your recognition will be uploaded to the feed.



Step 1 of 3

Who do you want to recognize?

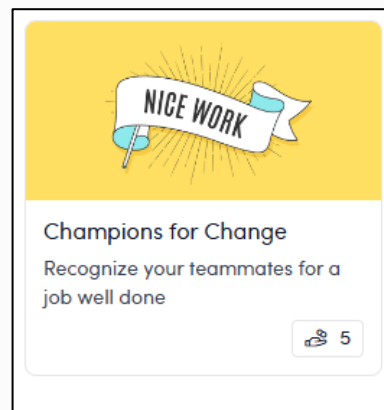
Search by Name, Email, Employee ID, Department or Job C

Suggestions

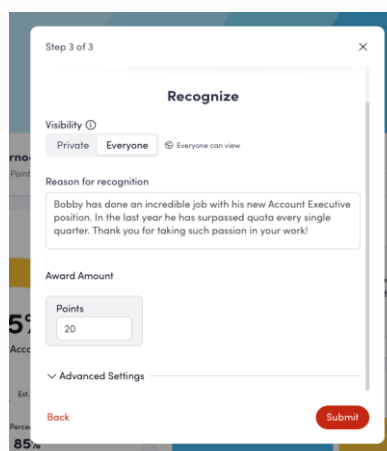
- BW Bobby Walker

5% Recognize a Group

Next



After selecting the program, complete the recognition form. It will process immediately.



Step 3 of 3

Recognize

Visibility

Private Everyone Everyone can view

Reason for recognition

Bobby has done an incredible job with his new Account Executive position. In the last year he has surpassed quota every single quarter. Thank you for taking such passion in your work!

Award Amount

Points

20

Advanced Settings

Back Submit