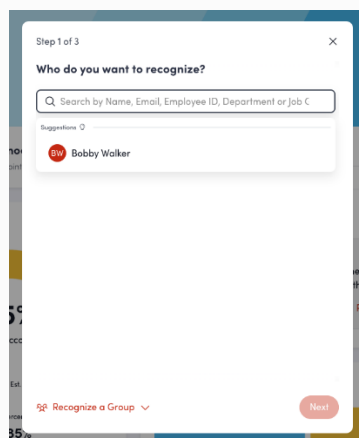# How to Recognize and Award Points

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.
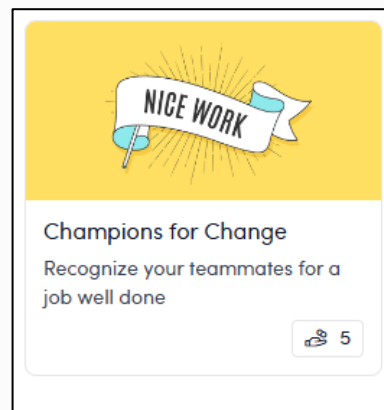6. When finished click "Recognize" and your recognition will be uploaded to the feed.
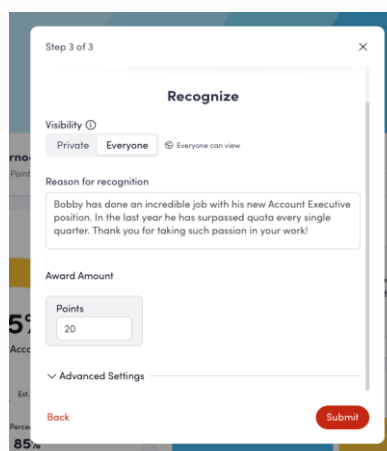
After selecting the program, complete the recognition form. It will process immediately.