

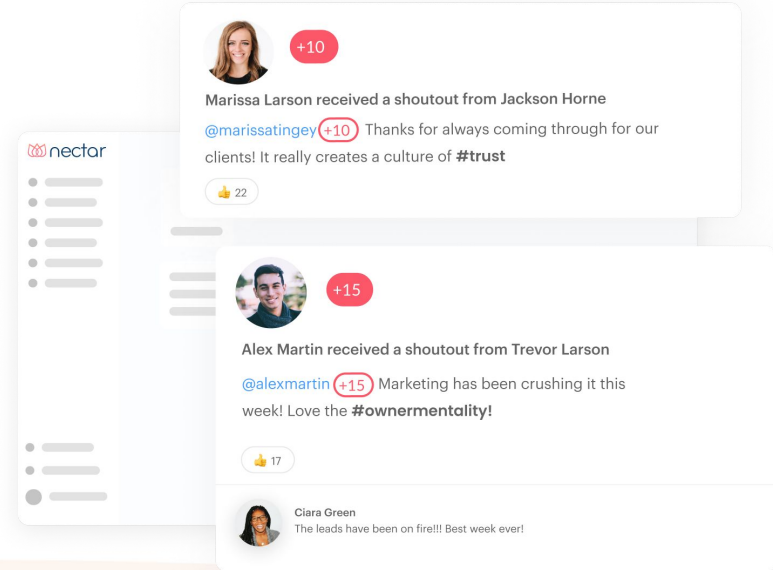
New Recognition & Rewards Program

Nectar makes it easy to recognize each other and earn rewards for doing great work.

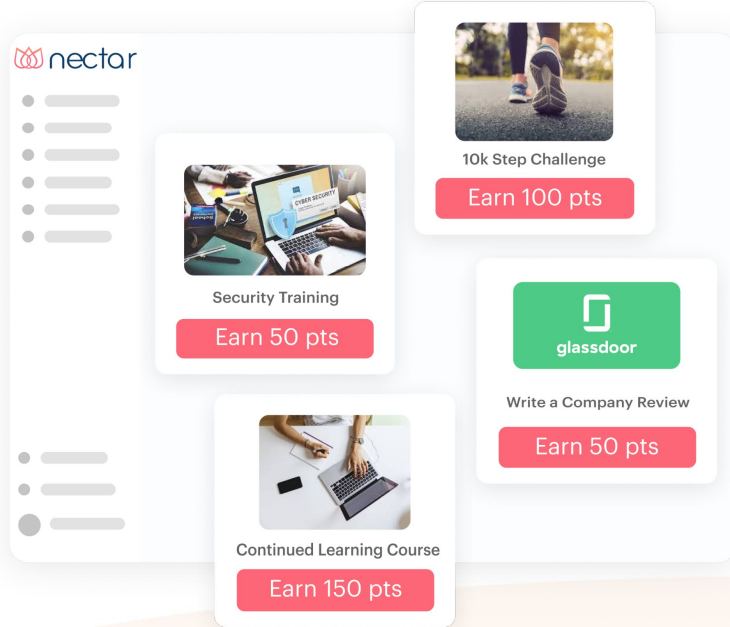


How Nectar Works

- Every month you'll get an allowance in the form of points. These points are designed to give out and don't rollover to next month.
- Send shoutouts to your peers with points, a personalized message and a core value that they demonstrated
- Shoutouts will show up on a social feed for everyone to see and interact with



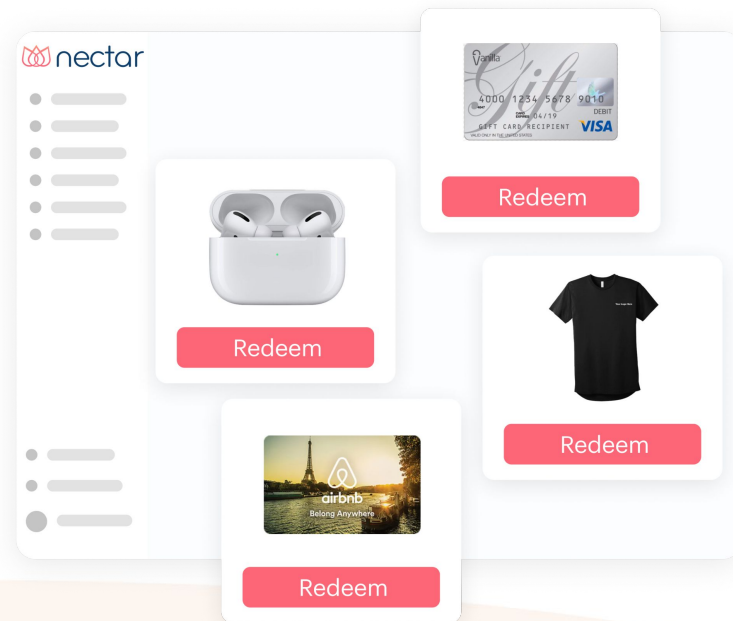
Earn Points With Challenges



- Company initiatives and programs will live within Nectar, i.e. employee referral, wellness initiatives, trainings.
- Earn additional points by completing these challenges.

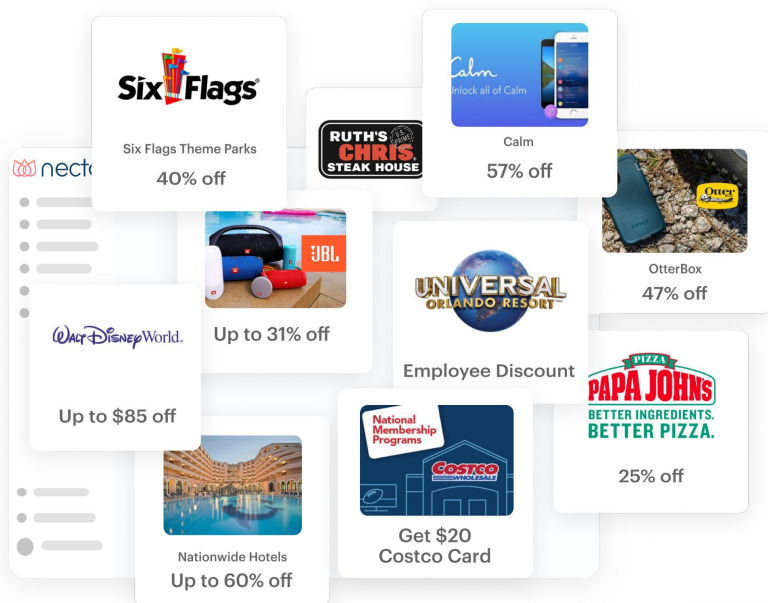
Redeem Your Earned Points For Rewards

- Pick from gift cards, company swag, Amazon products and more
- Earned points **don't expire**
- Every 10 points you earn = \$1 USD



Discounts

- You'll have access to hundreds of discounts on things like Disney, Six Flags, Hotels, and more
- Discounts are unlimited-use
- Using discounts don't require using any points. They are just a added bonus in Nectar!



How to Get Started

- Be on the lookout for an email invite from Nectar to set up your account and start sending shoutouts right away!
- If you have questions reach out to the Nectar Support Team through the chat bubble on the website www.nectarhr.com



Hi John!

ACME has invited you to join **Nectar**.

With **Nectar** you can:

- Send shoutouts to co-workers who embody your company's core values on a public feed.
- Receive shoutouts and awards from co-workers that can be redeemed for rewards.
- Access thousands of perks/discounts to save on things like Disney, Six Flags, hotels & more.

You've been given a monthly allowance of {amount} points to start recognizing your peers!

GET STARTED



Setting Up Your Account

Setting Up Your Account

1. Your company administrator will initiate an invite email from Nectar that will be sent to your email address

2. Click on the 'Get Started' button in the email

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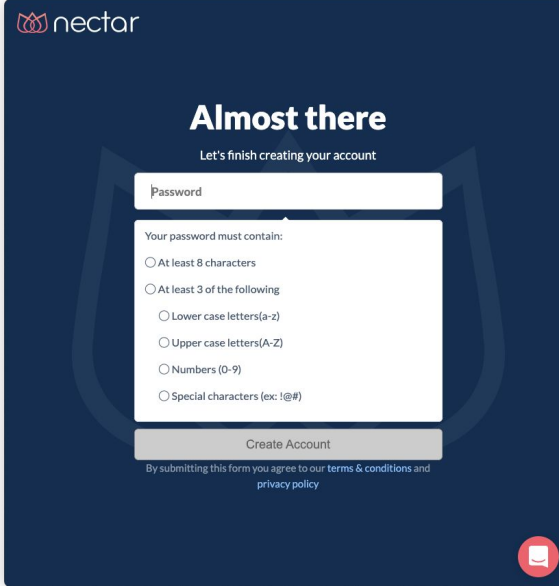
GET STARTED



Setting Up Your Account (continued)

3. Create a password or if your company uses Single Sign On (SSO) then sign on using your normal login credentials

If you have questions reach out to the Nectar Support Team through the chat bubble on the website www.nectarhr.com



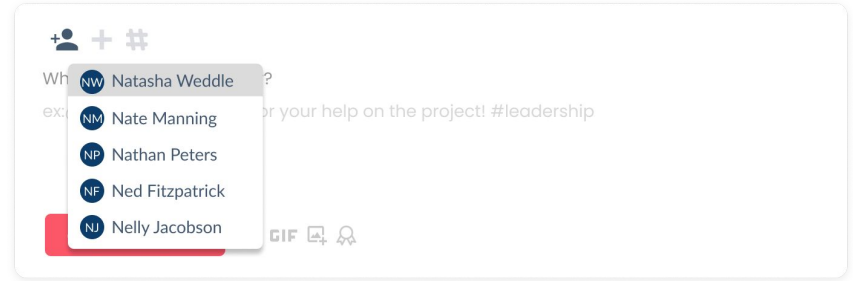
The screenshot shows the Nectar account creation interface. At the top left is the Nectar logo. The main heading is "Almost there" with the subtext "Let's finish creating your account". Below this is a "Password" input field. Underneath the field is a section titled "Your password must contain:" followed by four radio button options: "At least 8 characters", "At least 3 of the following" (which is selected), "Lower case letters(a-z)", "Upper case letters(A-Z)", "Numbers (0-9)", and "Special characters (ex: !@#)". Below these options is a "Create Account" button. At the bottom, there is a line of text: "By submitting this form you agree to our terms & conditions and privacy policy". A red chat bubble icon is located in the bottom right corner of the form area.

How to Send a Shoutout

How to Send a Shoutout

1. Navigate to the home page in your Nectar account by clicking "Home" tab on the left hand side of the screen.
2. Click on the person icon and select who you are sending the shoutout to

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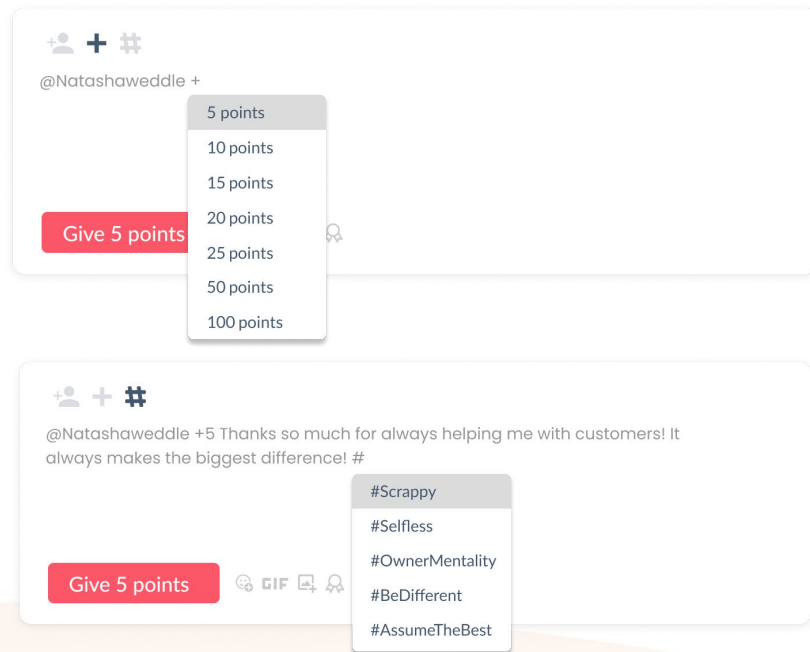


How to Send a Shoutout (continued)

3. Click the plus icon to select a point value. If you'd like to give away an amount of points not listed, simply type + and then the point value.

4. Type out a personalized message to the recipient. Click on the pound/hashtag icon and select a company core value.

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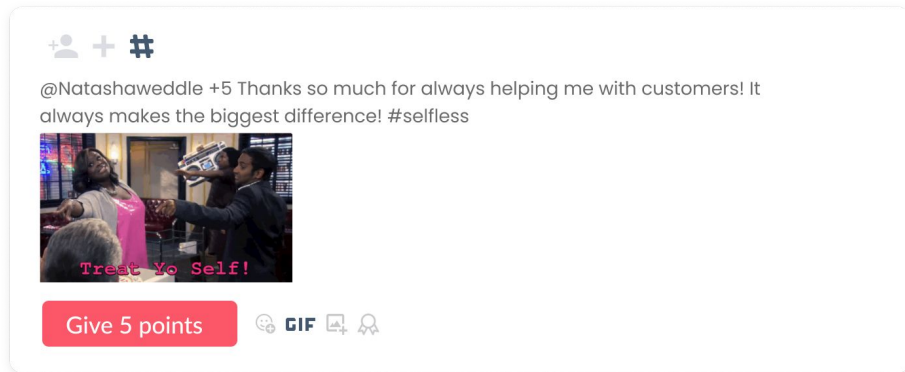
How to Send a Shoutout (continued)

6. Add any emojis, gifs, or images by using the icons along the bottom.

7. Press 'Give' to send the shoutout

Your shoutout will show on the home feed for the rest of the company to see, like or comment on!

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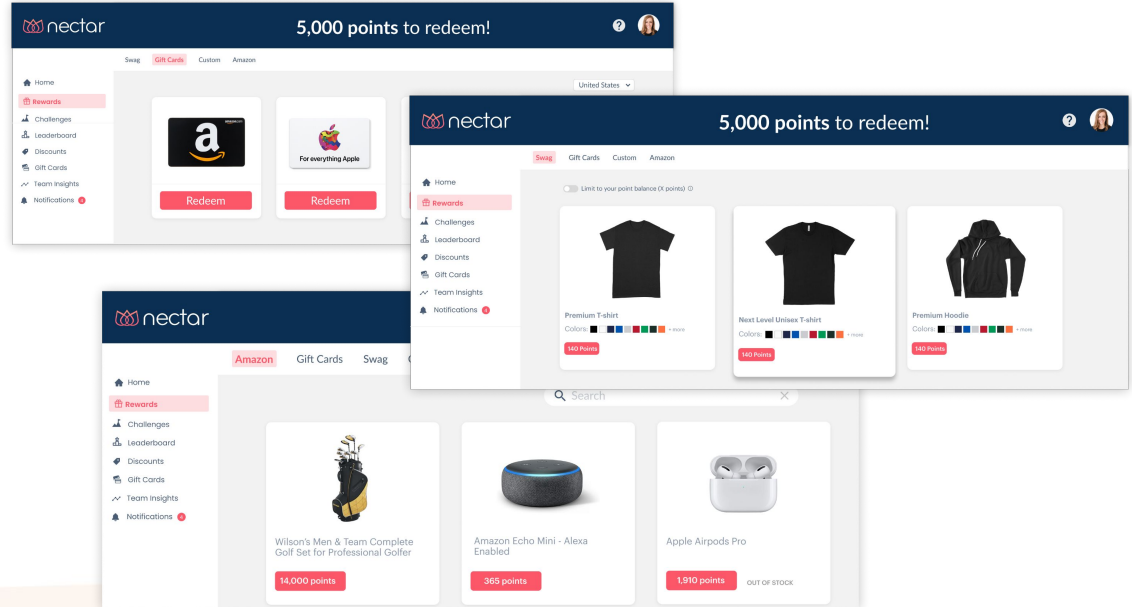
How to Redeem Rewards

How to Redeem Rewards

1. Navigate to the rewards in your Nectar account by clicking "Rewards" tab on the left hand side of the screen.

2. Click type of reward you are wanting to redeem

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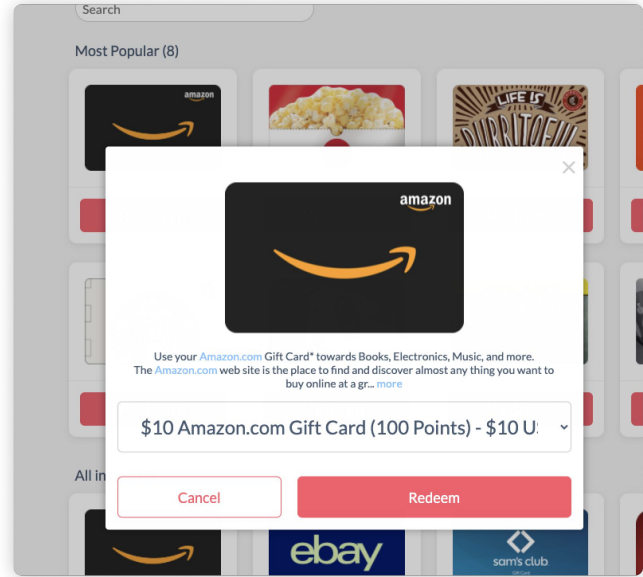


How to Redeem Rewards (continued)

3. Find the gift card or item you want to redeem

4. Select the denomination for gifts cards. Select size, color, quantity for swag items. You will also need to type in your address for redeeming swag items.

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How to Redeem Rewards (continued)

5. Press redeem or place order

Gift cards are delivered instantly to your email. Swag is delivered to your address. Swag will take 1-2 weeks for USA orders and 3-4 weeks for international orders.

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