



**WORKFORCE
PARTNERS**

AWARDS & RECOGNITION PROGRAM

For support contact your
Labour Advisor

HOW TO **REDEEM POINTS**



AWARDS & RECOGNITION PROGRAM

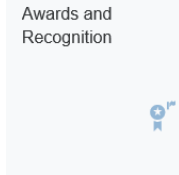
RECOGNIZING OUR FRONTLINE
WITH CHOICE REWARDS

HOW TO GET STARTED:

- 1 Go to the **EMPLOYEES** page on your company's website (*same place where you get your paystubs*) and log in.

**If you have not registered for the employee portal, you will need register first. You will need your employee ID, SIN and email*

- 2 Go to **Awards and Recognition** tile.



- 3 **REGISTRATION to Benefit One.** Only required first time you log on.

- Enter **First** and **Last Name**.
- Email should default to your email used on employee portal, if not enter your email

Upgrade Your Account for Benefit One

Tell Us About Yourself

First Name *

Last Name *

E-Mail *

Contact Preferences

In addition to communications that will result from this registration, would you also like to receive news and event notifications from SAP that are specific to your interests?

By e-mail *

☐ Yes ☒ No

Terms and Conditions

☒ I have read the [Privacy Statement](#) and consent to this agreement. *


☒ I have read and understood the Terms and Conditions of [Benefit One](#). *

[SAP](#) [Register](#)

- 4 You will now be in the **Awards & Recognition** system.



HOW TO REDEEM POINTS:

- 1 Number of points available to be redeemed will be displayed under your name. Redeemable Points 1250
- 2 To redeem an item click on  Items
- 3 You will now be in the **merchandise catalogue**.
- 4 Select items you want to purchase. [Proceed to Checkout](#) , [Add to Cart](#)
- 5 Update shipping address if required. Format of phone number is 000-000-0000.
- 6 To finalize order, click [Submit Request](#)
- 7 Email order confirmation will be received.


Additional Features

☒ Show Points Will show points needed for each item

☒ Within Point Range When selected, you can put a point range. Only merchandise in that range will be displayed.

Point range

-

 Redemption history Will display all items previously redeemed

Redeeming Points for Merchandise

Canada Revenue Agency requires that there is a taxable benefit when redeeming points for merchandise, this will show on your paystub.

Service Awards are taxable after the first \$500, Recognition Awards are taxable at \$1.

You have 1 year from the date you receive your points to redeem them. After 1 year, your points will expire.

If you are no longer working with the company, you will have 6 months to redeem your points.

Points redeemed for merchandise are based on first points received, first points redeemed