



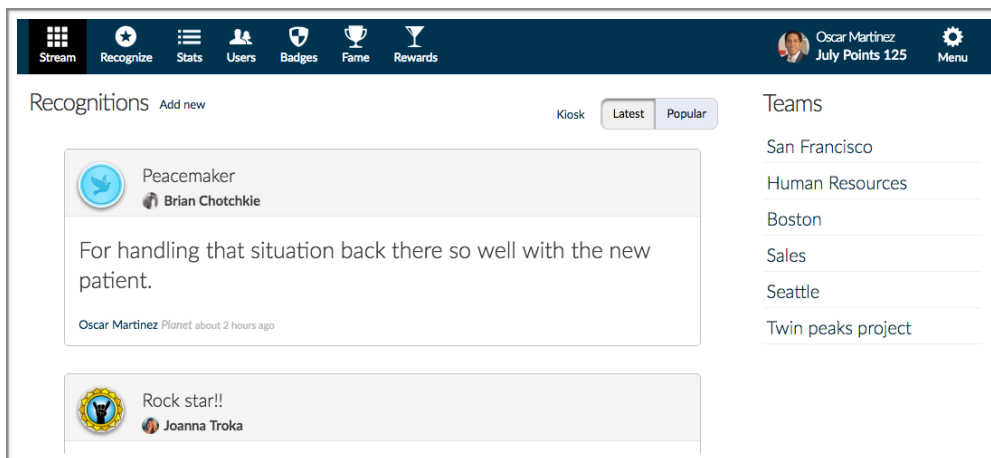
What is Recognize?

Recognize is a social employee recognition platform. It helps staff easily show appreciation to team members for their accomplishments.

Please send feedback or questions to support@recognizeapp.com or speak with your HR team.

Brief Overview

- Staff send kudos to colleagues, accompanied by a badge and a message. The badges are graphic representations of your company's values and initiatives.
- View your company's recognitions, and your own, from the Inside page or the website [Recognizeapp.com](https://recognizeapp.com). Visit Recognize from your smartphone web browser, tablet web browser, or your desktop computer.



Getting Started

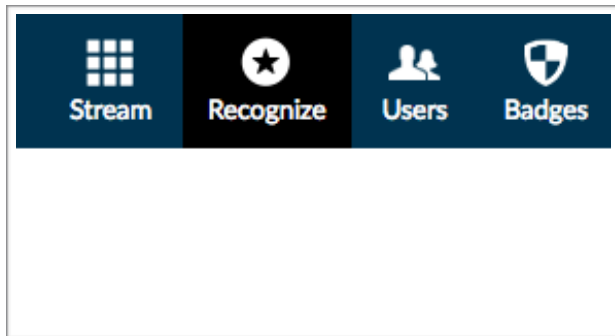
1. You will be invited into Recognize via email.
2. Sign in and set a password.
3. Click your name in the top right to view and edit your profile.
4. Download the mobile app from <https://recognizeapp.com/mobile>.

Signing In to Recognize

- Signing in with your work email address.
- Your password is set when you get invited.
- If you forget your password, click Forgot Password. Even if you never set one, you can still regain access through this link.

Sending Recognition

Send recognition by clicking Recognize in the top menu.

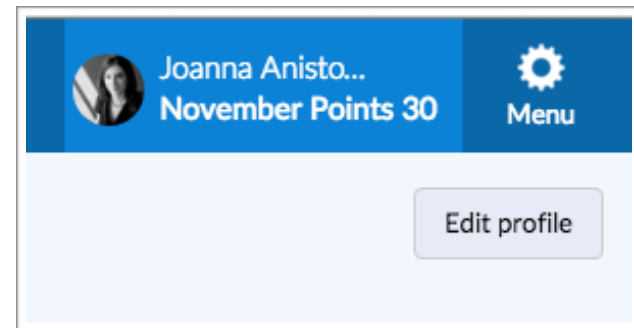


Choose a badge, recipients, and write a message.

A form titled 'Recognize' with a radio button selected. On the left is a purple circular badge labeled 'Creative' with a pencil icon and a '+ Edit Badge' button. The main form has a heading 'Who do you want to recognize?' followed by a text input field 'Enter an email or a name, and select the recipient'. Below is a 'Recipients' section with a blue pill-shaped button for 'Toby Flenderson *'. At the bottom is a 'Message' text area containing the text 'For really taking care of everything this week!'.

Editing Your Profile

To view your profile, click your avatar at top right of Recognize. To edit, click Edit Profile.



Add your start date, birthday, and phone number if you want to receive text message notifications.

A form for editing profile information. It includes a 'Phone' field with the value '516-555-1234'. A section for 'Date work started at Planet for years of service recognition.' has dropdowns for '2014', 'June', and '3'. A 'Birthday' section has dropdowns for 'February' and '4'. On the right is a list of notification preferences: 'weekly upda' (checked), 'Monthly upd' (checked), 'Activity remi' (checked), 'Monthly win' (checked), 'Allow SMS n' (checked), and 'Unsubscribe' (unchecked).