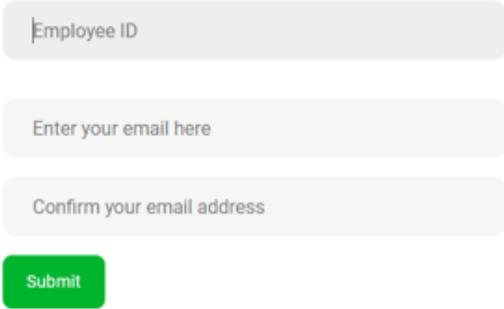


WorkPerks Guide

How to Sign-Up for WorkPerks		
Step 1	<p>Go to the Venngo APP or Website.</p> <p>Website: https://shannex.venngo.com/login</p> <p>APP: Download the Venngo app on your smartphone / tablet through the APP store</p>	 <p>The image shows the Venngo app listing on an app store, featuring a green logo and a 4.4K star rating. Below the listing are three screenshots of the app's interface: the home screen with a '10% Off' offer, a 'Categories' screen with various merchant logos like SONOS and KITS, and a 'Filter' screen with various options like 'Lighting loan' and 'Backup online'.</p>
Step 2	<p>Click on “Sign Up”</p>	 <p>The image shows a 'Please sign in' screen with two input fields: 'Username' and 'Password'. Below the fields is a link for 'Need help signing in?'. At the bottom, there are two buttons: a green 'Sign in' button and a yellow 'Sign up' button.</p>
Step 3	<p>Enter your Shannex ID and email address that you want to have linked to your account. The email you choose will be your login going forward.</p> <p>Click Submit</p>	 <p>The image shows a registration form with three input fields: 'Employee ID', 'Enter your email here', and 'Confirm your email address'. Below the fields is a green 'Submit' button.</p>
Step 4	<p>Go to your email inbox to find your activation code. This is an example of what the email would look like in Gmail:</p>	 <p>The image shows a snippet of an email header with a yellow arrow icon, the text 'Member Services', and 'Activation Required'.</p>

<p>Step 5</p>	<p>Enter the activation code here and click "Get Started"</p>	<p>Check your email</p> <p>Your activation code has been sent to [redacted]@[redacted].com</p> <p>If you have not received your activation code, please check your Spam or Junk folder. Resend code</p> <p>Enter your activation code</p> <p>Get started</p>
<p>Step 6</p>	<p>Enter your:</p> <ul style="list-style-type: none"> • First Name • Last Name • Email • Password <u>of your choice</u> <p>** Keep track of the email and password you choose – This is your login going forward</p> <p>Hit Continue</p>	<p>Create your account</p> <p>Create your account today and start saving \$100s as you shop, eat and play!</p> <p>First Name <input type="text" value="First Name"/> Last Name <input type="text" value="Last Name"/></p> <p>Email (Username) <input type="text" value="[redacted]"/></p> <p>Password <input type="password" value="Enter password"/> Re-enter password <input type="password" value="Re-enter password"/></p> <p>Mobile no <input type="text" value="1234567890"/></p> <p>Continue</p>
<p>Step 7</p>	<p>Download the Venngo app in the APP store</p> <p>To log in on the APP use your:</p> <ul style="list-style-type: none"> • Login: Use the email that you chose when you set up your account • Password: Use the password that you chose for yourself when you set up your account 	

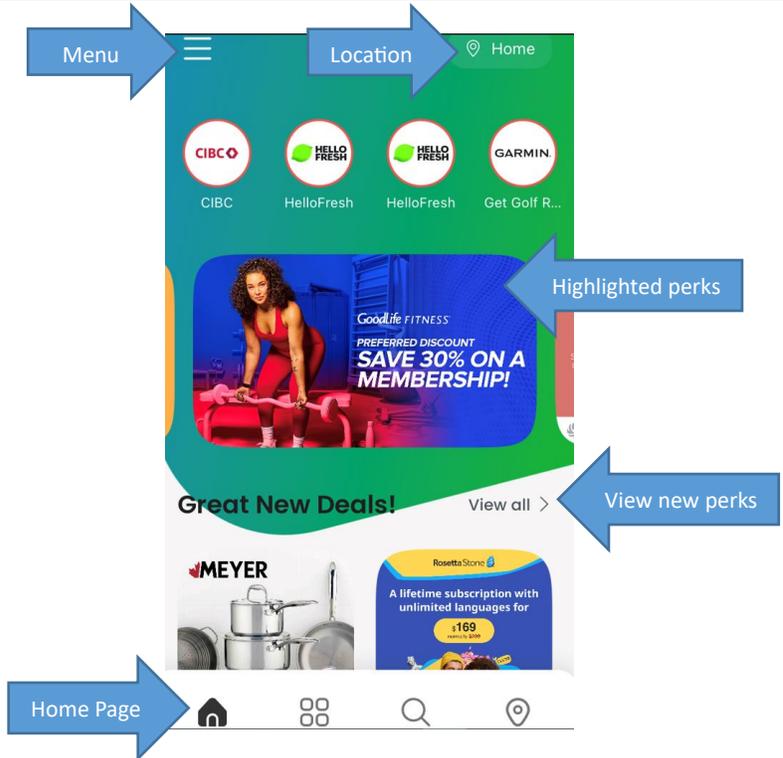
How to navigate the platform

Home Page

When you first log in you will be on the home page.

From here you can:

1. Navigate a variety of search options
2. Set your location
3. View the Menu for other options

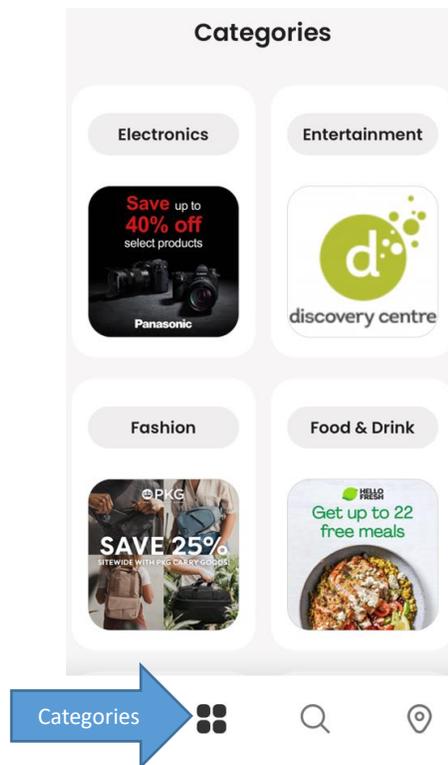


Categories Page

If you choose the Categories icon on the bottom of the screen, you can view a list of perks under a specific category.

Category Lists include:

1. Electronics
2. Entertainment
3. Fashion
4. Food & Drink
5. Health
6. Home & Living
7. Pet
8. Sports
9. Travel

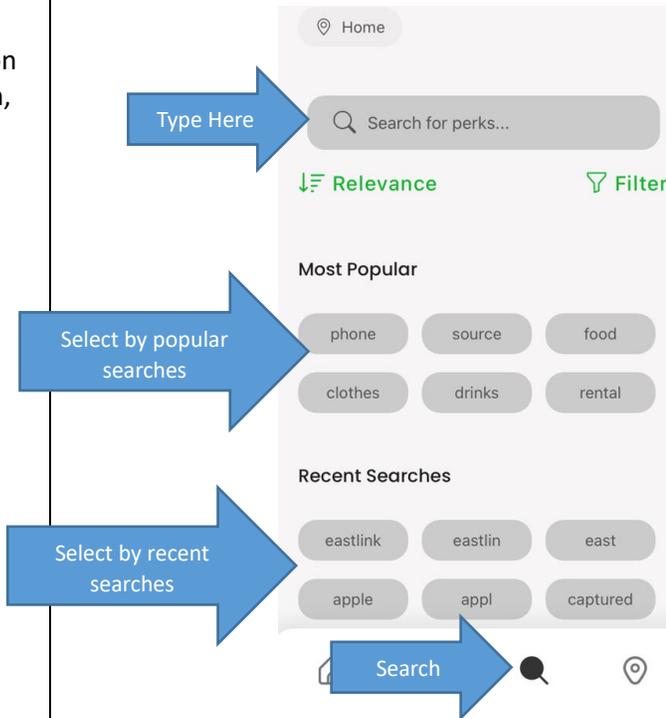


Search Page

If you choose the Search icon on the bottom of the screen, you can search for anything that interestests you.

You can search by:

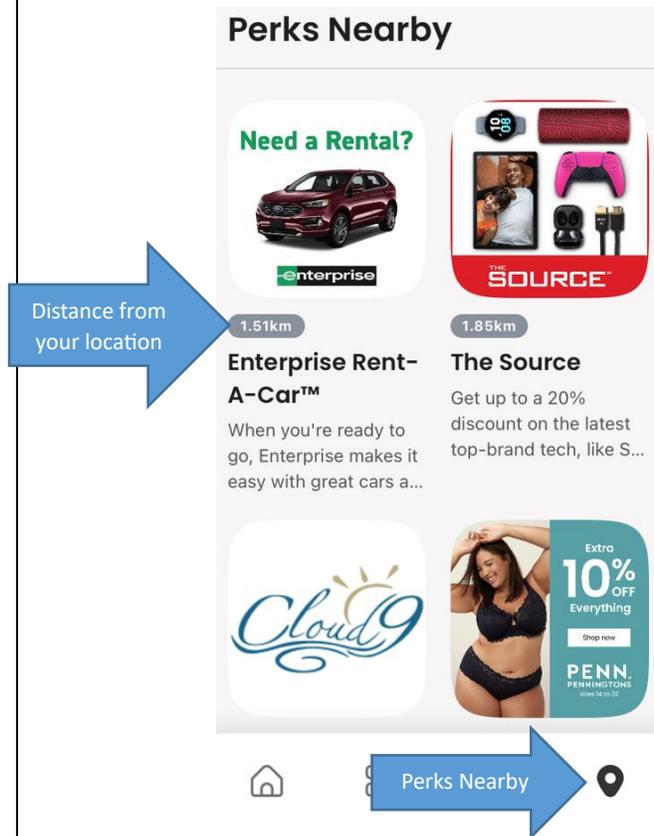
1. Key word
2. Specific vendors



Perks Nearby Page

If you choose the Perks Nearby icon on the bottom of the screen, you will see a variety of perks near you.

These will appear indicating within how many kilometers the vendor is from the location you have set on the app.

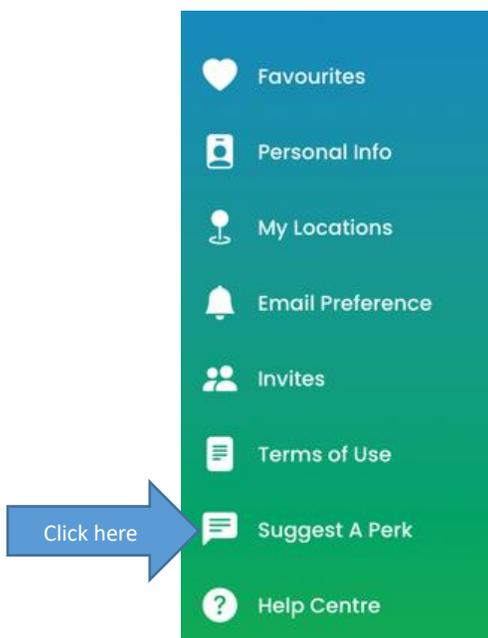


How to “Suggest a Perk”

Go to the “Menu” screen from the home page



Click on the “Suggest a Perk” page



Fill in a few details about the company you would like to get a perk from!

Just fill in:

- You email
- You company (Shannex)
- The name of the business you WANT the perk from
- The types of products / services they provide
- Why you love the business you want the perk from
- The address of the business you want the perk from
- The website and contact info from the business you want the perk from (if you have it)

← Suggest A Perk

Your email — so we can let you know when your suggested business has a perk! *

Your company or organization name? *

What's the name of the business where you'd like to have a perk? *

What type of products and/or services do they have? *

Tell us why you love this business? *

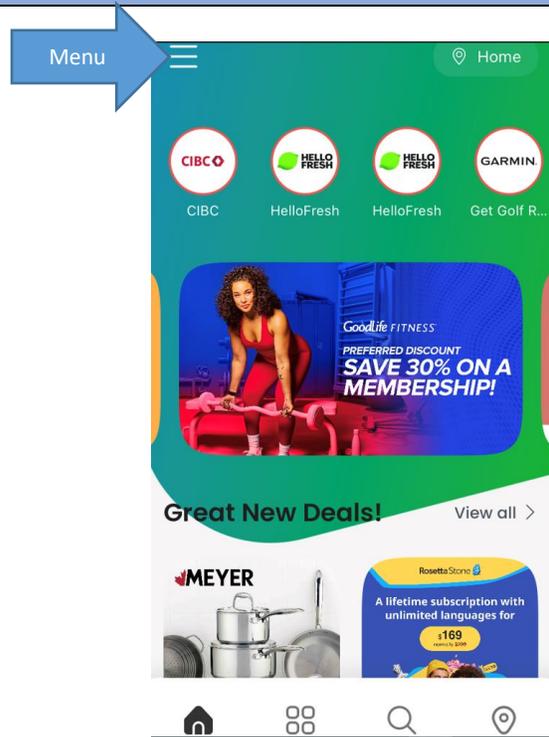
Let us know why their special and why you would like to have them as part of your program.

What's their address?

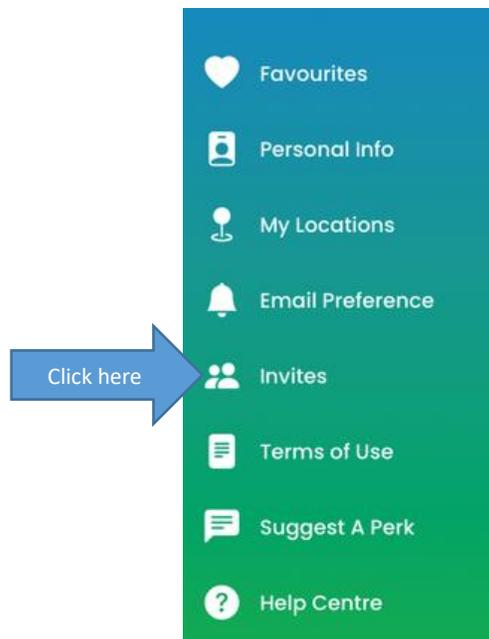
	<p>City *</p> <input data-bbox="846 239 1172 291" type="text"/> <p>Province/State *</p> <input data-bbox="846 396 1172 449" type="text"/> <p>Business Website</p> <input data-bbox="846 554 1172 606" type="text"/> <p>Business Email</p> <input data-bbox="846 711 1172 764" type="text"/> <p>Business Telephone</p> <input data-bbox="846 869 1172 900" type="text"/>
<p>What happens next?</p>	<p>WorkPerks will contact the company that you want the perk from to attempt to put a deal in place to add them to the WorkPerks platform.</p> <p>Once the company has been approved a new perk, WorkPerks will add them to the APP and website and highlight them under the “Great New Deals” section.</p> <p>Once added, everyone will be able to use the new perk!</p>

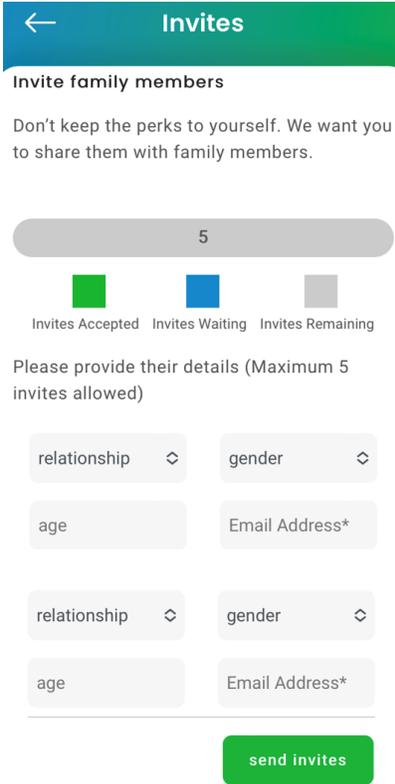
How to invite family

Go to the “Menu” screen from the home page



Click on the “Invites” page



<p>Enter the following details for the person you are inviting:</p> <ul style="list-style-type: none"> • Relationship • Gender • Age • Email Address <p>Then click “Send Invites”</p> <p>NOTE: You can <u>invite up to 5 family members</u> to have access to their own WorkPerks account</p>	 <p>The screenshot shows the 'Invites' screen in the WorkPerks app. At the top, there is a green header with a back arrow and the word 'Invites'. Below this is the title 'Invite family members' and a message: 'Don't keep the perks to yourself. We want you to share them with family members.' A progress bar shows '5' invites total, with '1' accepted (green square), '1' waiting (blue square), and '3' remaining (grey square). Below the progress bar are two sets of input fields for each invitee: 'relationship' (dropdown), 'gender' (dropdown), 'age' (text), and 'Email Address*' (text). A green 'send invites' button is at the bottom.</p>
<p>What happens next?</p>	<p>The family member that you invited will receive an email from Venngo WorkPerks prompting them to sign up for their own account.</p> <p>Once they have taken this step, they can download the APP or sign in via the website the same way that you would.</p>

FAQ	
<p>Do I have to pay to use WorkPerks?</p>	<p>You don't have to pay anything to be registered on the WorkPerks platform (APP or website).</p> <p>You just sign up and find any discounts you'd like to use!</p>
<p>Am I eligible to use WorkPerks?</p>	<p>You are eligible to use WorkPerks, no matter what your position is, for as long as you are actively employed by Shannex!</p>
<p>I don't see many perks available in my area. Can we add some perks nearby?</p>	<p>Try the “Suggest a Perk” feature on the WorkPerks APP or website!</p> <p>All you need to do is:</p>

	<ol style="list-style-type: none"> 1. Go to “Suggest a Perk” 2. Fill in the name of the company that you would like to have a perk discount with as well as their contact information and website if available <p>Venngo WorkPerks staff will then contact the company you have suggested directly to attempt to have them added to the platform for us!</p> <p>This is how WorkPerks adds their perks vendors. If we let them know what we are interested in, they will prioritize what we have requested!</p>
Will WorkPerks expire?	You and your family will have access to use WorkPerks for as long as the plan is in place and you are actively employed by Shannex!
Can my family use WorkPerks?	Yes! As long as you have registered for WorkPerks yourself, you will be able to invite your family members to download the APP and use it as well.
Can I use WorkPerks if I leave my job with Shannex?	If you leave your job with Shannex you will no longer be eligible to use WorkPerks.
If I “Suggest a Perk”, will my information be shared with the company that I want a perk from?	<p>Venngo WorkPerks will not share your name or personal information with the company that you had requested a perk from.</p> <p>WorkPerks will only use the information you have provided about the company to negotiate a discount with them on your behalf.</p> <p>WorkPerks will add more perks focusing on what we want first, so fill out the “Suggest a Perk”!</p>

Need help? Have questions?

Contact the Venngo support team by email or visit the help centre: Mon-Fri 9:00am-5:00pm EST

Email: support@venngo.com

Help Centre: helpcentre.venngo.com/en

More questions or concerns? Contact the **Shannex Total Rewards** team: GreatRewards@shannex.com