# INDIVIDUAL AND GROUP CERTIFICATION

**How to set up certification:**

1. Log-in to provenwinners.com and go to your location.
   Click on begin certification set up.
   a. Verify account information.
   b. Choose where to ship your rewards.
   c. Enter total number of employees to certify.
   d. Select the rewards you want your employees to choose from.

2. For individual certification give each employee a Certification Code and the Employee certification instructions. (Certification codes can be found on your location under Certification Management or on the email confirmation.)

3. For group certification, watch the video at https://www.provenwinners.com/Staff_Training and fill out one Group Certification Reward Form. No survey is necessary. Email the completed group reward form to Karin@Provenwinnners.com

4. Certification must be complete by May 31, 2027, to receive rewards.

Questions?
Contact Karin Jenkin at Karin@provenwinners.com or text/call 815-991-9685