

How to Subscribe to CONNECT+

- 1. Log-in.
- 2. Go to your location.
- 3. Click on subscribe to CONNECT+.
- 4. Complete from.
- 5. Enter payment.

How to set up Certification

- 1. Log-in.
- 2. Go to your location.
- 3. If you are not subscribed to CONNECT+ subscribe.
- 4. Begin Certification set up.
 - a. Choose where to ship rewards.
 - b. Enter total number of employees to certify.
 - c. Select the rewards you want your employees to choose
- 5. Give employees test keys and instructions below. (Test keys can be found on your location or on the email confirmation.)

Additional Resources

Proven Winners University- <u>www.provenwinners.com/University</u> View 2-5 minute videos on popular topics. Use as additional staff training or share them with your customers.

Questions Regarding Certification or CONNECT+

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Employee Training

Test Key:_____

- 1. Watch video (<u>www.provenwinners.com/training</u>)
- 2. Take the test your manager will give you a printed copy to complete or you can take it online. Link to test is below video.
- 3. After completing the test, you will have a few options:

Print out your employee certificate of completion.

Feedback (<u>www.provenwinners.com/feedback</u>) – Have a quick comment about the certified training program? Just click the feedback link in the left sidebar of our website and let us know what you think. If you are completing certification offline email <u>Karin@provenwinners.com</u> with any comments.

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