



Your Path to Great Savings!
Step by Step Guide to Creating Your Account

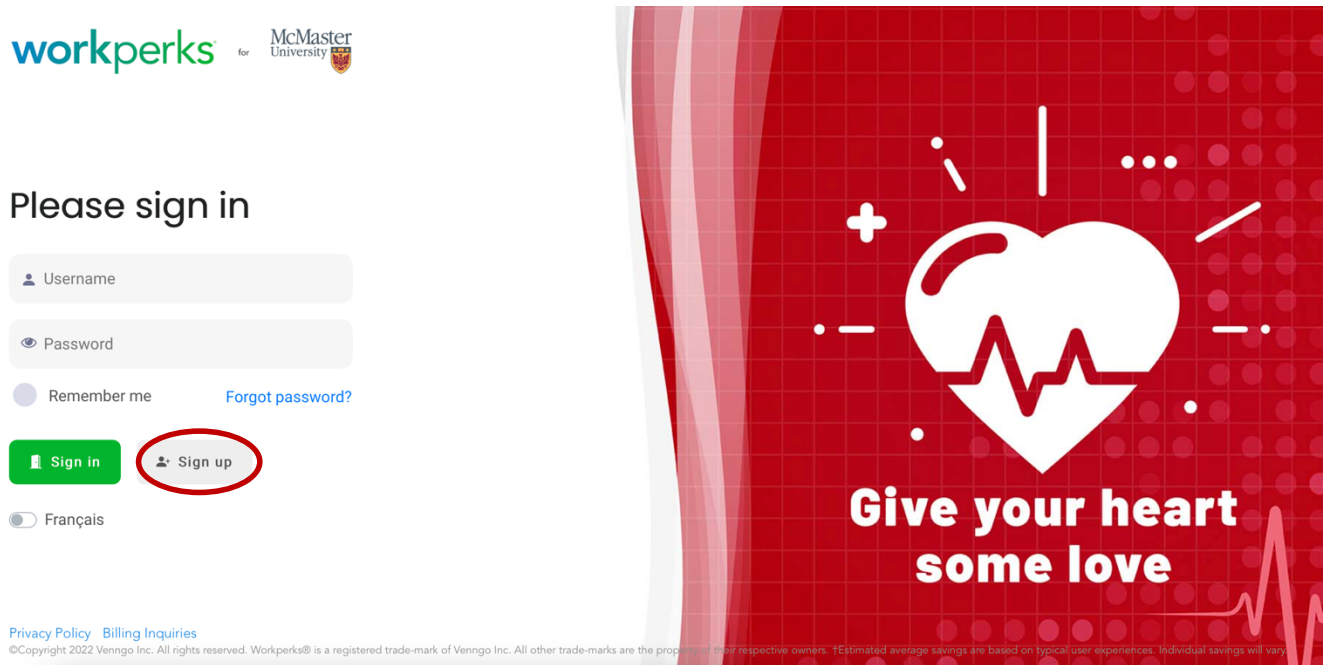
What we cover in this Step by Step

- HOW TO CREATE YOUR ACCOUNT VIA DESKTOP
 - DOWNLOADING THE MOBILE APP
- HOW TO CREATE YOUR ACCOUNT VIA THE MOBILE APP
 - NAVAGATING THE MOBILE APP
 - NAVAGATING THE DESKTOP VERSION
 - Homepage Review
 - Finding Perks
 - Perk Page Review
 - Share, Rate, Report, Favourite or Suggest-A-Perk
 - Redeeming Perks
 - Inviting a Family Member
- HOW TO CONTACT US FOR ASSISTANCE

CREATING YOUR ACCOUNT VIA DESKTOP

Step 1: Visit: mcmaster.venngo.com

- Click on the "Sign Up" button to begin setting up your account



workperks for **McMaster University**

Please sign in

Username

Password

☐ Remember me [Forgot password?](#)

☐ Français

[Privacy Policy](#) [Billing Inquiries](#)

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Give your heart some love

Step 2: Authenticate your Account

- Fill in your corporate email address



workperks for **McMaster University**

Get your activation code

Please provide your email address from your organization. ⓘ

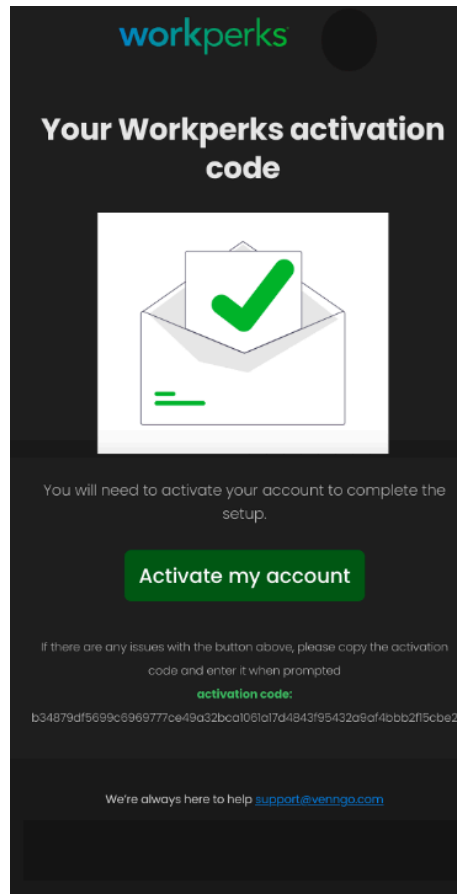
Enter your email here

You must have an active email with one of the following domains:
@mcmaster.ca

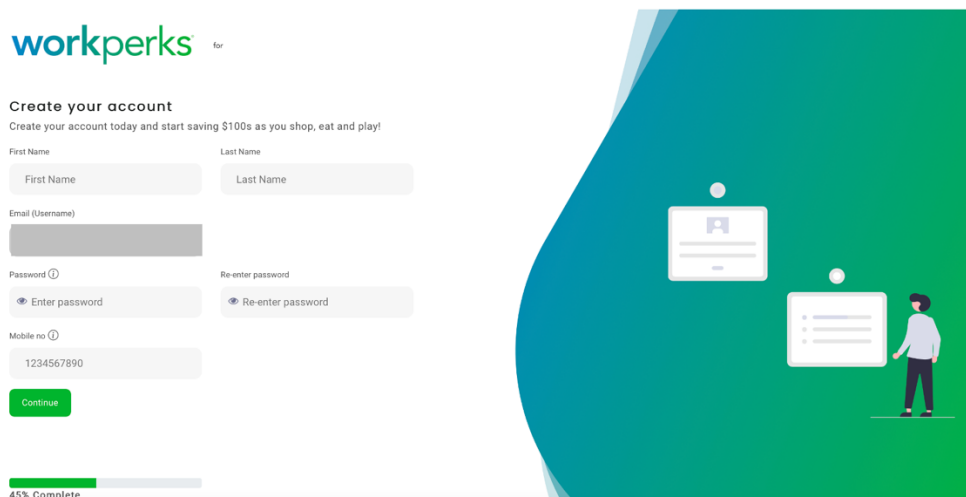
0% Complete

Step 3: Go to your inbox and find this email

- click on the "Activate my account" link and it will direct you to set up your profile



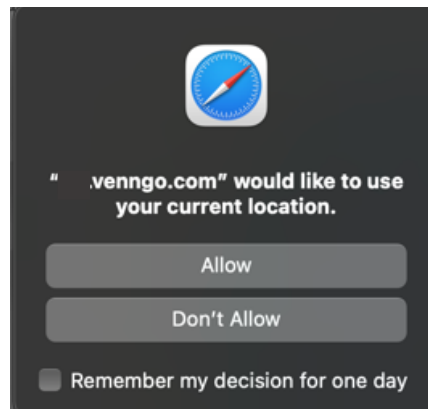
Step 4: Fill in your personal information

A screenshot of the 'Create your account' form on the Workperks website. The form is titled 'Create your account' with a subtext 'Create your account today and start saving \$100s as you shop, eat and play!'. The form fields are: First Name, Last Name, Email (Username), Password (with an eye icon), Re-enter password, and Mobile no. (with an eye icon). A green 'Continue' button is at the bottom left. A progress bar at the bottom shows '45% Complete'. On the right side, there is a large green graphic with a white icon of a person standing next to a list, and a small white icon of a person standing next to a list.

Step 5: Set up your location

- Delete any default addresses
 - Add your home & work address
- **You can add additional locations at any time**

Note: Google maps may default to your nearest location



workperks[™] for

Add a location

We use your location to show you all the great perks nearby. To get started, please provide an address in which you would like to begin using your perks. You can add more locations at any time.

600 Queens Drive

Suite/apt.

Toronto

Ontario

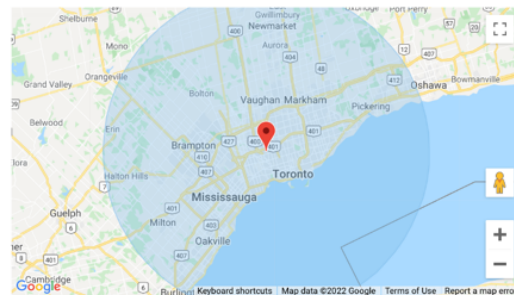
M6L 1N3

Canada

- ☒ Home
- ☐ Work
- ☐ Location Name

Continue

60% Complete



Show me perks within:

50 km

Step 6: Sign up to receive our e-newsletters.

(You can unsubscribe at any time but it's a great way to be reminded of the discounts available to you!)

workperks[®]

for

Newsletters and promos

Don't miss out. Perks are being added and updated all the time. Subscribe and stay up-to-date on the latest offers.

By email

✔

Yes, sign me up to receive newsletters

Edit

By text

✔

Yes, sign me up to receive text notifications

Edit

Continue

75% Complete



Step 7: Read and agree to the terms and conditions by checking the box

workperks^{for}

Terms of use

Welcome to Workperks for Procter & Gamble (the "Website"), owned and operated by Venngo Inc. ("Venngo") and licensed to Procter & Gamble ("Licensee"). In this document Venngo is referred to as "we", "our" or "us". The services provided on the Website (collectively referred to as the "Services") are managed by us.

These terms of use ("Terms") govern your use of the Website. Please read through the Terms. If you do not agree with the Terms, do not use the Website. By accessing the Website or any of the Services, you agree to be bound to the Terms. We may change these Terms at any time by posting changes online. In the case of a material change, we will provide you with thirty (30) days advance notice. Your continued use of the Website means that you agree to be legally bound by the Terms as updated and/or as amended.

1.ACCESS TO WEBSITE, SERVICES AND USER INFORMATION

Only individuals designated by the Licensee are eligible to become Account Holders. Only current Account Holders can access the Services. You may start accessing the Website as soon as you have completed the sign-up process. You agree to provide accurate and current information such as unique personal identification names, email addresses, numbers or passwords ("User Information") as required by the sign-up process, and to *update the information as necessary in a timely manner to ensure that it is kept accurate.*

☒ I agree to the above terms & conditions

Continue



Step 8: Download the mobile App



Get the Venngo App for iOS and Android
Don't leave home without your perks! Download the mobile app today!



Send Link

Skip



Step 9: Congratulations – you’re ready to start saving!

✓ Success

Mobile download link sent to

Congratulations!

You have successfully activated your Workperks account. You are now ready to start saving. We hope you enjoy your perks.

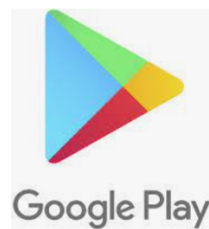
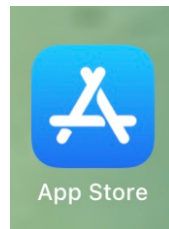
Start saving



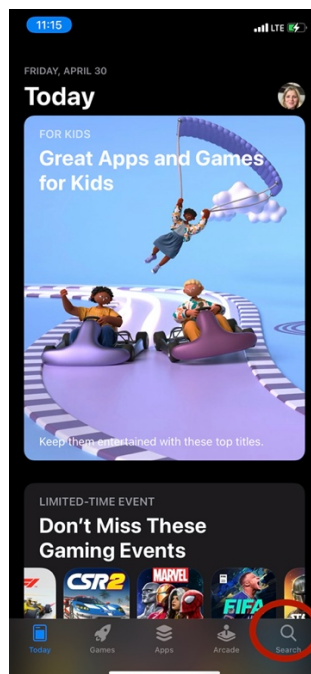
DOWNLOADING THE MOBILE APP



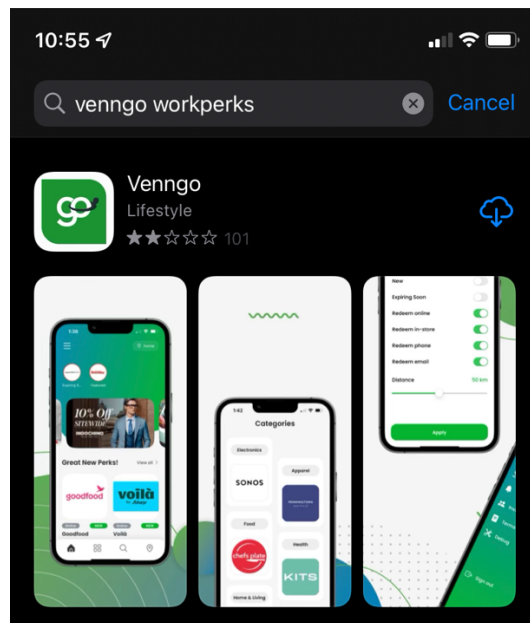
Step 1: (for iPhone users) visit the App Store
(for Android users) visit Google Play



Step 2: Search "Venngo" in the search bar

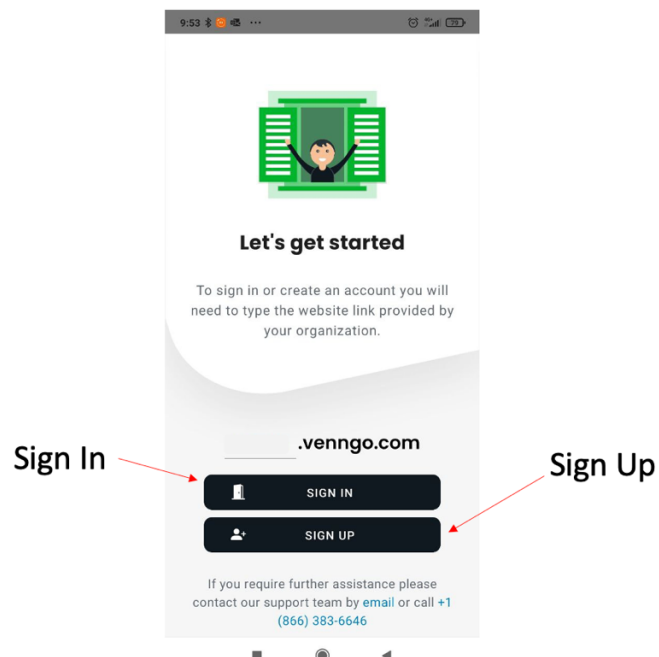


Step 3: Download the app (it looks like this).



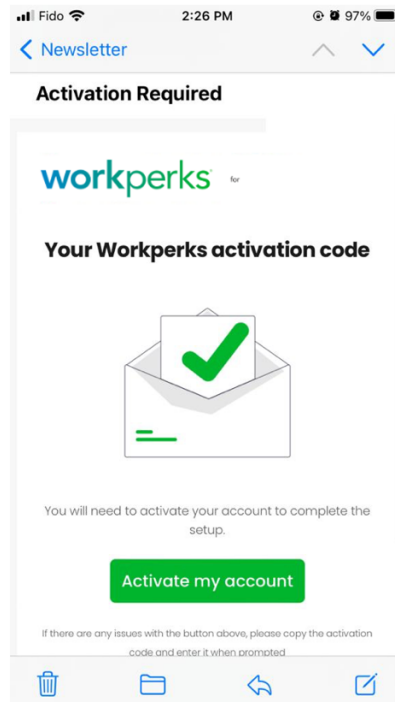
Step 4: Once download & open:

- a) If you're already registered, click "Sign In" and use your username and password to login.
- b) If you do not have an account registered, click "Sign Up" to register for your account



Step 5: Registering for your account via the mobile App

A) Validating your account /email address via activation code



B) Setting Up your profile - username & password, locations, e-newsletter opt-in, agreeing to the T&C's

workperks for

Create your account
Create your account today and start saving \$100s as you shop, eat and play!

First Name
First Name

Last Name
Last Name

Email (Username)
[Redacted]

Password ⓘ
Enter password

Re-enter password
Re-enter password

workperks for

Add a location
We use your location to show you all the great perks nearby. To get started, please provide an address in which you would like to begin using your perks. You can add more locations at any time.

Enter your address

Suite/ap City

Postal code

☒ Home
☐ Work
☐ Location Name

workperks for

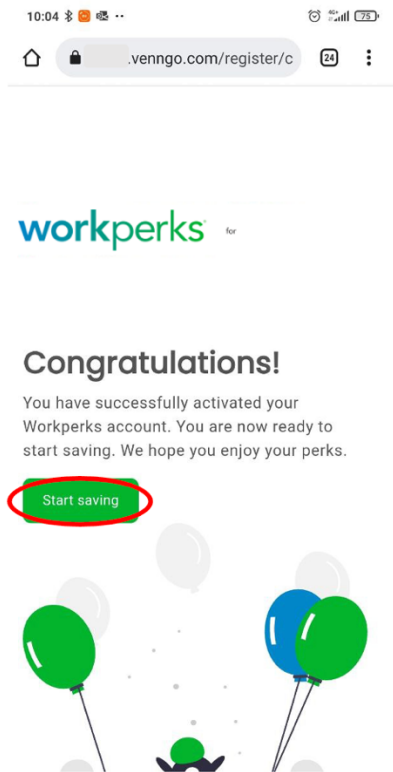
Newsletters and promos
Don't miss out. Perks are being added and updated all the time. Subscribe and stay up-to-date on the latest offers.

By email
☒ Yes, sign me up to receive newsletters
[Edit]

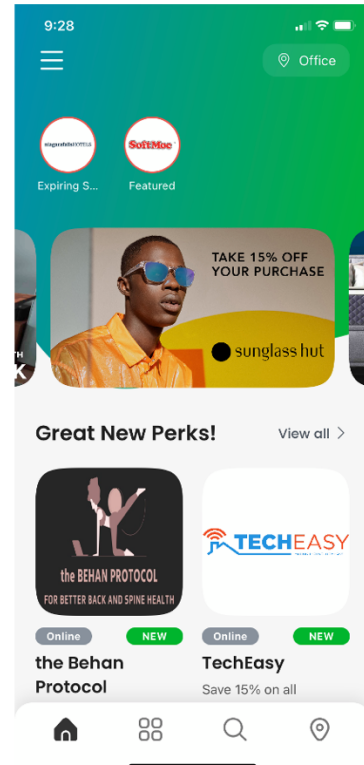
By text
☒ Yes, sign me up to receive text notifications
+416 123 4567 [Edit]

Continue

- C) Once complete, you'll be directed to our mobile app platform where you can find and take advantage of great deals at your fingertips and on the go!



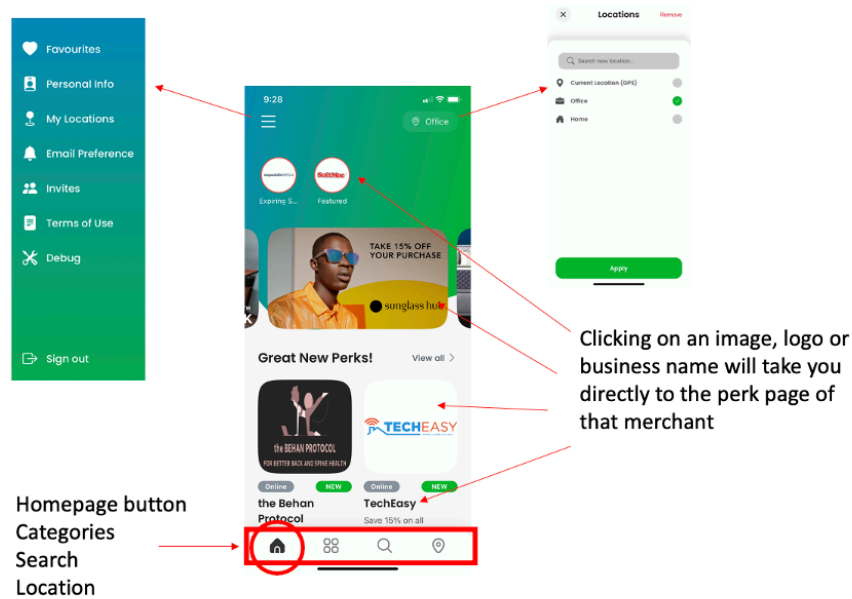
By clicking on
'Start saving' you
will be directed to
the homepage of
the mobile app



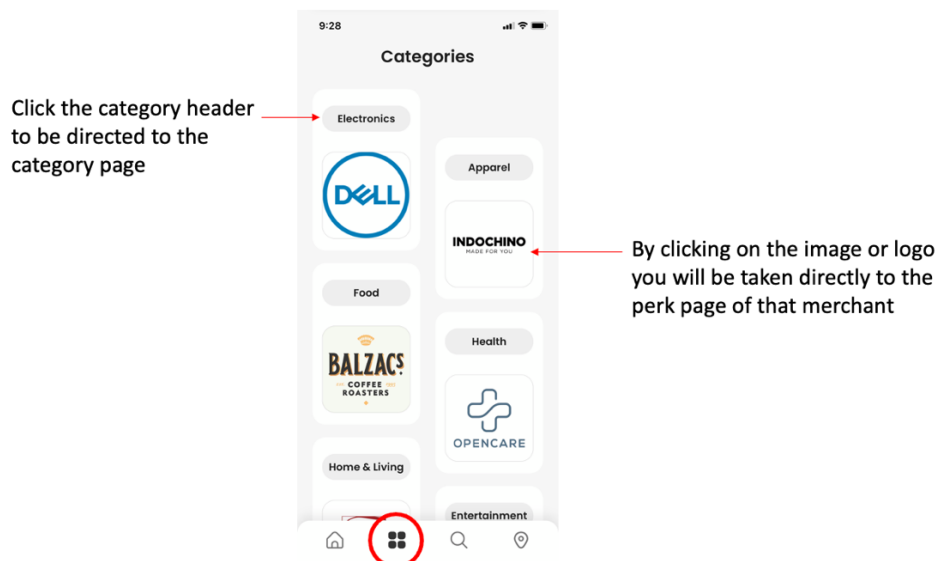
NAVAGATING THE MOBILE APP

Once logged in, you'll be brought to the homepage of the mobile app (picture below). It's similarity to the desktop version should make it just as easy to navigate.

Here you can search for perks by category, location, favourites and even by name or type of service provided.

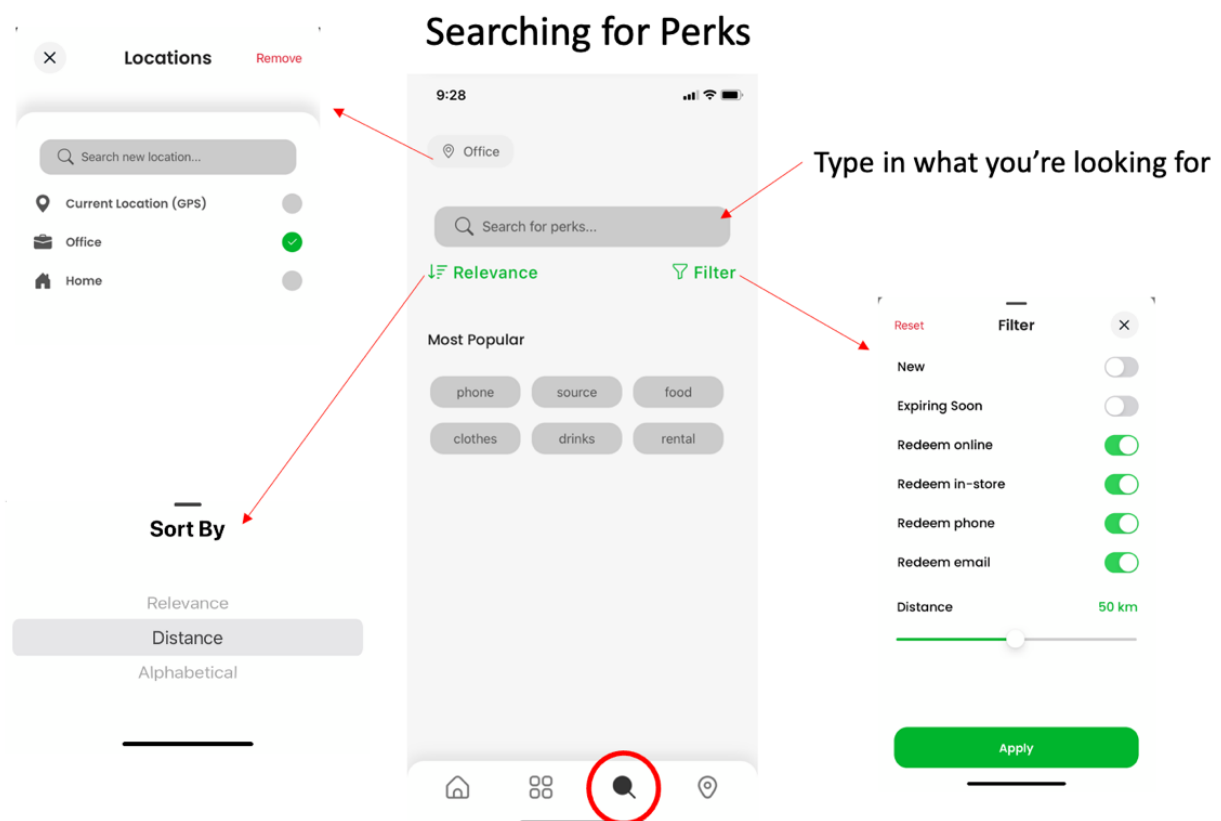


Navigate to the Category section by clicking pressing on ☐☐



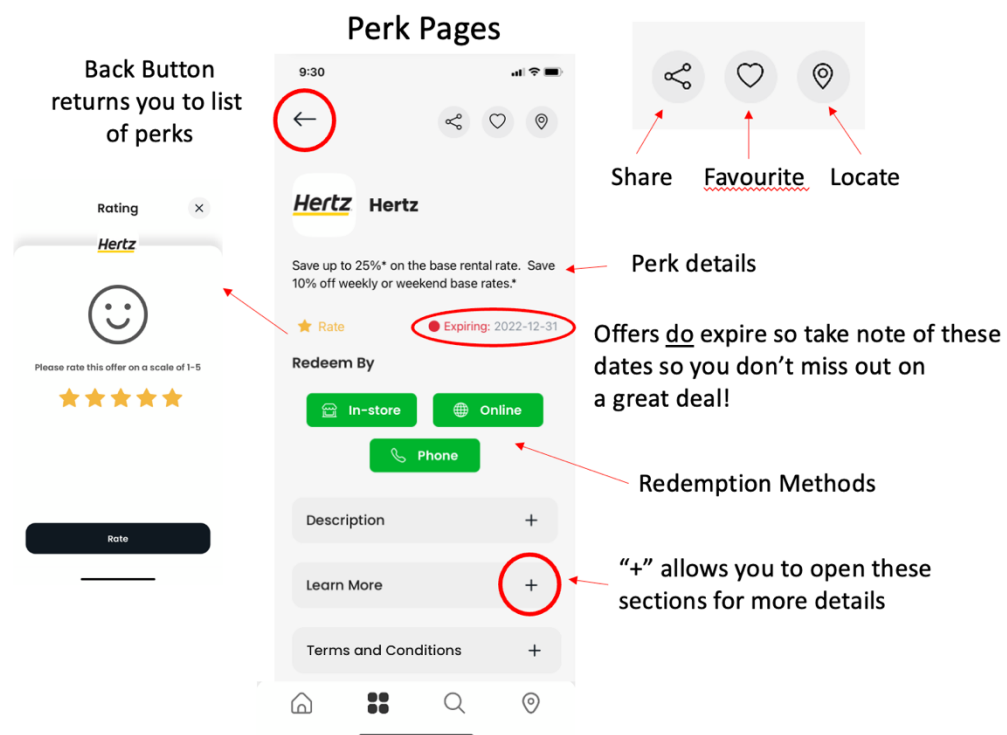
Navigate to the Search section by clicking pressing on 🔍

- Here you can search by business name or by the service or product you're looking for
- You can search by your different pre-loaded locations or via GPS
- You can also search perks by their redemption method

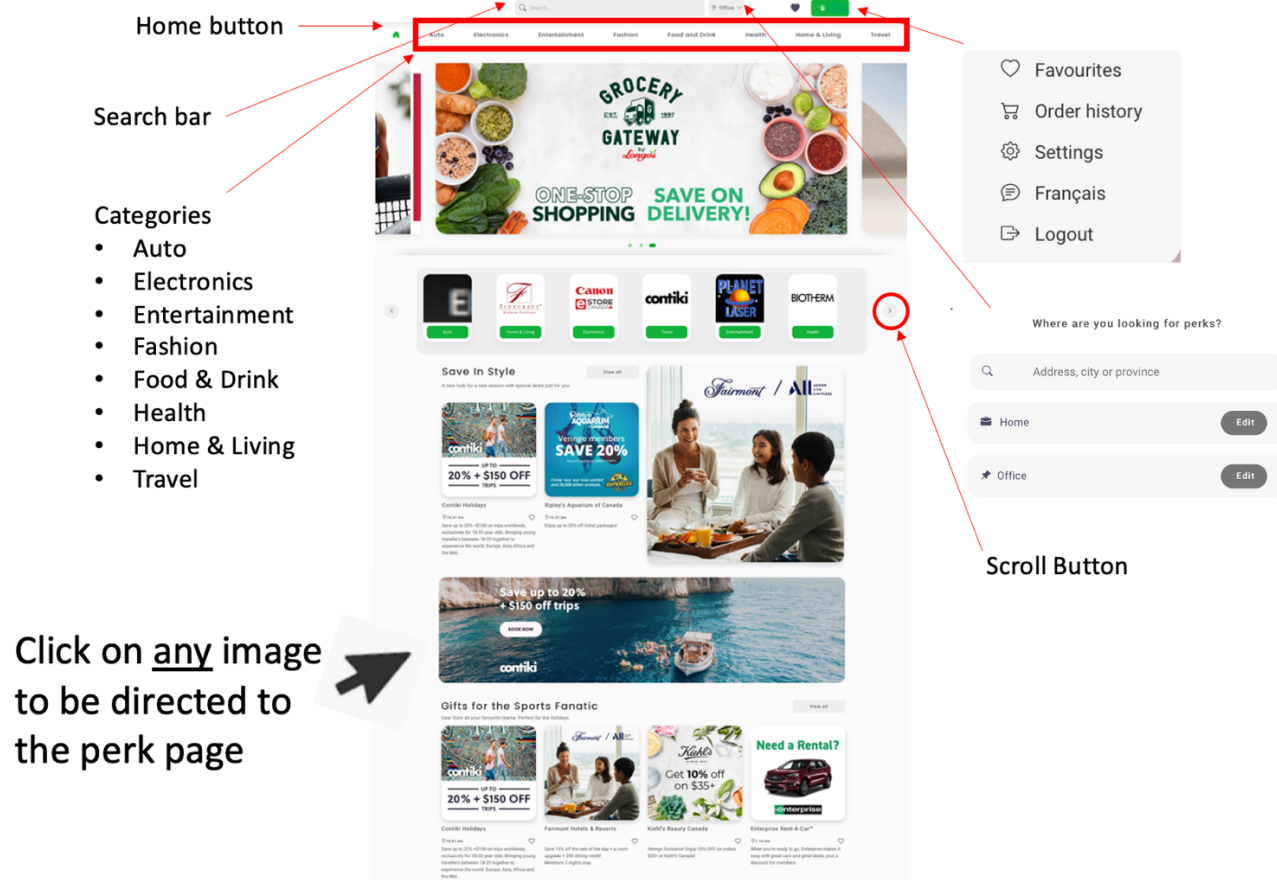


Our merchant Perk Pages outline a number of things as displayed below:

- Overview of the offer being provided
- Overview of the company itself
- Redemption methods
- Expiry date of the offer
- The ability to rate the perk (if you've used it)
- The terms and conditions of the offer
- The ability to add this perk to your favourites section
- The ability to share this perk with another user

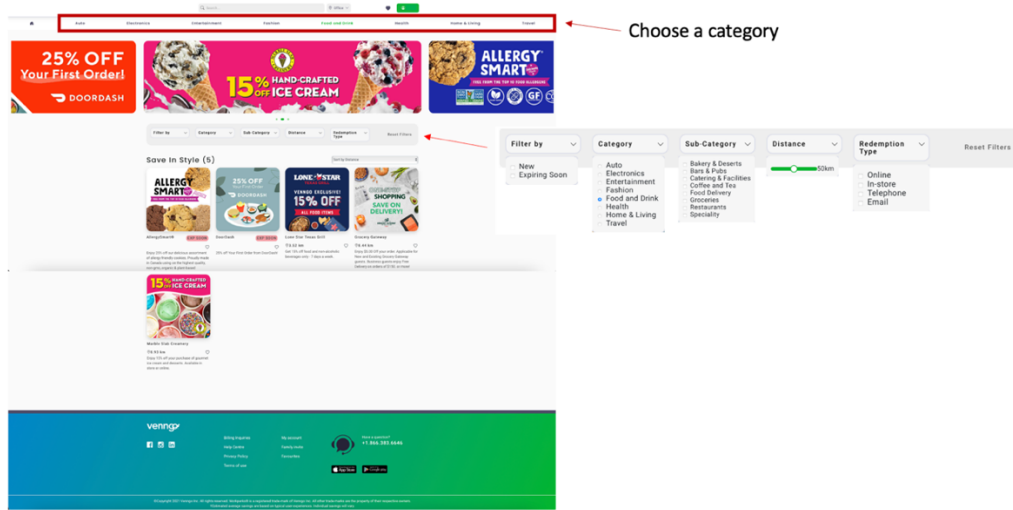


NAVAGATING THE DESKTOP VERSION



Category Section

- Narrowing down your search



What to note / look for within the perk pages

- Share, Rate, Report, Favourite or Suggest-A-Perk
- Redemption methods (in-store, online, telephone, email)
- Description of the offer, T&C's & business
- Expiry date
- Similar perks / offers / businesses

In Store Perk Redemption

Perk code
Validation Code : 820013069 Reference Code : Venngo

Use this perk

InStore

1. Click the "venngo" icon to go to The Source PSP website
2. Create an account using the validation code and reference code
3. Print the member card under your PSP profile
4. Visit one of the valid locations noted on the perk
5. Present your perk prior to purchase

Online Perk Redemption

Perk code
Validation Code : 820013069 Reference Code : Venngo

Use this perk

Online

1. Click the "venngo" icon to go to The Source PSP website
2. Create an account using the validation code and reference code
3. Log in to your PSP account and start saving

Description
Conditions
Additional Information
Other Locations

Related Perks

LIBREARFIX

Orange Mobile

Save up to 50% off on all products

Apple Inc.

venngo

Rate this perk **Share Perk** **Suggest a perk** **Report an Issue**

Share, Rate, Report, Favourite or Suggest-A-Perk

- Share – let another user know about a perk you think they'd be interested in
- Report – if you have an issue using the perk or something you think we should know about this offer / the merchant – this is how you would do that
- Favourite – if you plan on using a perk in the future, make it your favourite by clicking on the heart (it will turn red when it's on your favourite list). This will now be more easily located and appear in your profile under Favourites
- Suggest A Perk – directs you to our Suggest-A-Perk page that allows you to tell us which businesses you'd like to see on the platform.

Rate this perk

Please rate this offer

Within a perk you can find the Suggest a perk link

Share this perk

Please note: This perk is only available to colleagues who have access to this WorkPerks® site. It is not available to the general public.

Name of colleague
Email address
Send

What's happening?

Report an issue

Issue category
Issue description
Submit report

Suggest-A-Perk Page



Suggest a perk

Is there a place where you love to shop, eat or get pampered? Wish they would offer a great perk for you and your co-workers? Here is your chance to let us know about them. Provide us with some information below and let us talk to them about providing a perk.

Redeeming Perks

Online, In-Store, Telephone, Email are the most common redemption methods you will see.
(The redemption methods are determined by the merchant.)

Need a Rental?



Different Redemption methods

Perk code
VENERAC

[Use this perk](#)

InStore

1. Click the 'print this perk' button.
2. A new window will open with a printable version of the perk with information on where the perk is offered.
3. When you are finished printing you can close the window.
4. Visit one of the valid locations noted on the perk.
5. Present your perk prior to purchase or negotiation.

Perk code
VENERAC

[1-800-736-8277](#)

Mobile

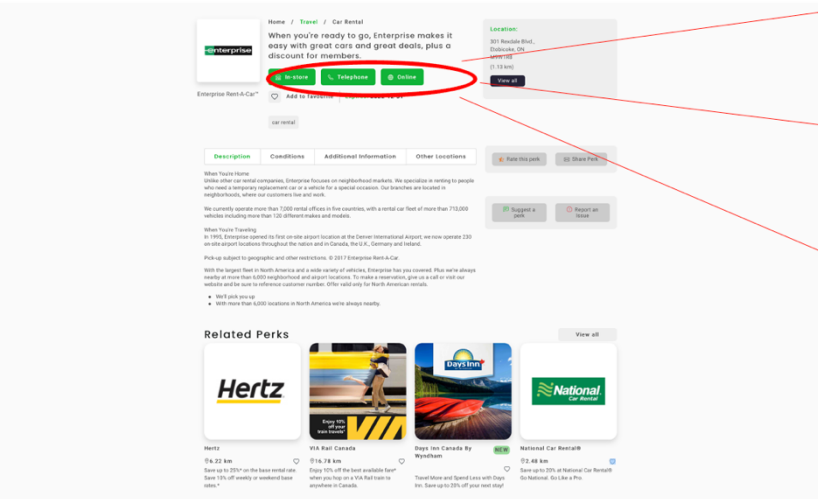
1. Please call to take advantage of this perk.
2. When prompted, please provide the perk code or promotional code assigned to this perk to access the savings.

Perk code
VENERAC

[Use this perk](#)

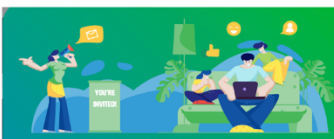
Online

1. Click the 'view' button.
2. A message will appear stating that you will now be leaving the site in order to take advantage of the perk.
3. Click 'continue' to take advantage of the perk, or 'back' to stay on the site.
4. If/when required, please provide the perk code, or promotional code assigned to this perk to access the savings.



Inviting Family members to the program

- within your Account settings – under “Invites”



Family invitations

Now you have the option to invite your entire household to create their own account and start saving too!

[Share!](#)

Account settings

- Personal information
- My locations
- Newsletters and promos
- Invites**

Invite family members

Don't keep the perks to yourself. We want you to share them with family members.

5

Invis Accepted

Invis Waiting

Invis Remaining

Please provide their details (Maximum 5 invites allowed)

1	relationship	gender	age	Email Address*
2	relationship	gender	age	Email Address*
3	relationship	gender	age	Email Address*
4	relationship	gender	age	Email Address*
5	relationship	gender	age	Email Address*

[add more accounts](#)

[send invites](#)

CONTACT US

Need help? Have questions?

Contact our support team by phone or email

Mon-Fri 9:00am-5:00pm EST

support@venngo.com

1.866.383.6646