

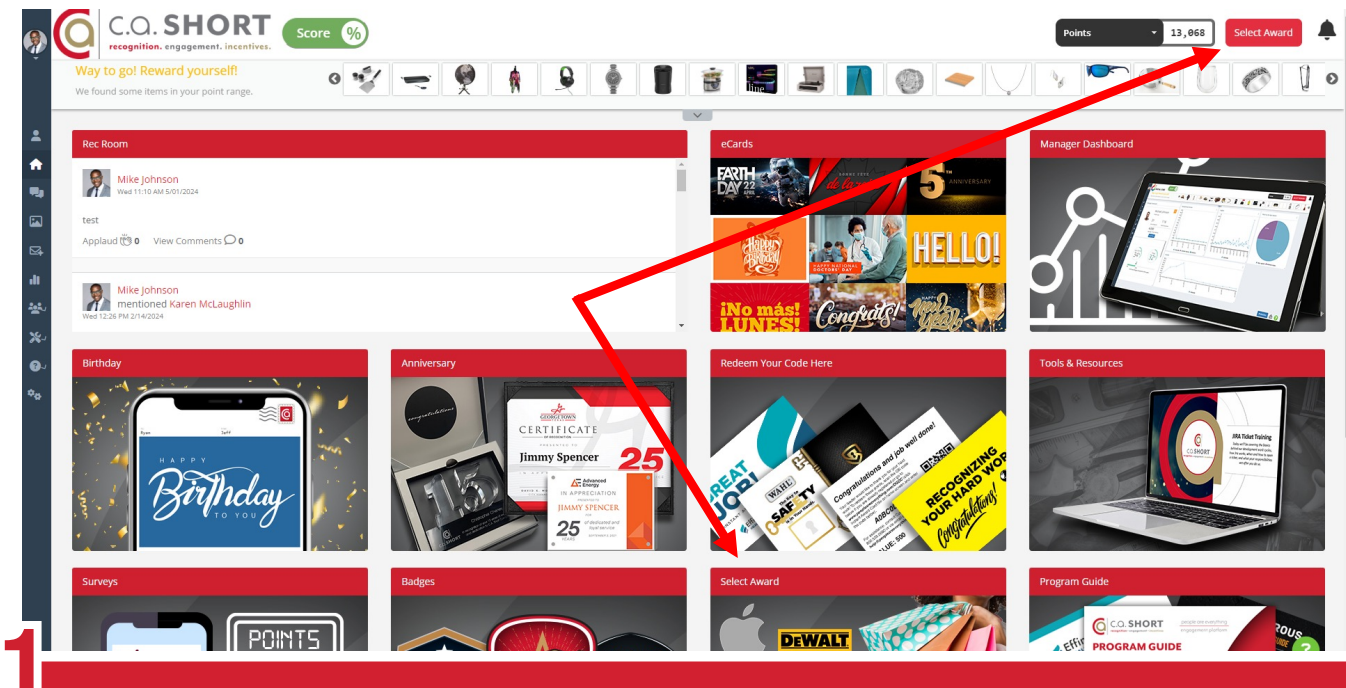
# HOW TO REDEEM MY SERVICE AWARD

Instructions for PAE

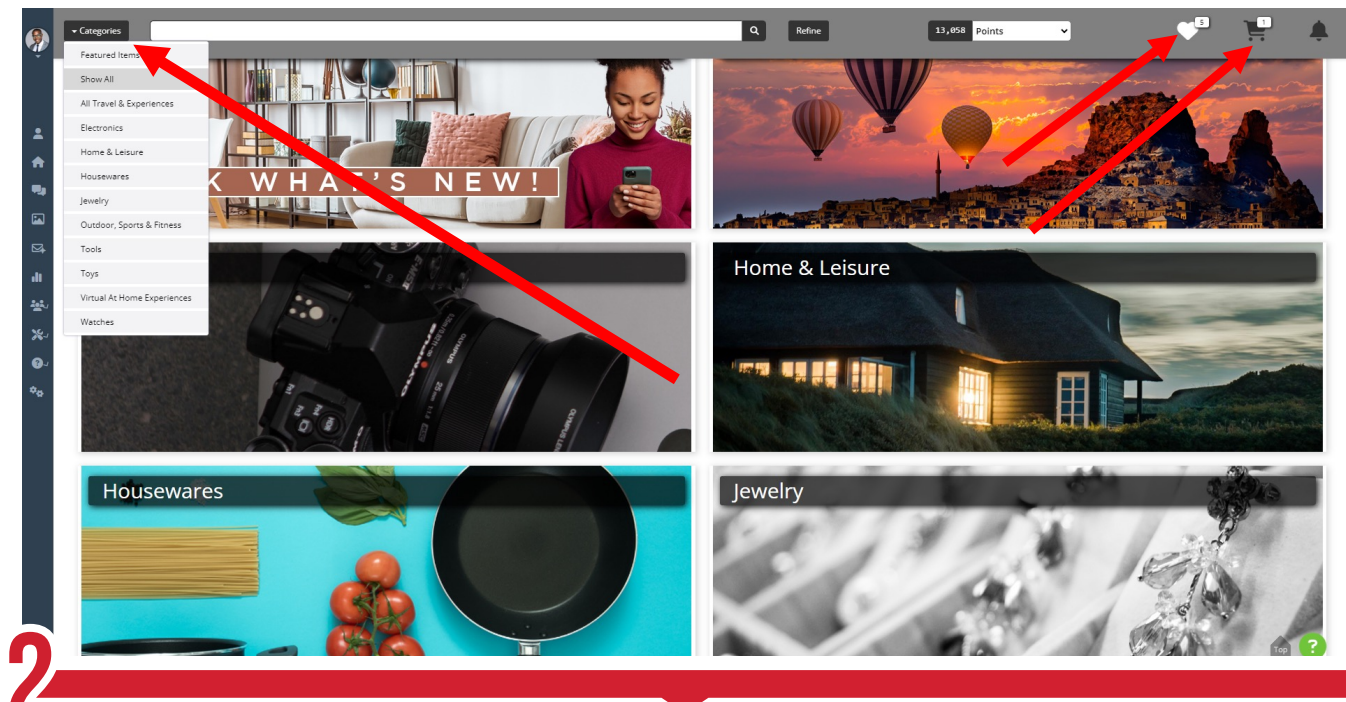


**C.A. SHORT**

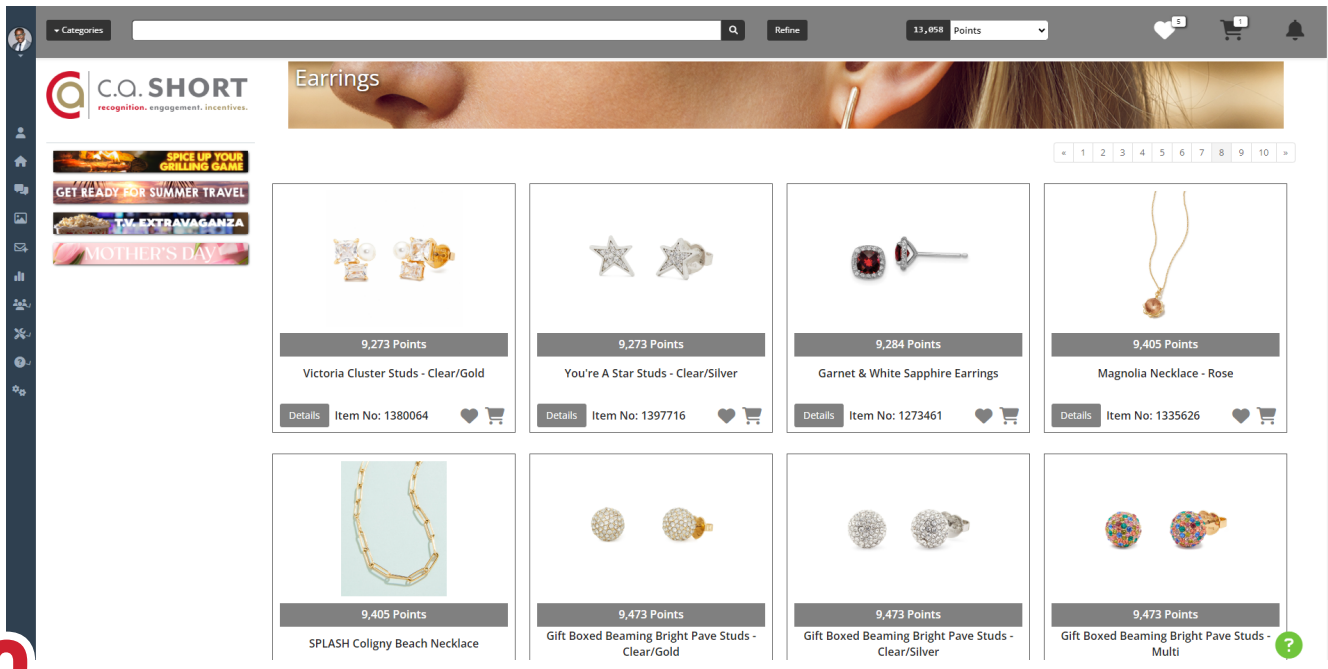
**recognition. engagement . incentives.**



1 Redeeming your award is as easy as any other checkout platform. Simply log into your account and either click on the tile named **Select Reward** or hit the upper right-hand Bottom that's says Select Reward. Please see red arrows above. Please note website format varies by client, some portals will open directly to the catalog page and in some you might need to toggle between programs.

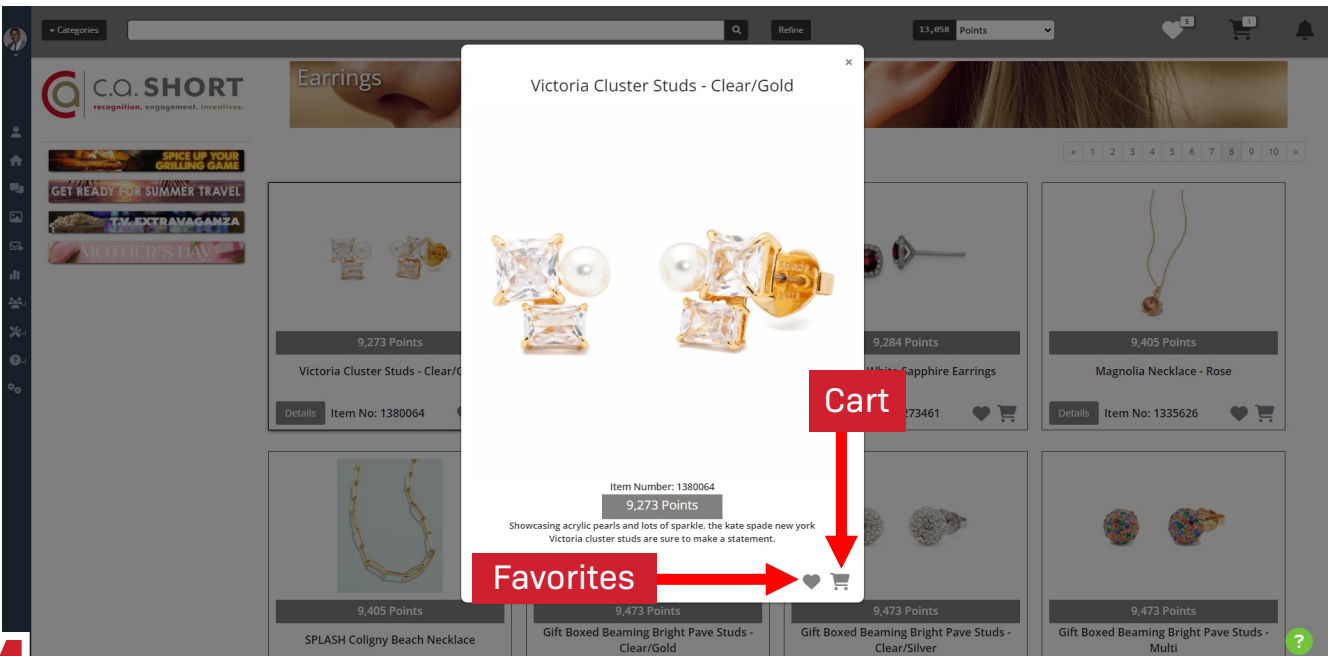


2 This opens your full rewards catalog and takes you directly to our category page. You also have the to option to pick your category using the category button on the left side of the screen. You can view items on your favorites and in your Cart.



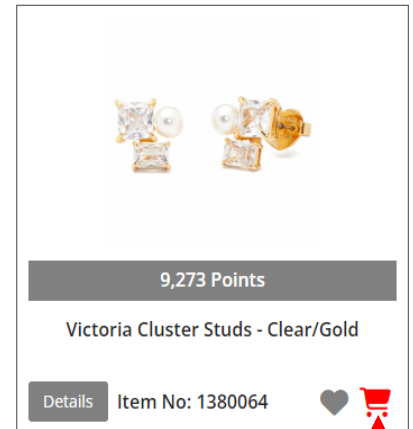
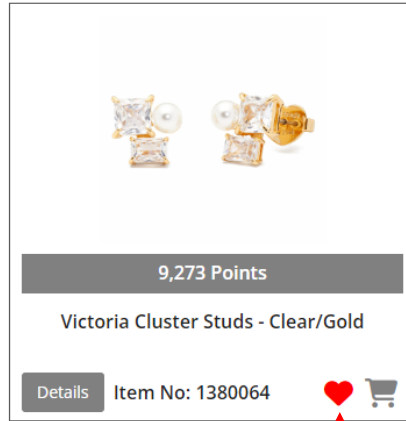
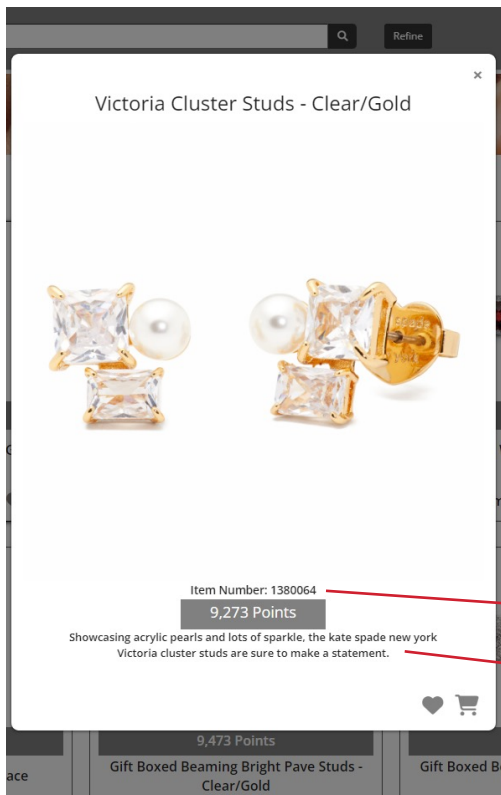
3

Once you have selected the desired category, it is time to shop!



4

From the shopping page you have the option to add items in your favorites, in your cCart and even click on a gift to view a full description. Simply click on the Heart to add to favorites for later or click on the Cart to add directly to your cart.

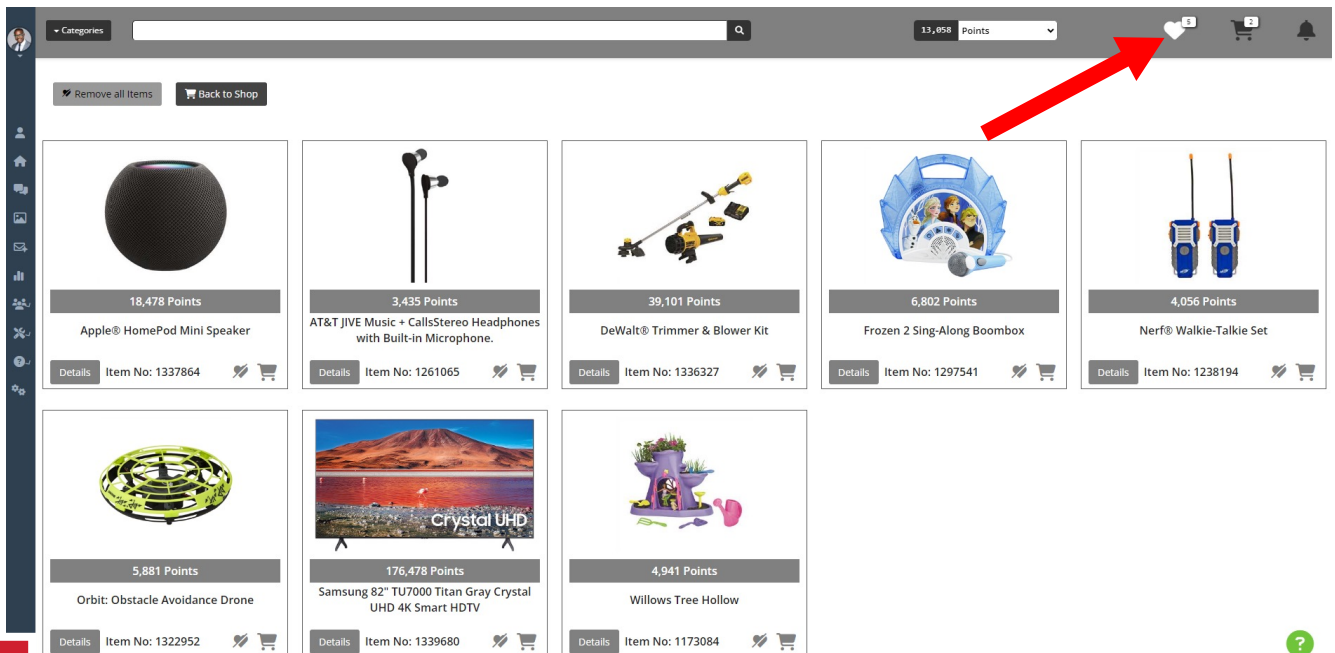


Item Number

Item Description

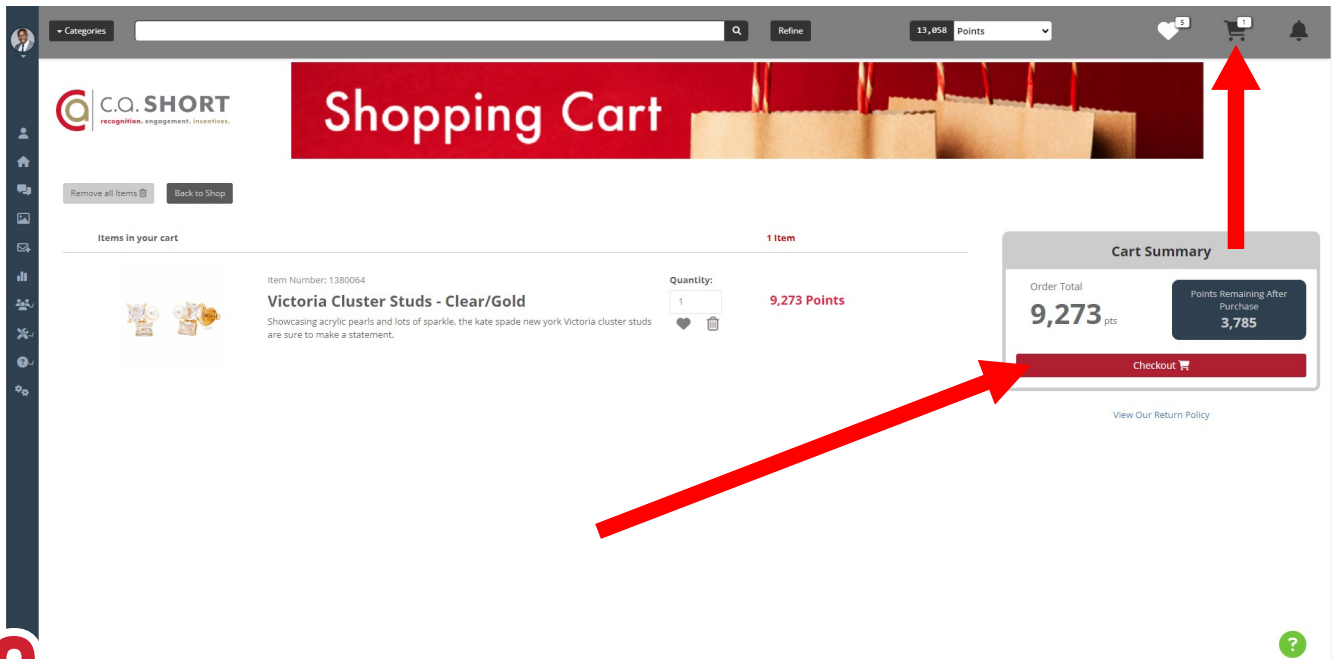
Item added to favorites

Item added to cart

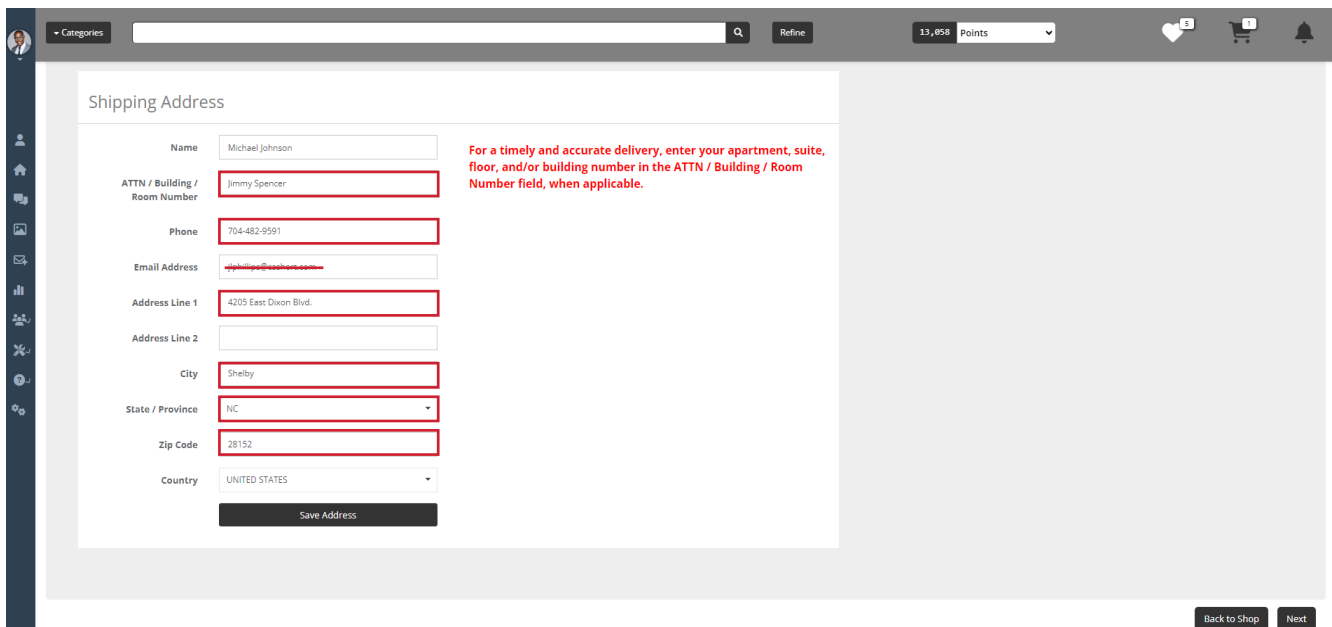


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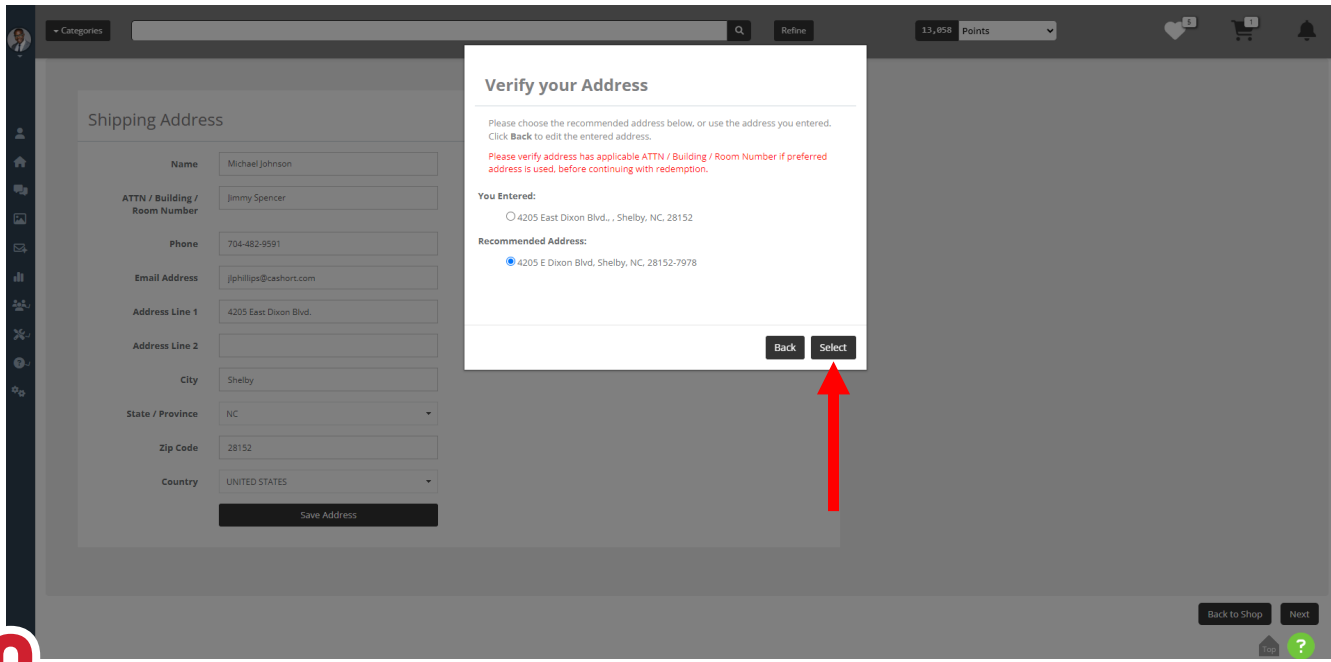
Clicking on the Heart at the top right-hand side takes you to your favorites



Clicking on the Cart at the top right-hand side takes you to your Cart. Simply Hit Check out and follow the prompts

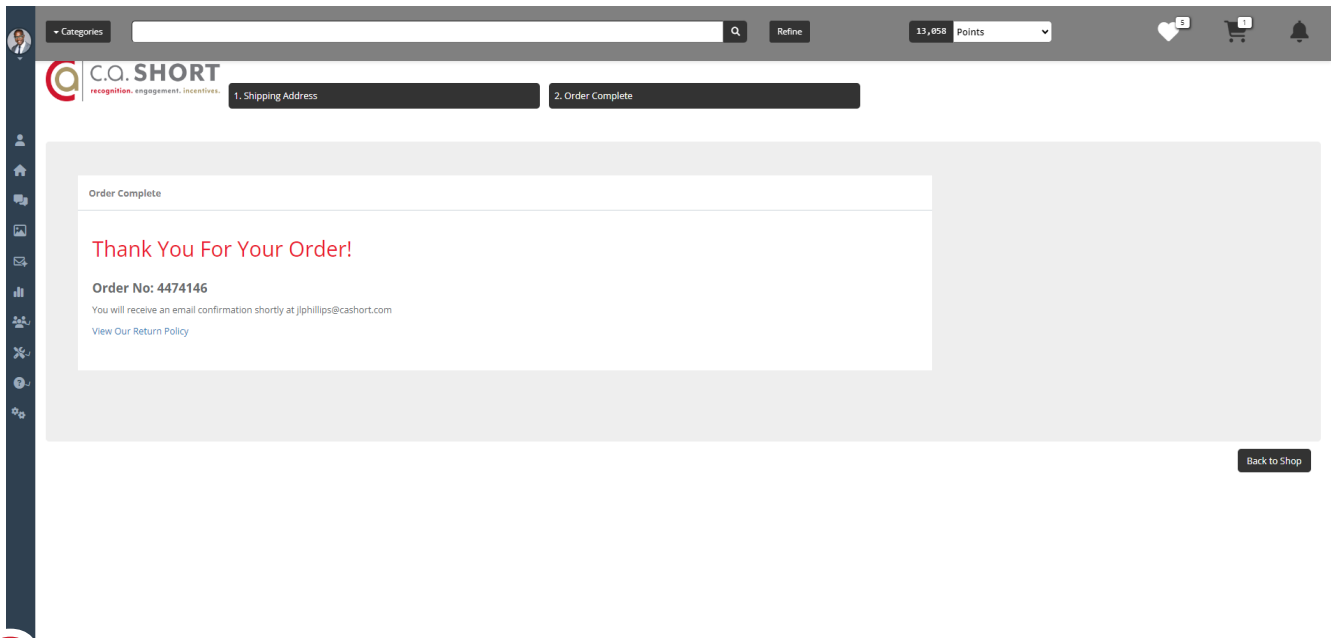


Check out Step 1: Address, phone and email verification. Please note depending on program address might be prefilled with work location as a requirement.



8

Check out Step 2: Address Format Verification. Just verify the address and hit Select!



9

Check out Step 3: Order has been placed, please know you will receive a confirmation email to the email on file.



# Order Confirmation Email

## Order Confirmation



noreply@peopleareeverything.com <noreply@peopleareeverything.com>  
To Mery Fonseca, CRP

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

### THANK YOU FOR YOUR ORDER - Pending Approval

Hello Mike,

Thank you for your order!

Your Order Confirmation Number is 4474375.

If applicable, items will be shipped to the following address:

Jimmy Spencer  
4205 E Dixon Blvd  
Shelby, NC 28152-7978

The award you selected will be shipped to you directly from the manufacturer and most orders are fulfilled within 2 weeks of order receipt.



### Victoria Cluster Studs - Clear/Gold

Item Number: 1380064  
Quantity: 1

**9273**  
points

**Total Points 9273**

If you need further assistance, please contact our Client Services Team at 800.535.5690, 8 A.M. - 6 P.M. EST, Monday through Friday, or e-mail [help@PeopleAreEverything.com](mailto:help@PeopleAreEverything.com).

Thank you for your business and have a great day!

Client Services  
C.A. Short Company

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## Live Catalog

What is a live catalog?

- A live catalog means items are constantly added and removed based on availability and popularity. You might see something new today that was not on the catalog last week.

## Return Policy

Within 30 Days

- Any return will be accepted for replacement or exchange within 30 days of shipment.

After 30 Days

- After 30 days and up to one year from shipment date, replacements are made for items that have a manufacturer's defect only; no exchanges are permitted.

## Return Labels

- All customers will be sent a return label for shipping items back to our warehouse.

## Returnable Items

Return labels cannot be provided under certain circumstances, such as the following:

- Catalog items not requiring return approval (call us if you are not sure).
- Items with broken glass.
- Items that contain gas, oil, or other hazardous materials.
- International orders.
- In these cases, you may discard your item and a replacement will be sent.



If you encounter any issues resetting your password, please Contact us.

Speak with a Representative at 800.535.5690

Monday - Friday 8 A.M. - 6 P.M. EST

[help@PeopleAreEverything.com](mailto:help@PeopleAreEverything.com)

