# HOW TO REDEEM My service award

# Instructions for PAE





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.



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.





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



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.







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



mary
Points Remaining After Purchase 3,785
8

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

Name	Michael Johnson	For a timely and accurate delivery, enter your apartment, suite,	
ATTN / Building / Room Number	Jimmy Spencer	floor, and/or building number in the ATTN / Building / Room Number field, when applicable.	
Phone	704-482-9591		
Email Address			
Address Line 1	4205 East Dixon Blvd.		
Address Line 2			
City	Shelby		
State / Province	NC •		
Zip Code	28152		
Country	UNITED STATES -		
	Save Address		

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



Ş	- Categories		Q Refre	13,058 Points	<b>*</b>	♥8	Y.	¢.
			Verify your Address					
	Shipping Addres	ss	Please choose the recommended address below, or use the address you entered. Click <b>Back</b> to edit the entered address.					
÷	Name	Michael Johnson	Please verify address has applicable ATTN / Building / Room Number if preferred address is used, before continuing with redemption.					
•••	ATTN / Building / Room Number	Jimmy Spencer	You Entered: Q 4205 East Dixon Blvd., Shelby, NC, 28152					
St.	Phone	704-482-9591	Recommended Address:					
di.	Email Address	jlphillips@cashort.com	● 4205 E Dixon Bird, Sneiby, NC, 28152-7978					
- <u>19</u> 10	Address Line 1	4205 East Dixon Blvd.						
- <del>2</del>	Address Line 2		Back Select					
o <sub>o</sub>	City	Shelby	· · · · · · · · · · · · · · · · · · ·					
	State / Province	NC						
	Zip Code	28152						
	Country	UNITED STATES						
		Save Address						
						Bad	ck to Shop	Next
							Тор	?
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Check out Step 2: Address Format Verification. Just verify the address and hit Select!

- Cate	Regories Q Refine 13,658 Points V	1	Ļ
0	C.O. SHORT regeliter. regeliter. testifict. 1. Shipping Address 2. Order Complete		
	Order Complete		
	Thank You For Your Order!		
	Order No: 4474146		
	You will receive an email confirmation shortly at jlphillips@cashort.com View Our Return Policy		
		Baci	k to Sh
C	hack out Stan 3: Order has been placed place know you will receive a		

Order has been placed, please know you will receive a Cr confirmation email to the email on file.



## Order Confirmation Email

#### Order Confirmation



noreply@peopleareeverything.com <noreply@peopleareeverything.com>

🕕 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.

<ul> <li>Right-click or tap and hold here to download pictur</li> </ul>	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. 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

