



workperks[®]

for



Your Path to Great Savings!

Step by Step Guide to Creating Your Account

samuel.venngo.com





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Step by step

How to activate your WorkPerks account

This easy and simple step by step tutorial will help you set up your WorkPerks account.

workperks for SAMUEL

Please sign in

Username

Password

Need help signing in?

Sign in Sign up

0 Français

Privacy Policy Help Center

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STEP 1:

Visit: <https://samuel.venngo.com/login>

- Click on the **“Sign Up”** button to begin setting up your account

workperks for SAMUEL

Employee ID / Team member number

Enter your email here

Confirm your email address

Submit

Already signed up with WorkPerks? Click here to sign in.

0% Complete

STEP 2:

Authenticate your Account

- The **“create your account”** form will be displayed. You will be required to enter your email address twice and your Employee ID then follow the instructions sent to you by email to obtain your activation code.

workperks for SAMUEL

Create your account

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

First Name Last Name

First Name Last Name

Email (username)

Enter password Re-enter password

Enter password Re-enter password

Mobile no.

1234567890

Continue

45% Complete

venngo

Your WorkPerks activation code

You will need to activate your account to complete the setup.

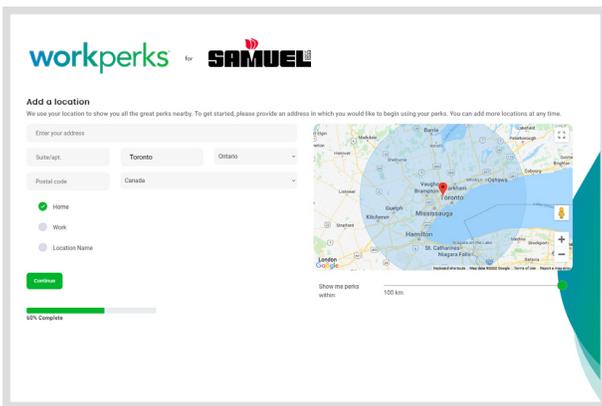
Activate my account

STEP 3:

Go to your email, and click on the activation link then,

Fill in your personal information

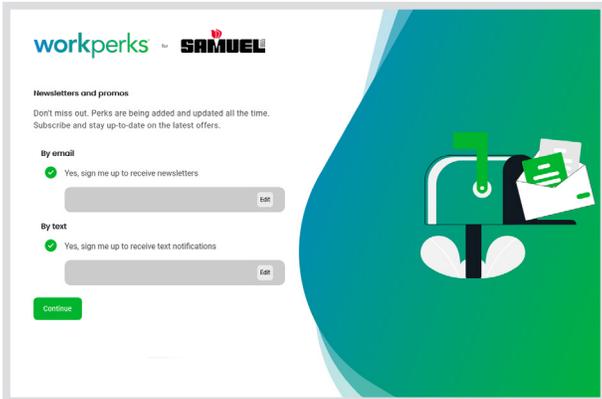
- Name
- Last Name
- Password
- Mobile number



STEP 4:

Set up your location - enter your work or home address to see the perks available in your specific area. You can add additional locations at any time under "**Settings**" after your account is setup ie. hotel in Montreal.

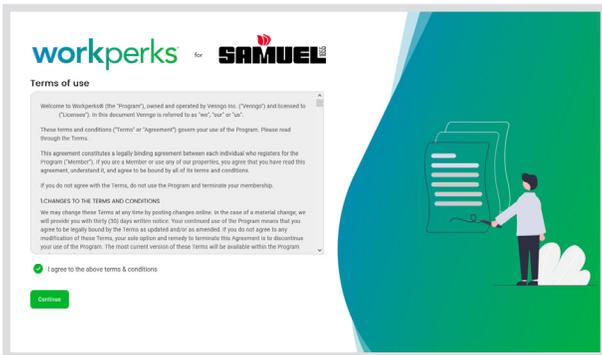
Note: Google maps may default to the nearest location to the one you entered and may not be the exact address you entered.



STEP 5:

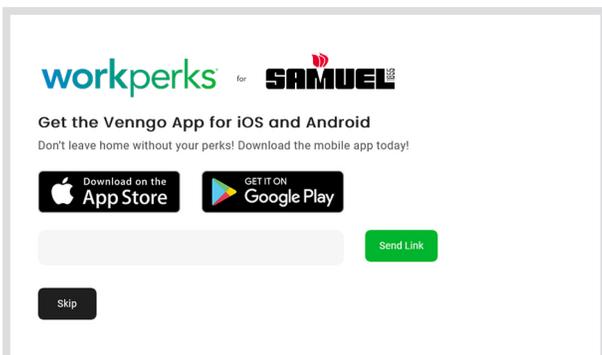
Sign up to receive WorkPerks e-newsletters and be in the know on the latest offers.

Note: You can unsubscribe at anytime.



STEP 6:

Read and agree to the terms and conditions by checking the box.



STEP 7:

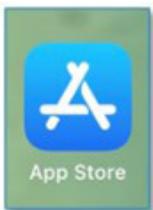
Take the perks with you on the go by downloading the venngo app through the [Apple app store](#) or [Google play](#). Enter your phone number to get a link to the app. (If you do not wish to download the app at this time "**Click skip**")

Congratulations - you're ready to start saving!

Step by step Downloading the Mobile App

This easy and simple step by step tutorial will help you download the Venngo app from the App store or Google Play

STEP 1:



For iPhone users:
Visit the App Store

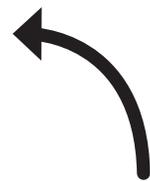
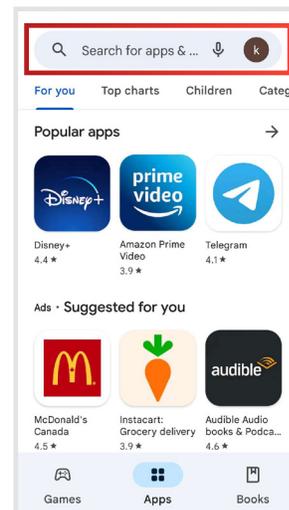


For Android users:
Visit Google Play

STEP 2:



Search
"Venngo" or
"WorkPerks" in the
search bar



Search
"Venngo" or
"WorkPerks" in the
search bar

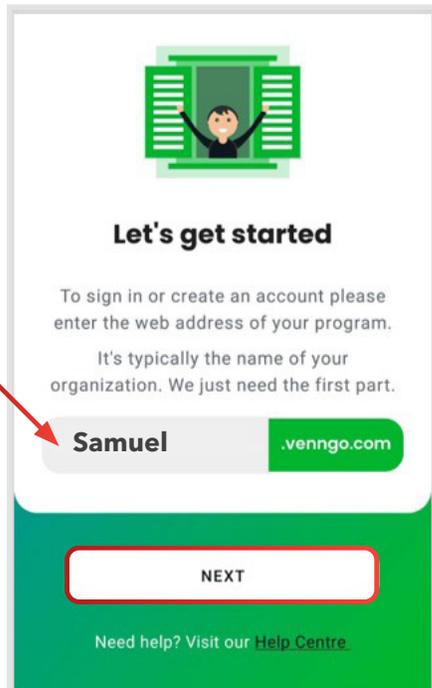


STEP 3:

Download the app
(it looks like this).

Step by step - How to create your account via the mobile app

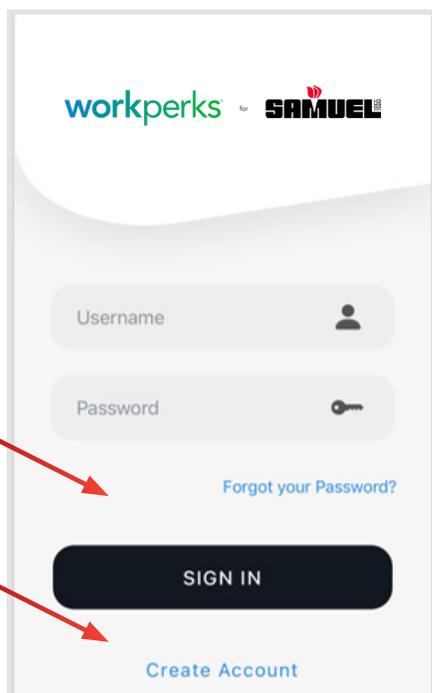
This easy and simple step by step tutorial will help you set up your WorkPerks account from mobile.



STEP 1:

Once downloaded & opened:

1. Enter your organization's Site ID where it says mysite ie. **Samuel** then select **next**



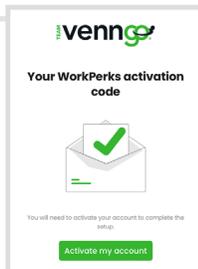
2. If you're already registered for an account, click "**Sign In**" and use your username and password to login.
3. If you do not have an account registered, please follow the steps to create an account through your employee portal (like above)

STEP 2:

Registering for a new account, if needed.

If you are registering for a new account. You will need to enter in the required information on the Sign-Up page.

- The **“create your account”** form will be displayed. You will be required to enter your email address twice and your Employee ID then follow the instructions sent to you by email to obtain your activation code.



STEP 3:

Go to your email, and click on the activation link then,

Fill in your personal information

- Name
- Last Name
- Password
- Mobile number

STEP 4:

Set up your location - enter your work or home address to see the perks available in your specific area. *You can add additional locations at any time under **“Settings”** after your account is setup ie. hotel in Montreal.

Note: Google maps may default to the nearest location to the one you entered and may not be the exact address you entered.

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

STEP 5:

Sign up to receive our e-newsletters
(You can unsubscribe at any time but it's a great way to be **in the know on the latest offers!**)

Then agree to the T&C

STEP 6:

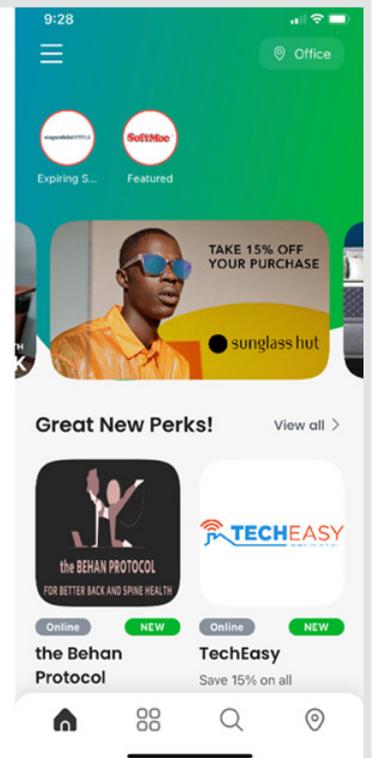
Once completed, you'll be directed to our mobile app platform where you can find and take advantage of great deals at your fingertips and on the go!

Congratulations!

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

Start saving

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



Navigating WorkPerks portal: Desktop

HOMEPAGE

Once logged into the Desktop version of the platform, you'll be brought to the homepage (picture below)

The screenshot shows the WorkPerks desktop homepage with several annotations:

- Home button:** A red arrow points to the 'Home' button in the top navigation bar.
- Search bar:** A red arrow points to the search bar in the top navigation bar.
- Categories:** A list of categories is shown on the left side of the page:
 - Auto
 - Electronics
 - Entertainment
 - Fashion
 - Food & Drink
 - Health
 - Home & Living
 - Travel
- Scroll Button:** A red circle highlights the scroll button in the bottom right corner of the page.
- Click on any image to be directed to the perk page:** A large arrow points to a promotional image for 'Save In Style'.

Other elements visible on the page include:

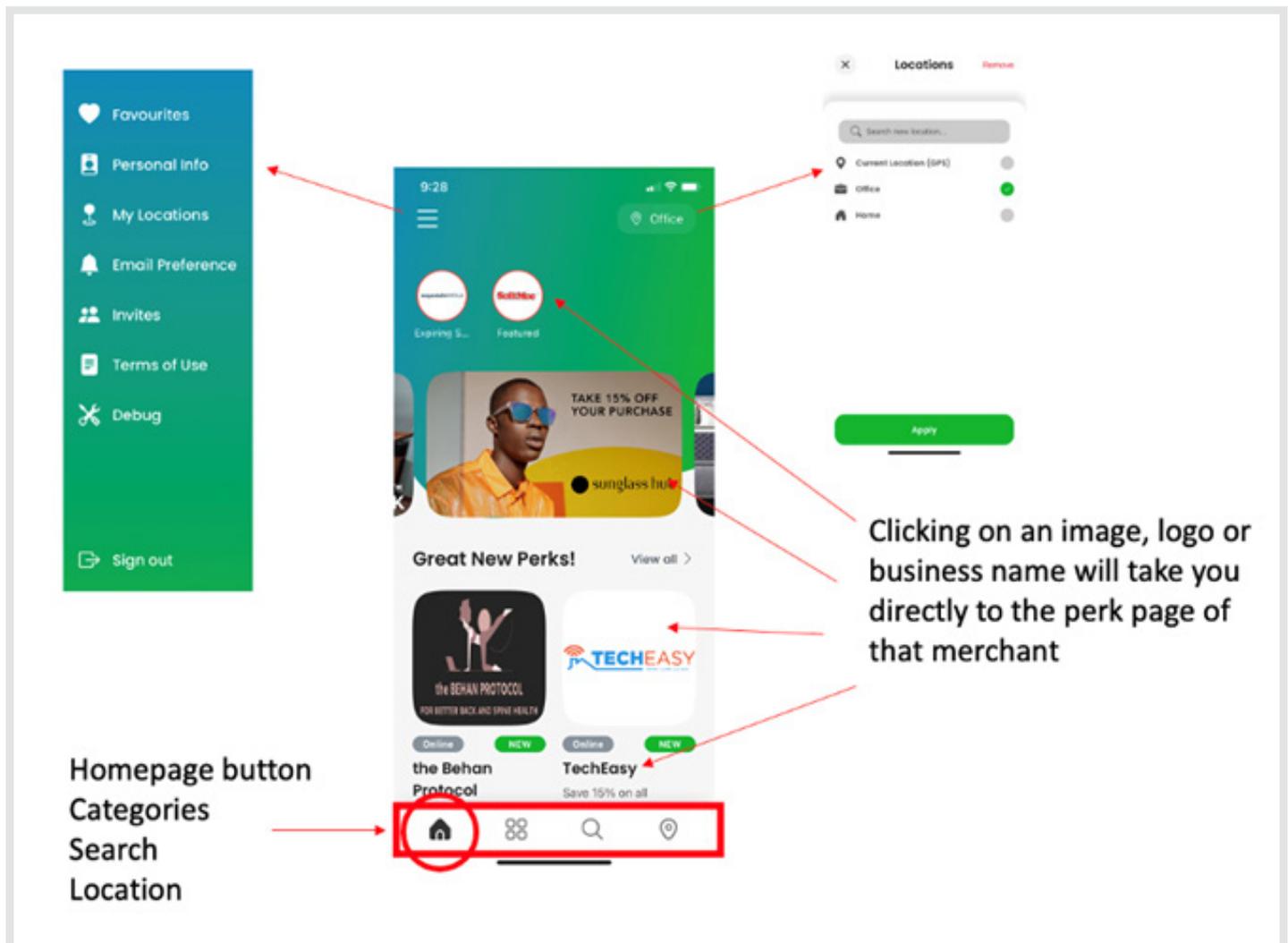
- Navigation Bar:** Home, Electronics, Entertainment, Fashion, Food and Drink, Health, Home & Living, Travel.
- Search Bar:** Address, city or province.
- Home and Office Buttons:** Home, Office (both with Edit buttons).
- Right Side Menu:** Favourites, Order history, Settings, Français, Logout.
- Where are you looking for perks?:** A search bar with a magnifying glass icon.
- Advertisements:** Various promotional banners for brands like conitiki, Planet Laser, and Fairmont.

Navigating WorkPerks portal: Mobile

HOMEPAGE

Once logged into the Mobile App, you'll be brought to the homepage

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



Navigating WorkPerks portal: Desktop

CATEGORIES & SEARCHING

Narrowing down your search

- Choose a category
- search by business name or by the service or product you're looking for
- search by your different pre-loaded locations or via GPS
- search perks by their redemption method

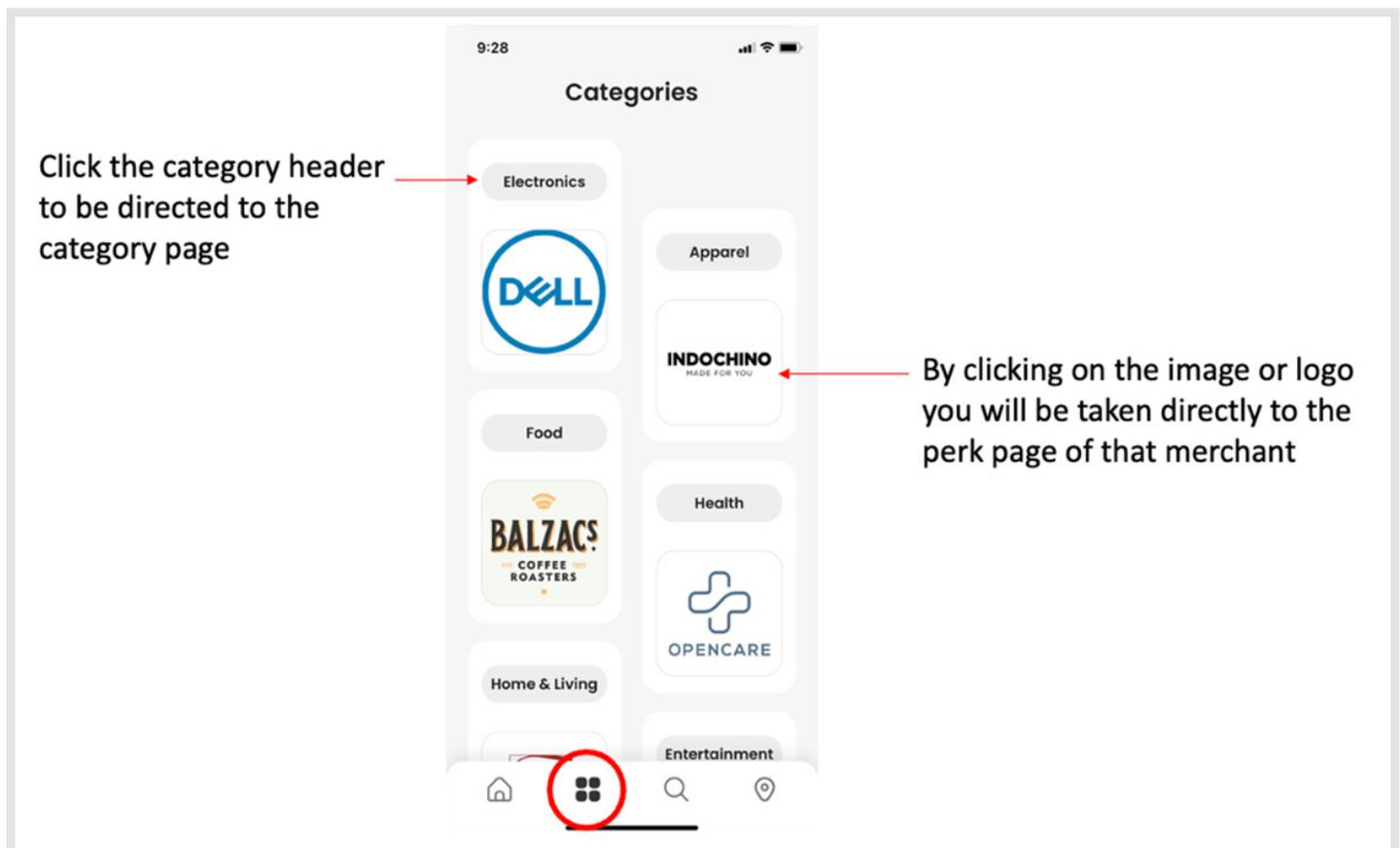
The screenshot displays the Venngp WorkPerks portal interface. At the top, a navigation bar includes links for Home, Businesses, Entertainment, Fashion, Food and Drink, Health, Home & Living, and Travel. Below this, a banner features promotional offers: '25% OFF First Order!' for Doordash, '15% HAND-CRAFTED OFF ICE CREAM', and 'ALLERGY SMART'. A filter bar below the banner allows users to refine their search by Category, Sub-Category, Distance, and Redemption Type. A 'Filter by' dropdown menu is open, showing options for 'New' and 'Expiring Soon'. The 'Category' dropdown is also open, listing various categories such as Auto, Electronics, Entertainment, Fashion, Food and Drink (which is selected), Health, Home & Living, and Travel. The 'Sub-Category' dropdown is open, showing options like Bakery & Deserts, Bars & Pubs, Catering & Facilities, Coffee and Tea, Food Delivery, Groceries, Restaurants, and Speciality. The 'Distance' filter is set to 50km. The 'Redemption Type' dropdown is open, showing options for Online, In-store, Telephone, and Email. The main content area displays a 'Save In Style (5)' section with various promotional offers, including 'ALLERGY SMART', '25% OFF DOORDASH', 'LONE STAR 15% OFF', and 'SHIPPING SAVE ON DELIVERY!'. The footer includes the Venngp logo, social media links, and contact information.

Choose a category

Navigating WorkPerks portal: Mobile

CATEGORIES

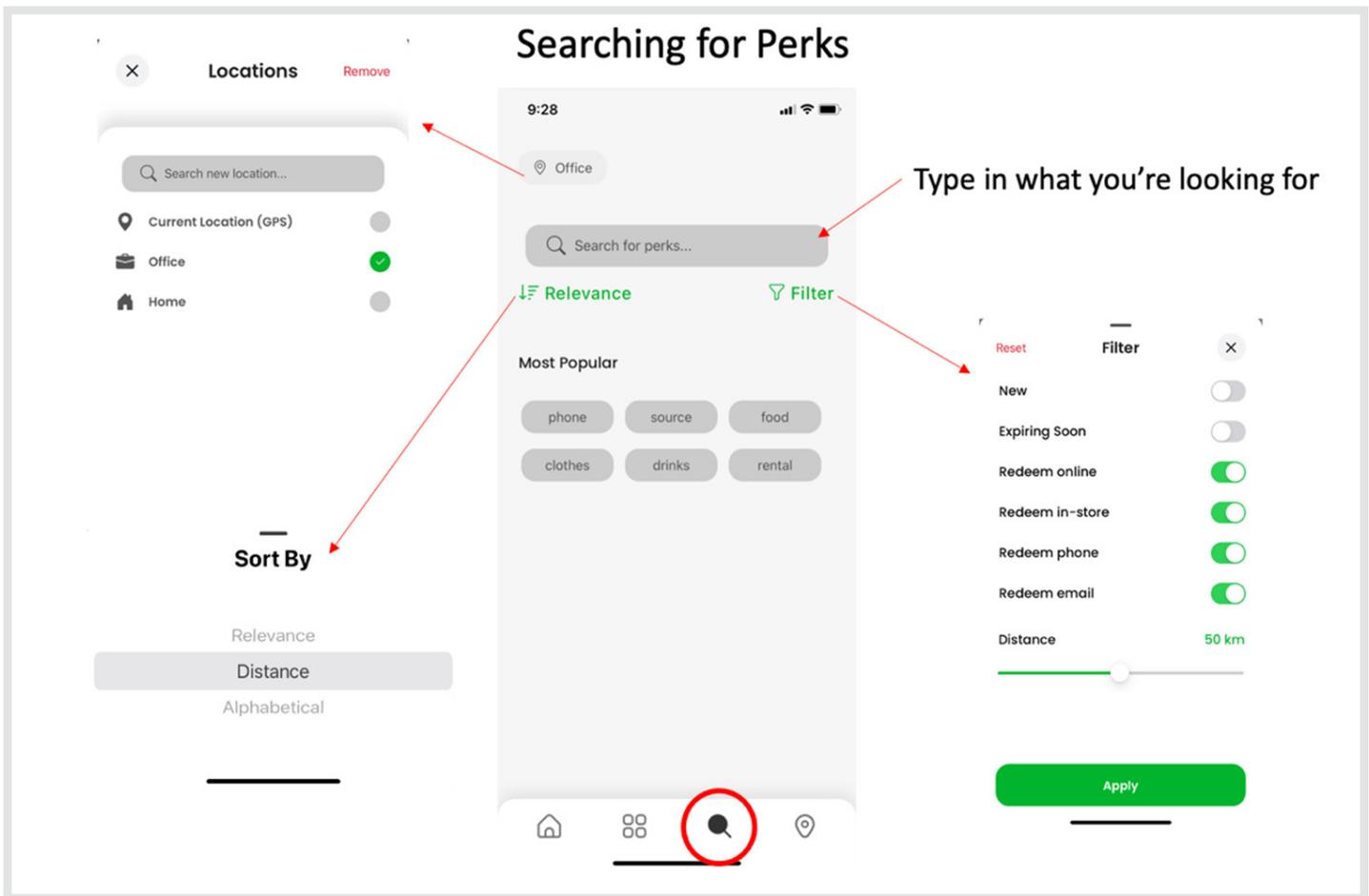
Navigate to the Category section by clicking on



Navigating WorkPerks portal: Mobile

SEARCHING

Navigate to the Search section by clicking on 



Narrowing down your search

- Choose a category
- search by business name or by the service or product you're looking for
- search by your different pre-loaded locations or via GPS
- search perks by their redemption method

Understanding the Perk Pages:

Our merchant Perk Pages outline everything you need to know to successfully redeem offers, as displayed below:

- Overview of the discount offer
- Overview of the merchant
- Redemption methods
- Expiry date of the offer
- Terms and conditions of the offer

Optional:

- Rate the offer after using it
- Add perk to your "favourites" section
- Share perk with another user

The screenshot shows a merchant perk page for 'The SOURCE' on the Venngy platform. The main offer is 'Get up to a 20% DISCOUNT on great tech!'. The page includes an expiry date of 2022-11-22 and an 'Add to favourite' button. Annotations point to various sections:

- In Store Perk Redemption:** Points to the 'Perk code' (82G013000), 'Reference Code' (Yengo), and 'Use this perk' button. It also points to the 'InStore' section which lists 5 steps for redemption.
- Online Perk Redemption:** Points to the 'Perk code' (82G013000), 'Reference Code' (Yengo), and 'Use this perk' button. It also points to the 'Online' section which lists 3 steps for redemption.
- Description Conditions Additional Information Other Locations:** Points to the 'Description' tab, which contains the offer details and terms.

At the bottom of the page, there are buttons for 'Rate this perk', 'Share Perk', 'Suggest a perk', and 'Report an Issue'. The Venngy logo and contact information are visible in the footer.

Understanding the Perk Pages:

Perk Pages

Back Button returns you to list of perks

Share Favourite Locate

Perk details

Offers do expire so take note of these dates so you don't miss out on a great deal!

Redemption Methods

"+" allows you to open these sections for more details

Redemption Methods

Redeem	Redeem	Redeem
<p>Hertz</p> <p>Save up to 25%* on the base rental rate. Save 10% off weekly or weekend base rates.*</p> <p>Code: 1808795</p> <p>View on map</p> <p>Terms and Conditions</p> <p>Save 10% off weekly or weekend base rates.* Use CDP ID # 1808795 and PC# 205618.</p> <p>*Discount applies to pay later base rate. Base rate includes time and mileage charges only. Taxes, fees and options excluded. Minimum two (2) day rental required. Saturday night keep required. Promotion Code must be provided at time of reservation. This offer is available at participating Hertz locations in Canada, the U.S. and Puerto Rico. Twenty-four (24) hour advance reservation required. Valid on mid-size car classes and above except Dream cars. Offer has no cash value, and may not be used with other discounts, promotions or special rates. Offer valid for vehicle pick up through 12/31/2021. Subject to availability, blackout periods and additional restrictions. ® Registered Trademark of Hertz System, Inc., Used Under License. ©2020 Hertz System, Inc.</p>	<p>Hertz</p> <p>Save up to 25%* on the base rental rate. Save 10% off weekly or weekend base rates.*</p> <p>Code: 1808795</p> <p>Redeem online</p> <p>Terms and Conditions</p> <p>Save 10% off weekly or weekend base rates.* Use CDP ID # 1808795 and PC# 205618.</p> <p>*Discount applies to pay later base rate. Base rate includes time and mileage charges only. Taxes, fees and options excluded. Minimum two (2) day rental required. Saturday night keep required. Promotion Code must be provided at time of reservation. This offer is available at participating Hertz locations in Canada, the U.S. and Puerto Rico. Twenty-four (24) hour advance reservation required. Valid on mid-size car classes and above except Dream cars. Offer has no cash value, and may not be used with other discounts, promotions or special rates. Offer valid for vehicle pick up through 12/31/2021. Subject to availability, blackout periods and additional restrictions. ® Registered Trademark of Hertz System, Inc., Used Under License. ©2020 Hertz System, Inc.</p>	<p>Hertz</p> <p>Save up to 25%* on the base rental rate. Save 10% off weekly or weekend base rates.*</p> <p>Phone: 1-800-263-0600</p> <p>Code: 1808795</p> <p>View on map</p> <p>Terms and Conditions</p> <p>Save 10% off weekly or weekend base rates.* Use CDP ID # 1808795 and PC# 205618.</p> <p>*Discount applies to pay later base rate. Base rate includes time and mileage charges only. Taxes, fees and options excluded. Minimum two (2) day rental required. Saturday night keep required. Promotion Code must be provided at time of reservation. This offer is available at participating Hertz locations in Canada, the U.S. and Puerto Rico. Twenty-four (24) hour advance reservation required. Valid on mid-size car classes and above except Dream cars. Offer has no cash value, and may not be used with other discounts, promotions or special rates. Offer valid for vehicle pick up through 12/31/2021. Subject to availability, blackout periods and additional restrictions. ® Registered Trademark of Hertz System, Inc., Used Under License. ©2020 Hertz System, Inc.</p>

Redemption Methods varies depending on the merchant.

- In-Store
- Online
- Telephone
- Email

Understanding the Perk Pages:

SHARE

Let another user know about a perk you think they'd be interested in.

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.

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.

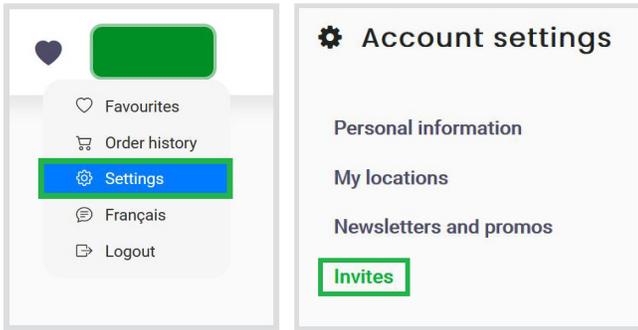
SUGGEST A PERK

Directs you to our Suggest-A-Perk page that allows you to tell us which businesses you'd like to see on the platform.

The screenshot shows a perk page for 'Calm' with a 5-star rating and a 'Submit' button. A red box highlights three buttons: 'Rate this perk', 'Suggest a perk', and 'Report an Issue'. Callout boxes provide details for each:

- Rate this perk:** A button with a star icon.
- Suggest a perk:** A button with a speech bubble icon. A callout box states: "Within a perk you can find the Suggest a perk link".
- Report an Issue:** A button with a red exclamation mark icon. A callout box states: "Report an Issue".

Other elements visible in the screenshot include a 'Share this perk' section with a 'Send' button, a 'Share Perk' button, and a 'What's happening?' section with a 'Submit report' button.



INVITE FAMILY MEMBERS TO THE PROGRAM

Go to your Account Settings - under "Invites"

REDEEM PERKS

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

The image shows a screenshot of the Enterprise Rent-A-Car website. The main heading is "Need a Rental?" with the Enterprise logo and a blue car. Below this, there is a section for "Enterprise Rent-A-Car" with a "View all" button circled in red. To the right, there are three panels titled "Different Redemption methods":

- Instore:** Perk code VENERAC. Steps: 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.
- Online:** Perk code VENERAC. Mobile. Steps: 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.
- Telephone:** Perk code VENERAC. Online. Steps: 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.

Congratulations! You're all set!



WORKPERKS FAQ

What is WorkPerks?

As part of your benefits package, Samuel is offering WorkPerks to you, a premium discount program that allows you to save hundreds to thousands of dollars monthly on ten major categories for a healthier lifestyle. The categories include automobiles, electronics, entertainment, fashion, food & drink, health, home & living, pets, sports & recreations, and travel essentials across North America. WorkPerks extends the employee benefits beyond the organization.

How can I use WorkPerks?

You can use WorkPerks on a web browser, on the mobile app, or simply in-store. WorkPerks is intuitive, you can make it your own by saving addresses that matter to you, so that when you are on the move, you can see what perks are available where you are. You can mark your favourite brands, so when perks are available, you'll be the first to know. Additionally, you can share the perks with up to five family members by inviting them on the app.

Why use WorkPerks?

You have access to a large number of locations from big brands to local shops across all of North America, offering real discounts. Take your financial health to the next level by cultivating a habit of saving on daily items or on activities through exclusive discounts. Additionally, shop at your favourite brands or discover new ones. WorkPerks also offers frequent short-term promotions to help you save even more. Monthly contests are also organised to help you win amazing prizes like iPads, laptops, entertainment tickets, gift cards etc. Perks are highlighted on the app during festive seasons to make sure you don't miss any hot deals! New perks are added on a regular basis. The support team is readily available for all your questions and issues.

How does it work?

Visit [Samuel.venngo.com](https://samuel.venngo.com) and follow the sign-up process. All the steps are in this document, you can go through them step by step.

How does the Venngo Browser Extension work?

When installed, the browser will automatically detect when perks are available, and you can simply click on the notifications to use the perk.

Need help? Have questions?

Contact our support team by email or visit our help centre: Mon-Fri 9:00am-5:00pm EST



helpcentre.venngo.com/en

Venngo account recovery

I forgot my password.

You can request to have your password reset.

1. Please visit <https://samuel.venngo.com/login> by typing the address into your browser.
2. Click the **"Need help signing in?"** link located in the sign in pod at the top of the page.
3. In the **"forgot your password"** pod enter your WorkPerks® account email address in the **"Enter your email address"** field.
4. An email will be sent to you with the instructions and a link to create a new password for your account.

I forgot my username.

To request your account name:

1. Please visit <https://samuel.venngo.com/login> by typing the address into your browser.
2. Click the **"Need help signing in?"** link located in the sign in pod at the top of the page.
3. In the **"forgot your username?"** pod enter your WorkPerks® account email address in the **"Enter your email address"** field.
4. An email will be sent to you with your account information.

The screenshot displays the Venngo login and recovery interface. On the left, the 'Please sign in' section features input fields for 'Username' and 'Password', a 'Sign in' button, and a 'Need help signing in?' link. The right side shows three recovery options: 'Forgot your password?', 'Forgot your username?', and 'Need your activation code?'. Each option includes a text input field for the email address and a 'Submit' button. The interface is branded with 'workperks for SAMUEL' and includes a footer with a support team contact link and a chatbot icon.

Contact us, Have questions?

Contact our support team!

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

<https://helpcentre.venngo.com/en>