

# User Guide

Welcome to your benefits portal.



Real savings. Every day. All the brands you love.

# Welcome!

Thanks to your company, you now have access to an amazing new benefit! A platform with exclusive discounts, with every category you can think of, featuring all the brands you love.

Sound good? Want to find out more? We've put together this handy User Guide on how to set up and use your account.



# Registering your account.

It's easy to set up and go!



## Find your benefits portal

Reach out to your HR team to get your unique link (it'll look something like "[company.benefithub.com](#)", along with instructions on how to register. Or go to [www.benefithub.com](#) and click "[Sign In](#)" to find your company's portal.



## Sign up for your account

When you create your account, we will ask you for some basic contact information.



## Opt-In for emails

Be sure to opt-in for our emails, so you can receive the hottest deals right in your inbox



## Get your benefits!

As soon as you've registered, you can start using your benefits. Make sure you explore the site for discounts on just about anything!

# Check out your benefits!

Now that your account is set up, you're ready to explore your benefits.

We've got you covered for savings on your everyday purchases, and for every occasion.

Choose from 700+ different offers from your favorite brands!



# A few ideas...



Take the vacation you've been dreaming of, and enjoy savings on your hotels, flights, rental cars.....

...or, you can get that new gadget you've been wanting...



...even find deals for your next trip to the movies, day out to the theme park, concert tickets and more!

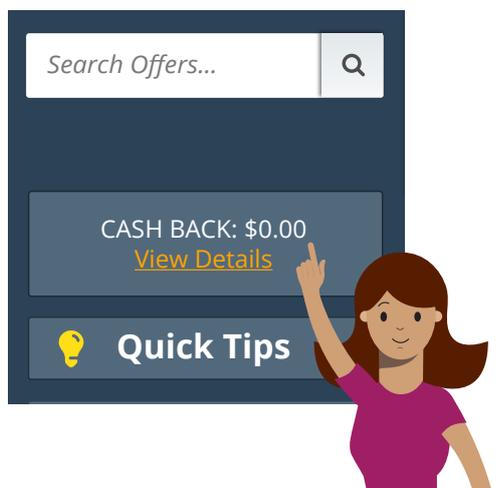
# In addition to discounts, you can earn cash back.

Earning cash back is easy!



- 1 Simply find a deal with the cash back sign, redeem the offer and enjoy great savings plus cash back on that item!
- 2 Earn cash back on everything else you purchase from that store!

How do I redeem my cash back?



See your cash back balance here.

Redeem your cash back when your balance is \$10.00 or higher.

A check will be mailed directly to you – spend it however you want.

There is no limit to the number of times you can redeem cash back!



It might take up to 45 days for the cash back to show in your account, and please remember you must have a cash back balance of \$10.00 or more in order to redeem.

# What's next?

Now you've registered, logged in and started using your new benefits. So what else? Check out some other features you can use to have the best experience possible...



## Regular Updates

We're always adding new benefits and running seasonal offers, and we'll keep you in the know via regular emails.



## Find offers in your area with our Local Map tool

Check out our Local Deals map, which you can find on your website or your mobile app. Simply pop in where you are, and all our offers in your area will come up.



## Free App

Make sure you download our free mobile app to access all your benefits wherever you whenever you need them. Search 'BenefitHub' in the App Store or Google Play.



## Provide Feedback

We welcome any suggestions you may have for vendors. Remember these suggestions can be national vendors or local vendors. We would like to hear your recommendations!

# Access benefits around the world.

Wherever we are, you can use those discounts. So if you're going on vacation to the US, Canada, Mexico or India\*, make sure to check out our benefits in that country. When you've signed in, simply click on the country flag at the top of the page, and choose the country you need.



We're going to be launching in even more countries later on in 2019 – we'll keep you updated!



## We think you'll like us – but don't just take our word for it!



By saving over \$800 using the discount marketplace, we were able to go on a fun family vacation. The memories are priceless!

**Paige | Trainer, Healthcare Company**



With two teenagers, we save every week with the movie and restaurant deals.

**Peter | Sales Manager, Mid-size tech company**



My benefits portal is so easy to use. It's my go-to for discounts on just about anything!

**Michael | Manager, Automotive Company**

# More Questions?

Don't worry, we've put together the answers for some of our most frequently asked questions.

## How many benefits can I use?

All of them! There are no limits to the amount of benefits you can access. There are a few things that you can only redeem once or twice, but we'll let you know when that happens.

## I'm not getting any of your emails

Uh oh! Make sure you don't miss out on finding out about our latest benefits, or seasonal offers (discounts on trees at Christmas anyone?!). Double check your junk folder, and make sure you've added [benefithub@emailbenefithub.us](mailto:benefithub@emailbenefithub.us) to your safe sender list.

## I've forgotten my password!

Don't worry, we've all been there! In the login page, there's an option to press 'Forgot' next to where you enter the password. Click this link, pop in your email address, and we'll send you an email with instructions to reset.



# Need help?

If you ever need help with anything, our customer service team is always on hand for you.

Give us a call 1-866-664-4621 or email [customercare@benefithub.com](mailto:customercare@benefithub.com)

