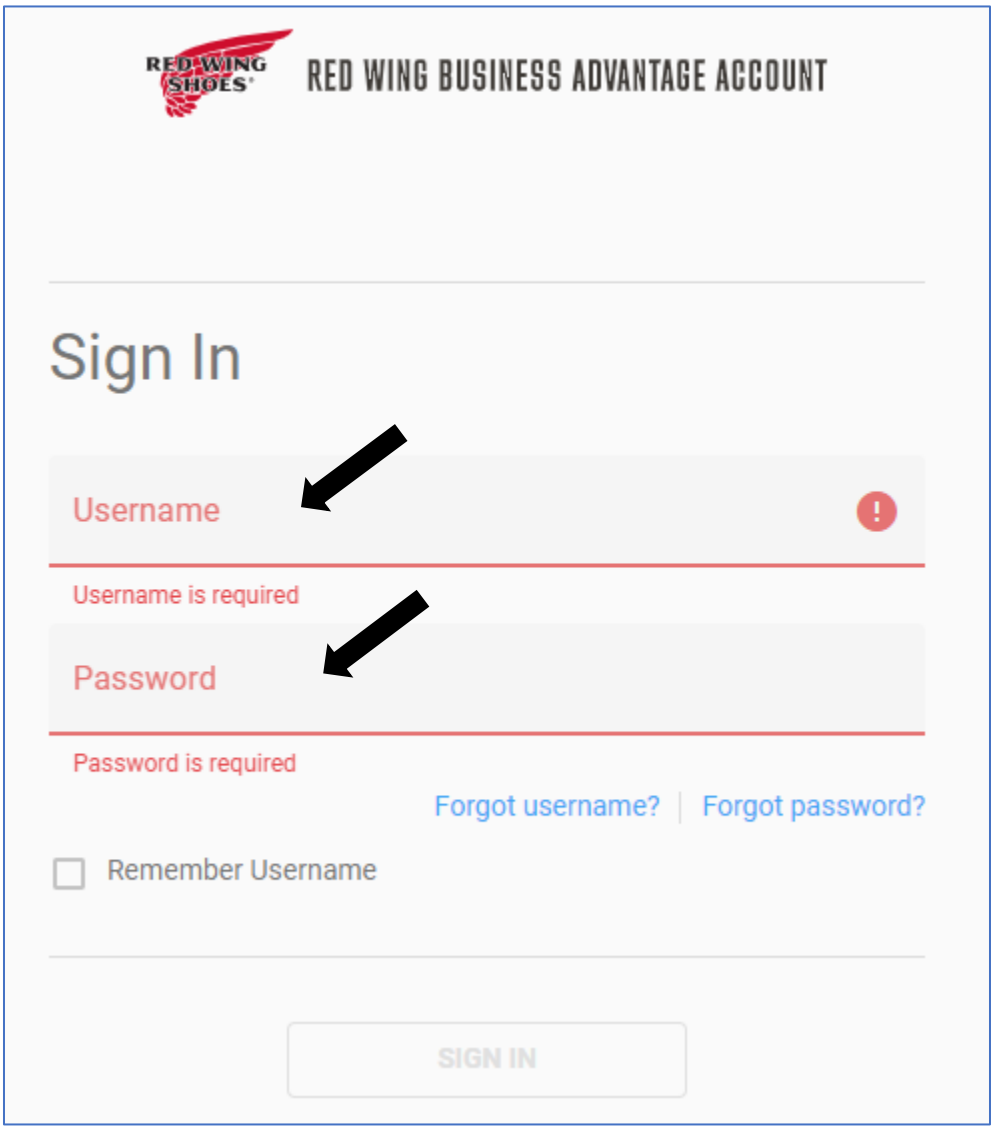
Red Wing Digital Voucher Procedure

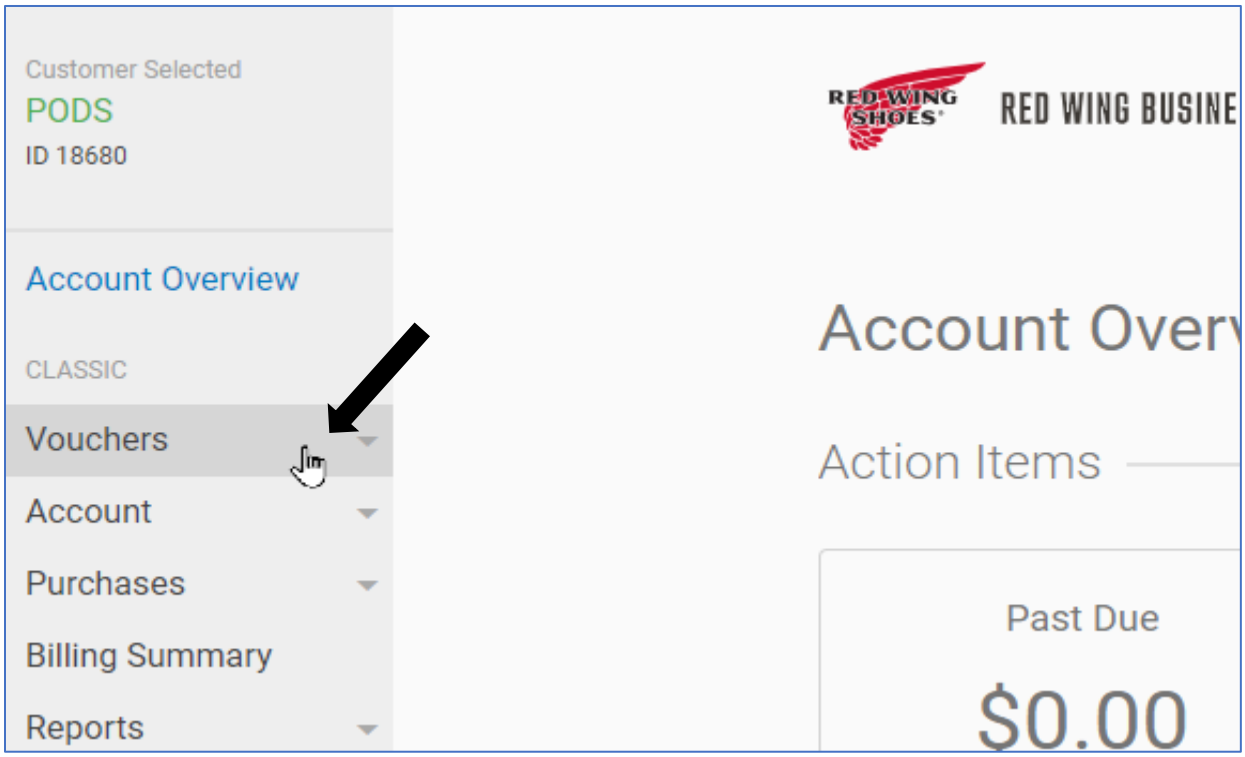
Step 1 Click on Red Wing Home Page Link below.

Link: https://redwingbusinessadvantageaccount.com/login

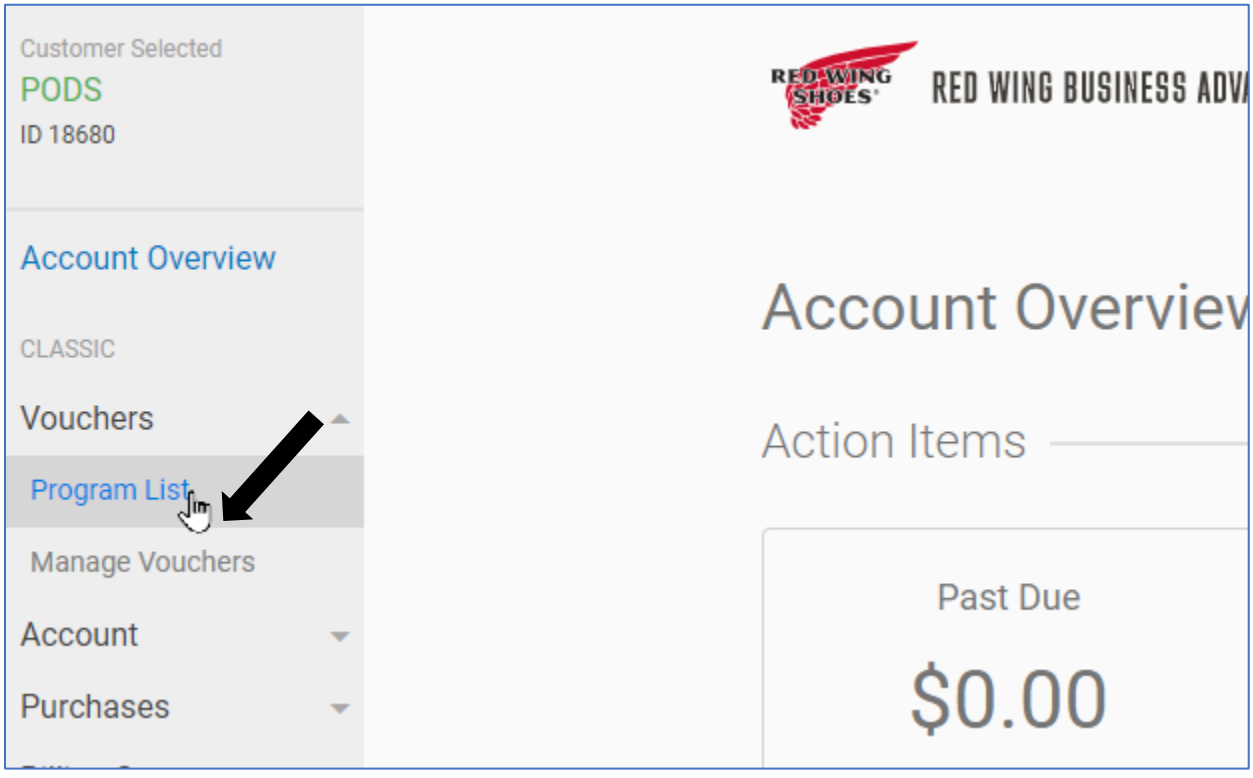
Step 2 Log in using your Username and Password.

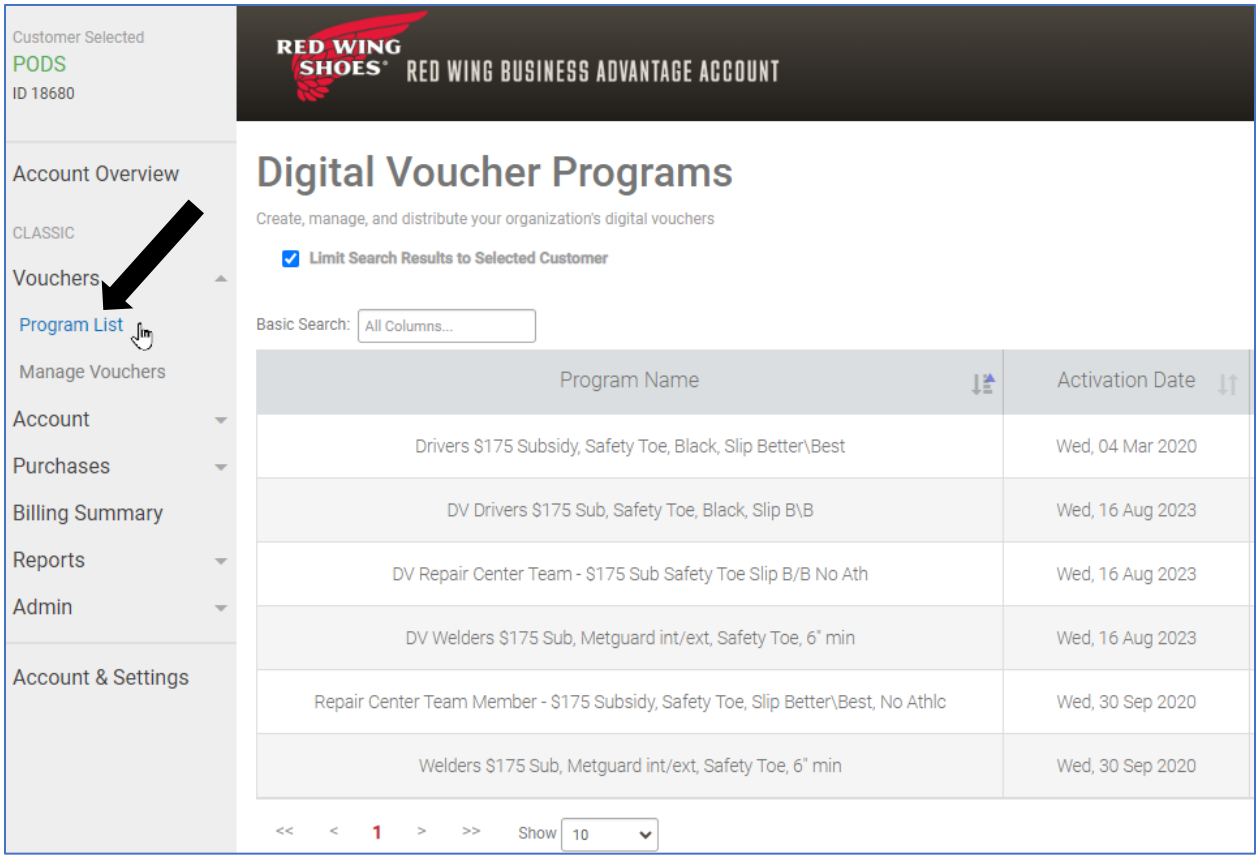


Step 3 Once logged in, select Vouchers on the far left of the screen.



Step 4 Then select Program List to view available programs.





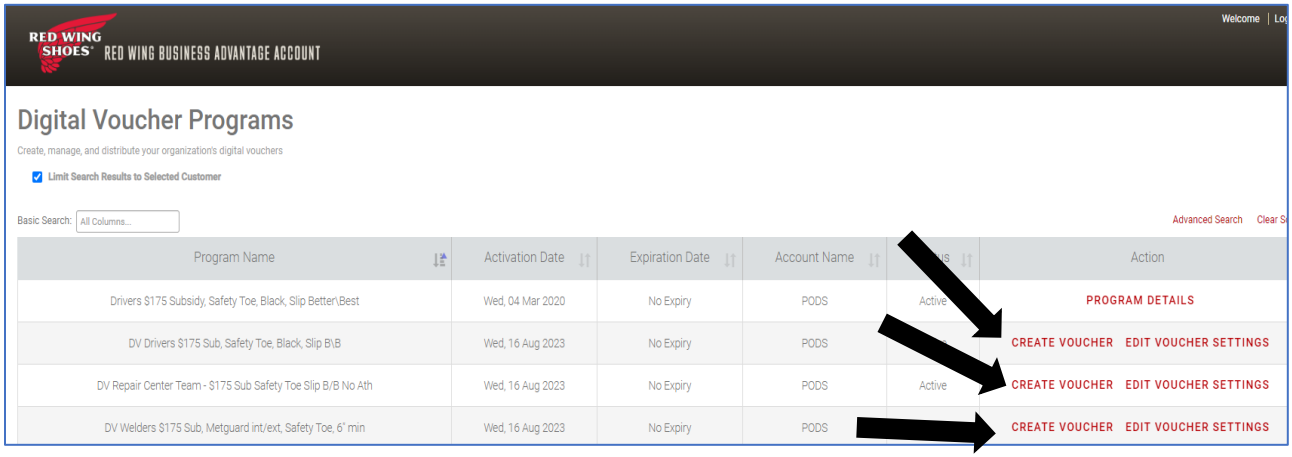
Step 5 Select Create Voucher on the far right that directly relates to the job role.

Driver Role: Select DV Drivers $175 Sub, Safety Toe, Black, Slip B/B Program Name

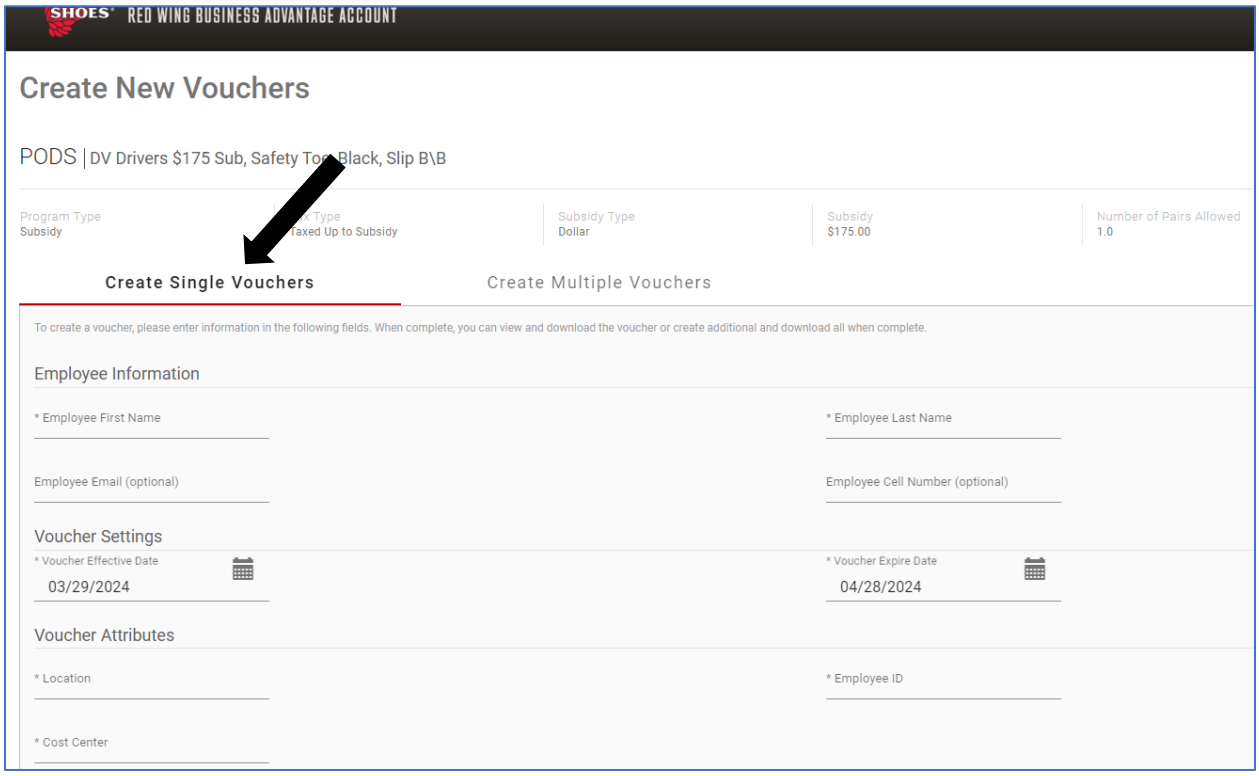
Equip/Repair Tech Role: DV Repair Center Team - $175 Sub Safety Toe Slip B/B No Ath Program Name

Welder Role: DV Welders $175 Sub, Metguard int/ext, Safety Toe, 6" min Program Name

Note: Do not select Edit Voucher Settings since settings are already set.

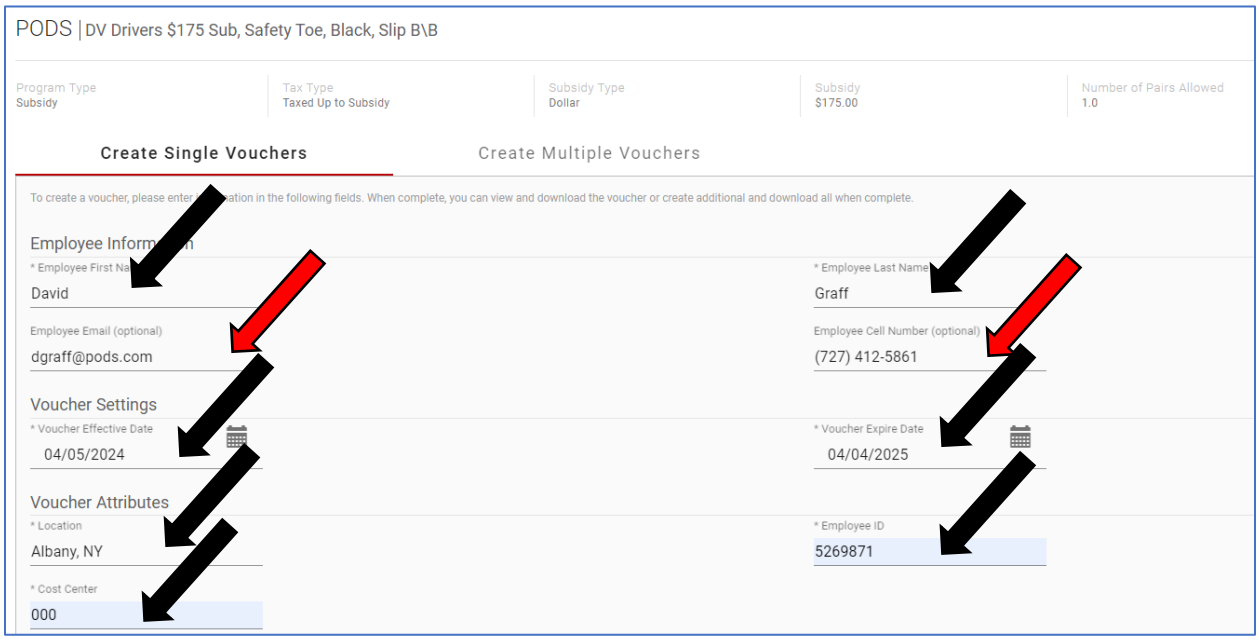


Step 6 Once Create Voucher is selected, the Create Single Vouchers option is active/selected by default, which is intended for ***single employee voucher only***. If five or more vouchers are needed, then select the Create Multiple Vouchers option and go to **Step 14**.

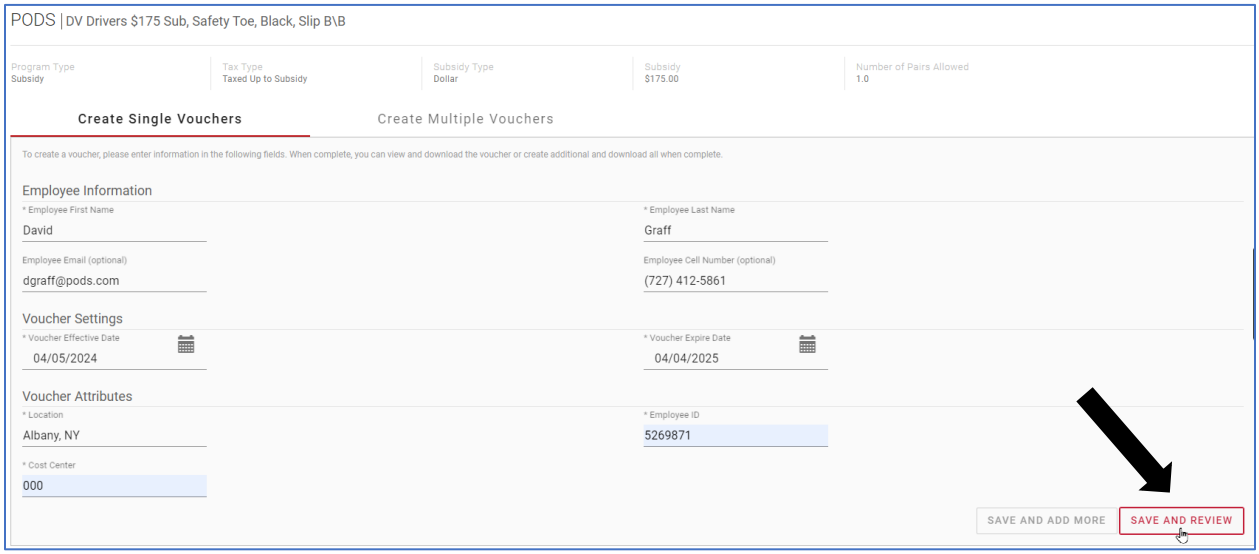


Step 7 Enter data for required fields: Employee First Name, Employee Last Name, Voucher Effective Date, Voucher Expire Date, Location, Employee ID, and Cost Center. Use UKG Employee ID #, Location is Market or Warehouse name, and Cost Center is 000. Employee Email and Employee Cell Number is *optional,* but is required if the preference is to send the digital voucher via Email or Text.

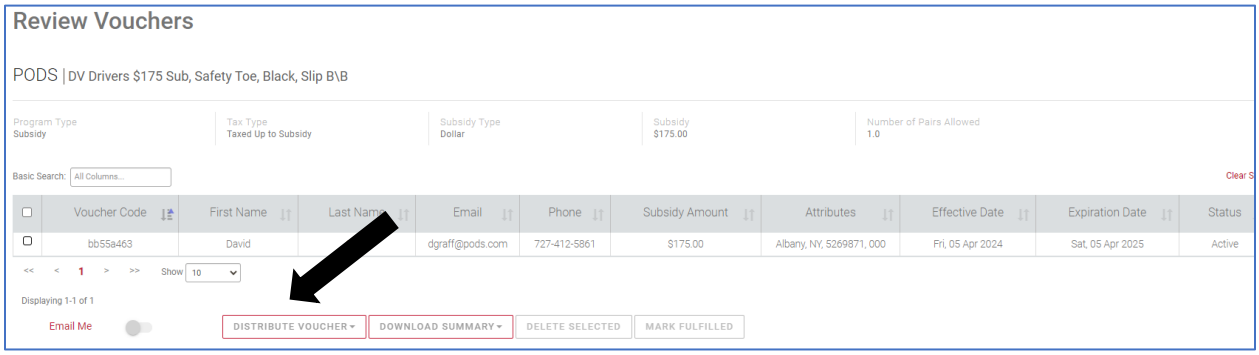
Note: Voucher is active based on employee anniversary date meaning the voucher has a 12 month term.



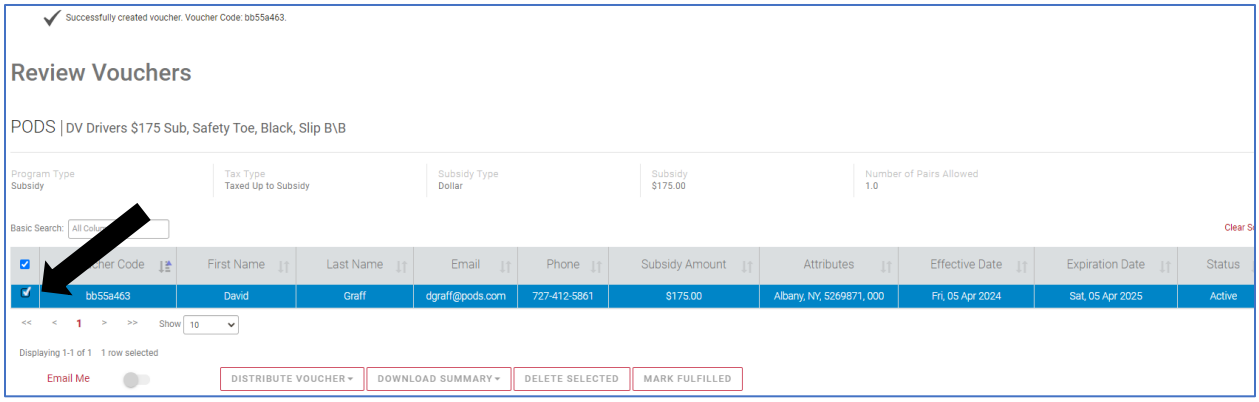
Step 8 Select Save and Review located on the bottom right corner.
If another employee voucher needs to be created, Select Save and Add More option located to the left of the Save and Review option and repeat **Steps 6 – 8**.



Step 9 Digital Voucher created and can be immediately distributed by selecting Distribute Voucher at the bottom.

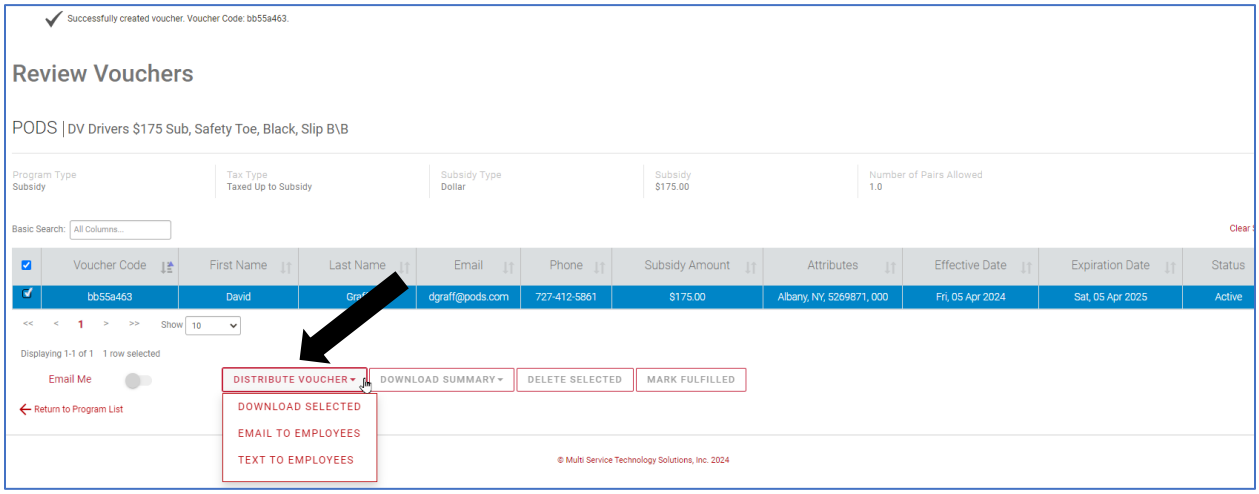


Step 10 Select digital voucher by selecting the box at the far left.

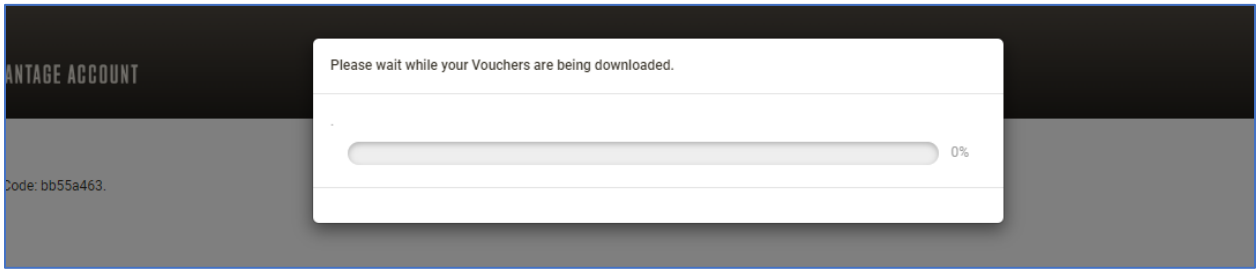


Step 11 Select Distribute Voucher located at the bottom center and select one of the three options.
Continue with **Step 11** to Download Voucher
Continue to **Step 12** to Email Voucher
Continue to **Step 13** to Text Voucher

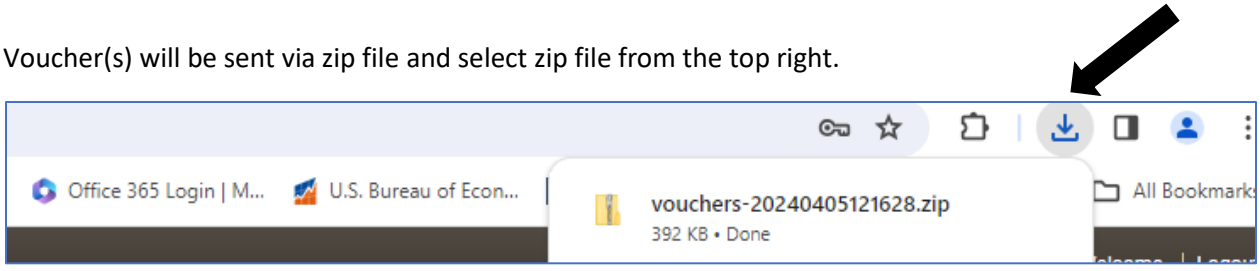
Step 11 Con't: Download selected allows downloading/saving the voucher to the desktop/laptop for later printing, Email to employee sends the digital voucher via email, and Text to Employee sends the voucher via text.



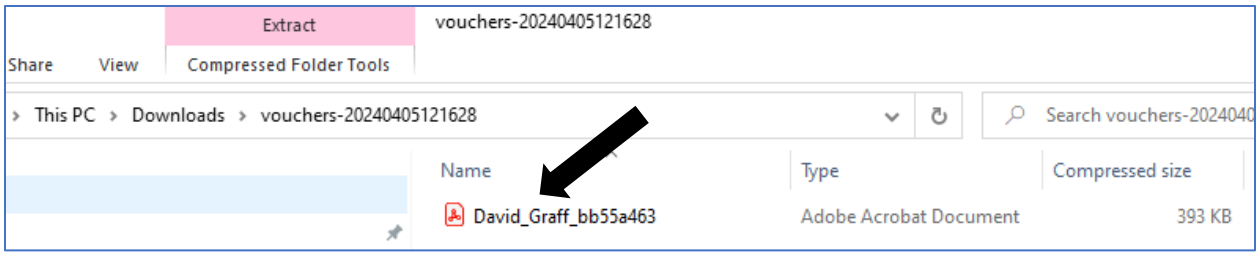
Step 11 Con't: If Download Selected option is chosen: A message is displayed the Voucher(s) are being downloaded, Select zip file



Voucher(s) will be sent via zip file and select zip file from the top right.



Select PDF File.



PDF File opened to disclose digital voucher.

PODS

PPE Voucher

ACCOUNT NUMBER: 100212

EMPLOYEE NAME:
David Graff

INITIAL VALUE:
$175.00 USD

VOUCHER CODE:
bb55a463

VOUCHER NOTES:

VALID:
04/04/2024 - 04/04/2025

How to use your PPE voucher:

Your company partners with Red Wing to make sure you have access to world-class PPE.
It's easy to shop and find exactly what you need.

Shop in store, find your nearest retailer:
https://redwingsafety.com/storelocator

Shop online:
https://shop.redwingforbusiness.com

Contact Customer Support
(Monday - Friday 8am-5pm CST):

1-800-239-1064
support@redwingbusinessadvantageaccount.com

Program Summary

Program Name: **DV Drivers $175 Sub, Safety Toe, Black, Slip B\B**

Accessories Allowed on Subsidy:
No

Accessories Allowed on Payroll Deduct:
No

Program Type:
Subsidy

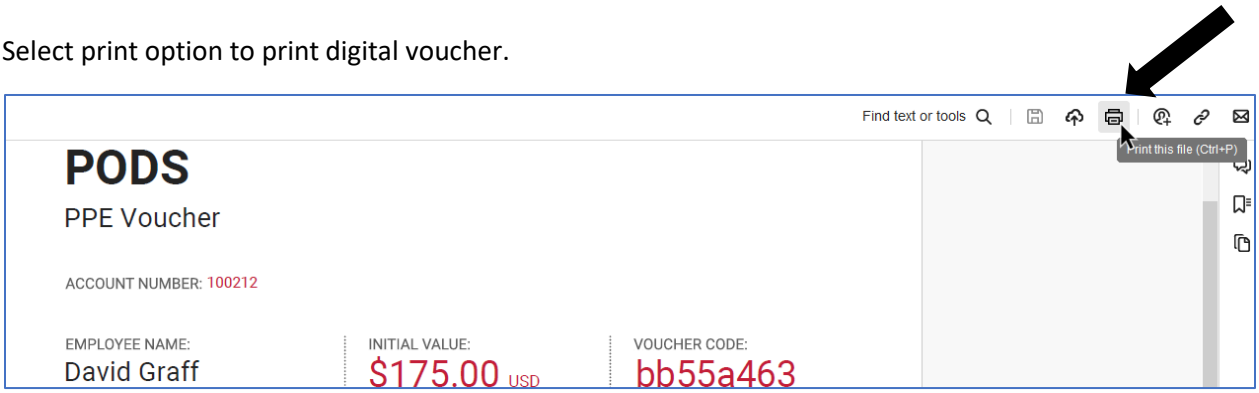
Payroll Deduct:

Location:
Albany, NY

Employee ID:
5269871

Cost Center:

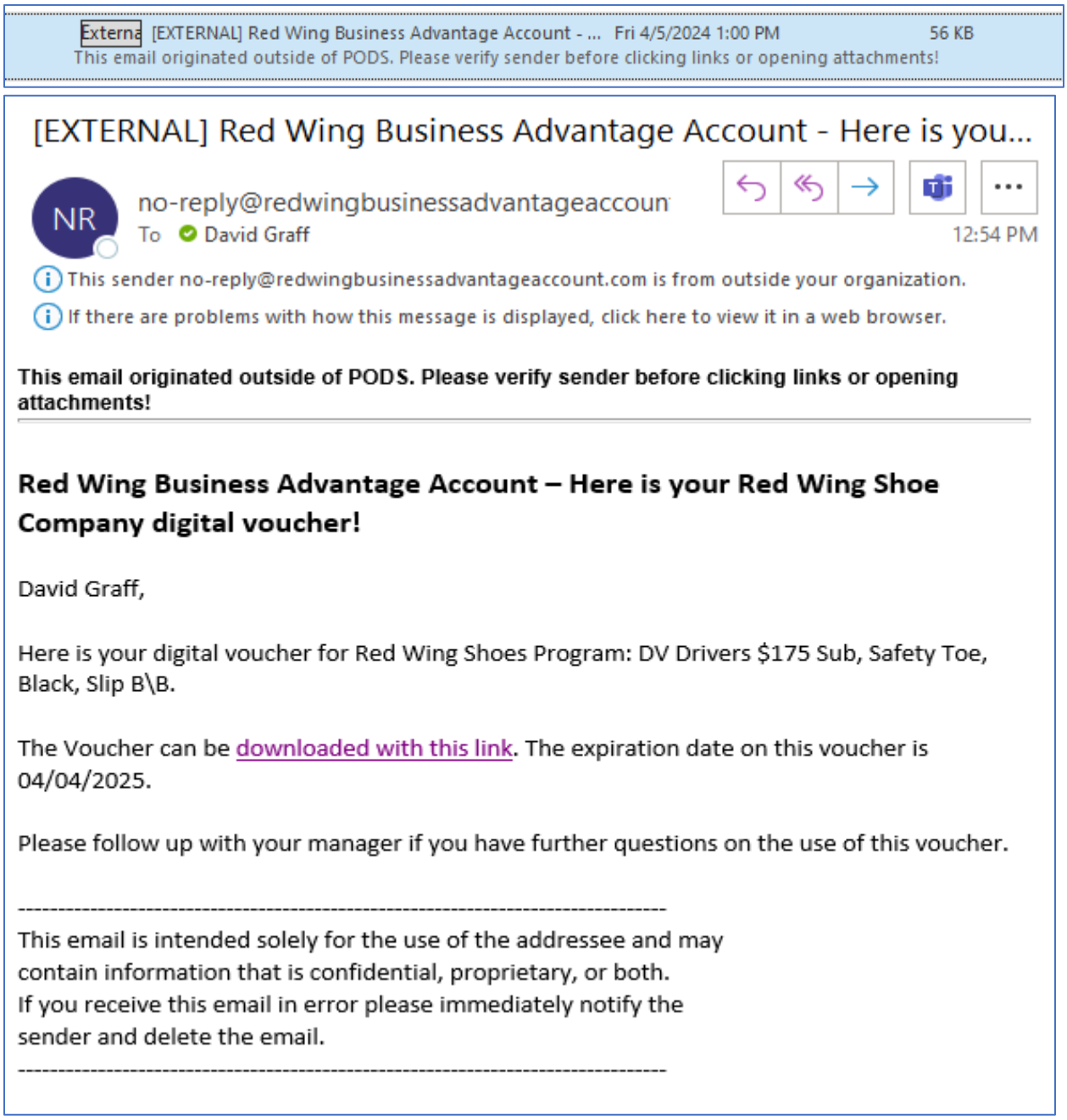
Select print option to print digital voucher.



Step 12 If Email to Employees option is chosen: A message is displayed Voucher(s) are being distributed as requested.



Email will be received with a link to download file/digital voucher.



Externa [EXTERNAL] Red Wing Business Advantage Account - ... Fri 4/5/2024 1:00 PM 56 KB

This email originated outside of PODS. Please verify sender before clicking links or opening attachments!

[EXTERNAL] Red Wing Business Advantage Account - Here is you...

NR no-reply@redwingbusinessadvantageaccoun

To David Graff 12:54 PM

This sender no-reply@redwingbusinessadvantageaccount.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

This email originated outside of PODS. Please verify sender before clicking links or opening attachments!

Red Wing Business Advantage Account – Here is your Red Wing Shoe Company digital voucher!

David Graff,

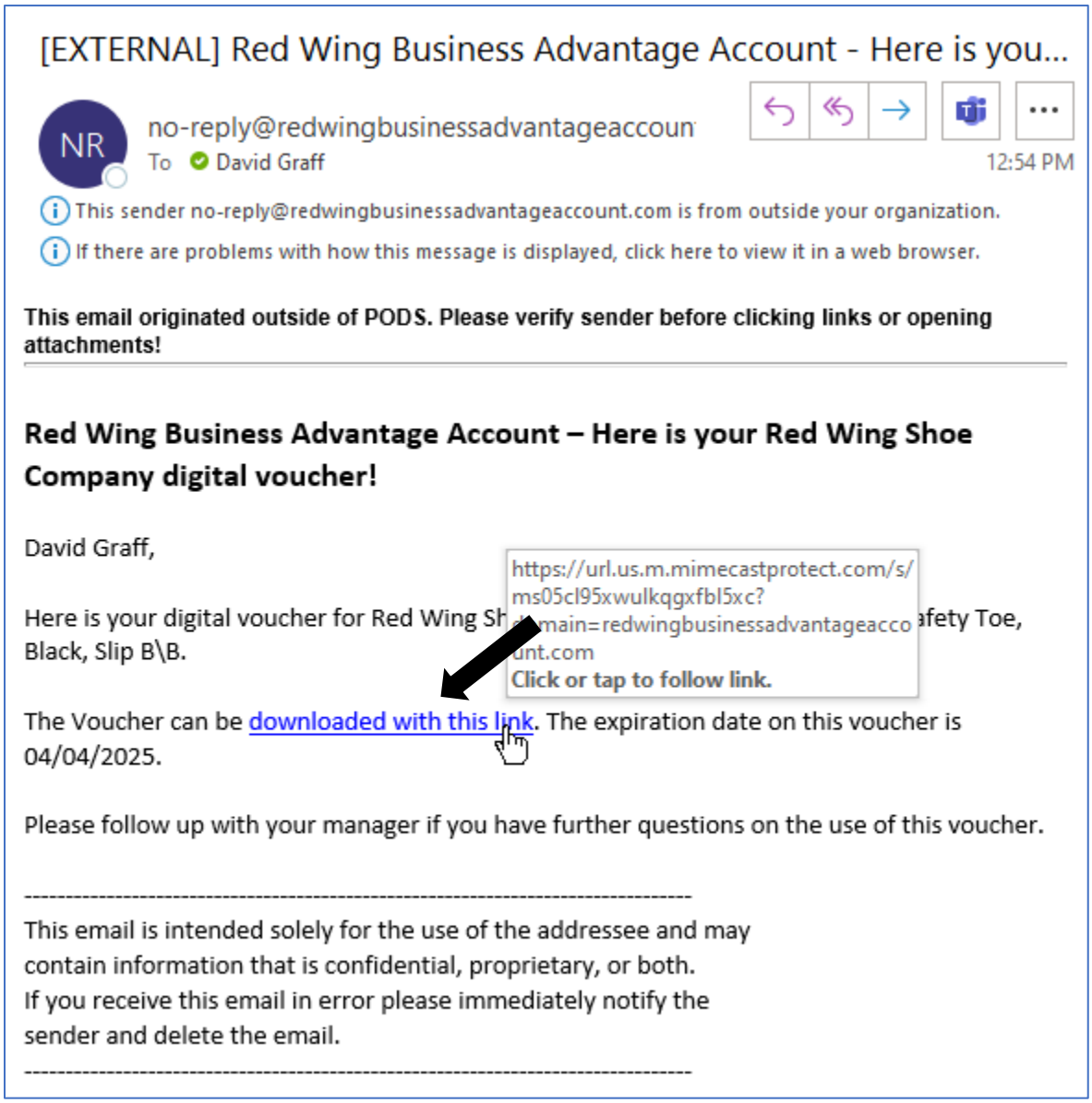
Here is your digital voucher for Red Wing Shoes Program: DV Drivers $175 Sub, Safety Toe, Black, Slip B\B.

The Voucher can be downloaded with this link. The expiration date on this voucher is 04/04/2025.

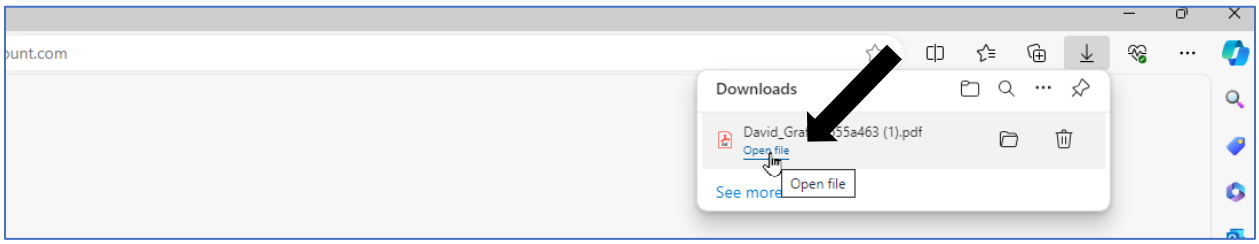
Please follow up with your manager if you have further questions on the use of this voucher.

This email is intended solely for the use of the addressee and may contain information that is confidential, proprietary, or both. If you receive this email in error please immediately notify the sender and delete the email.

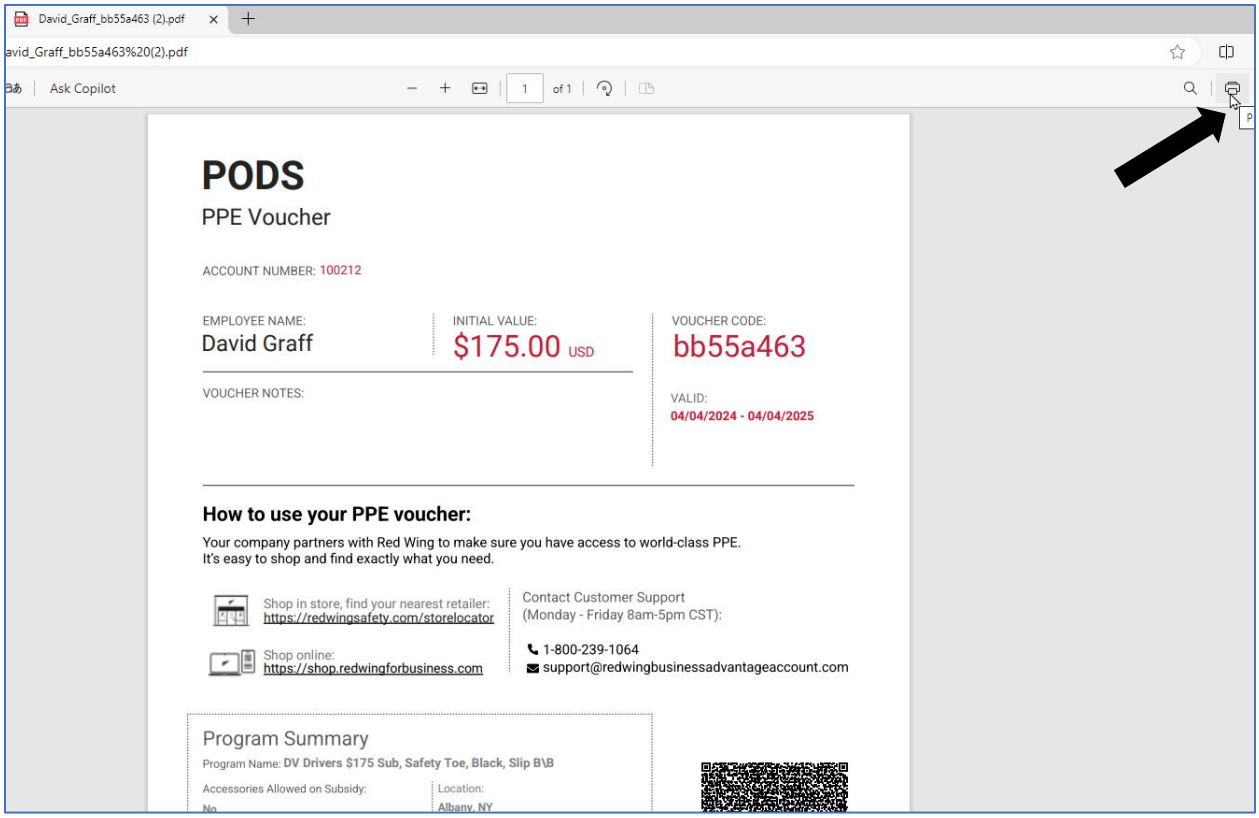
Select link to download digital voucher.



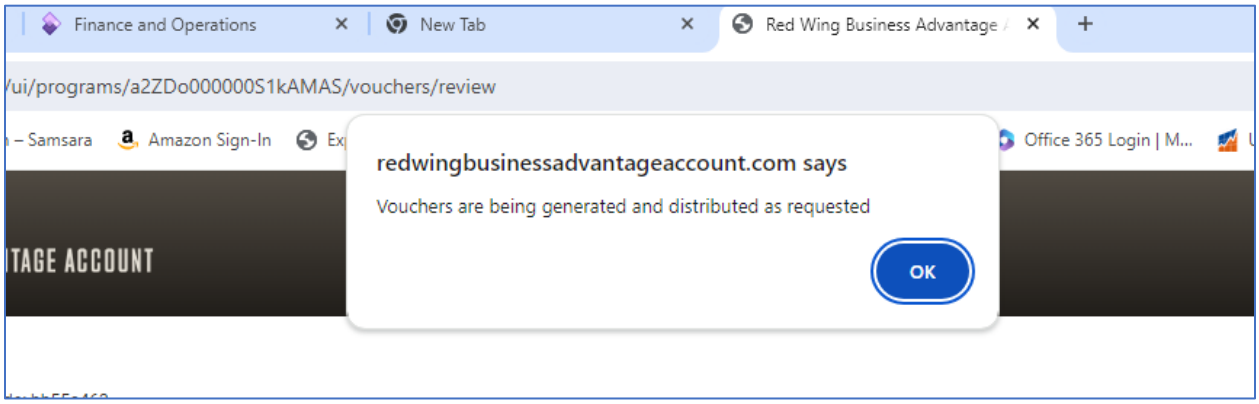
Selecting the link will direct to a new web page with PDF visible. Select PDF file located at the upper right corner of the new web page.



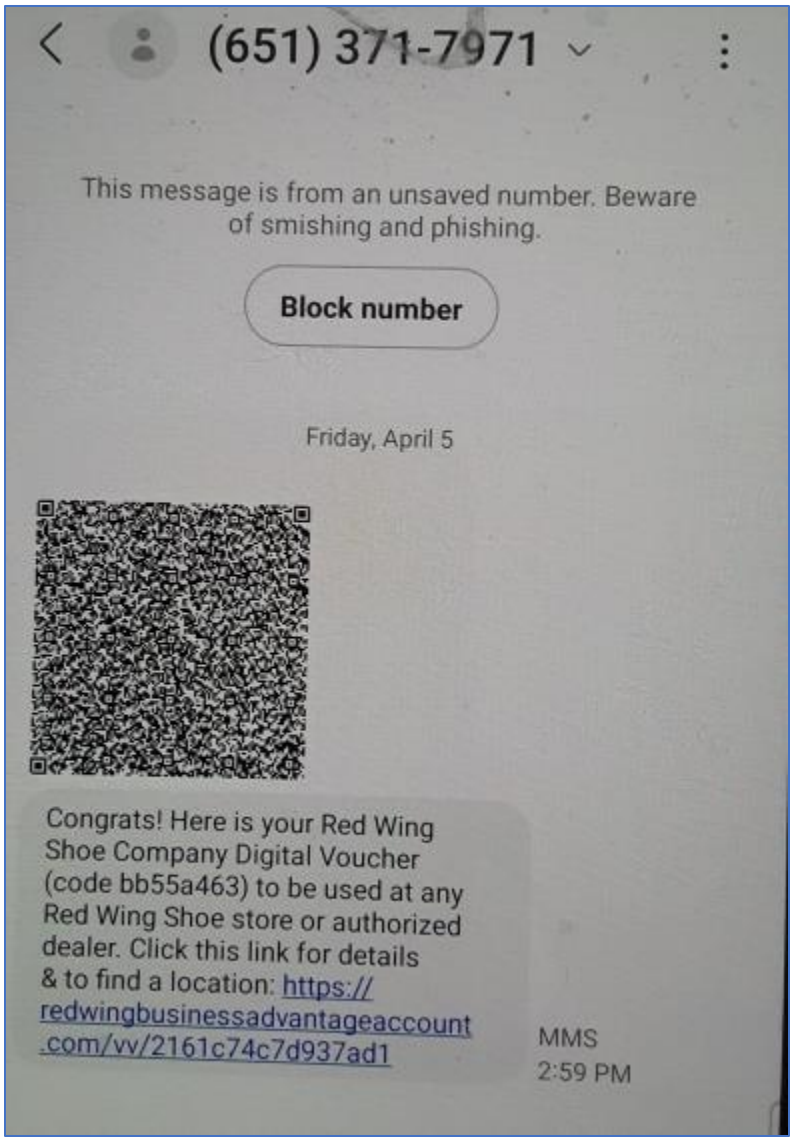
Print Digital Voucher located at the top right.



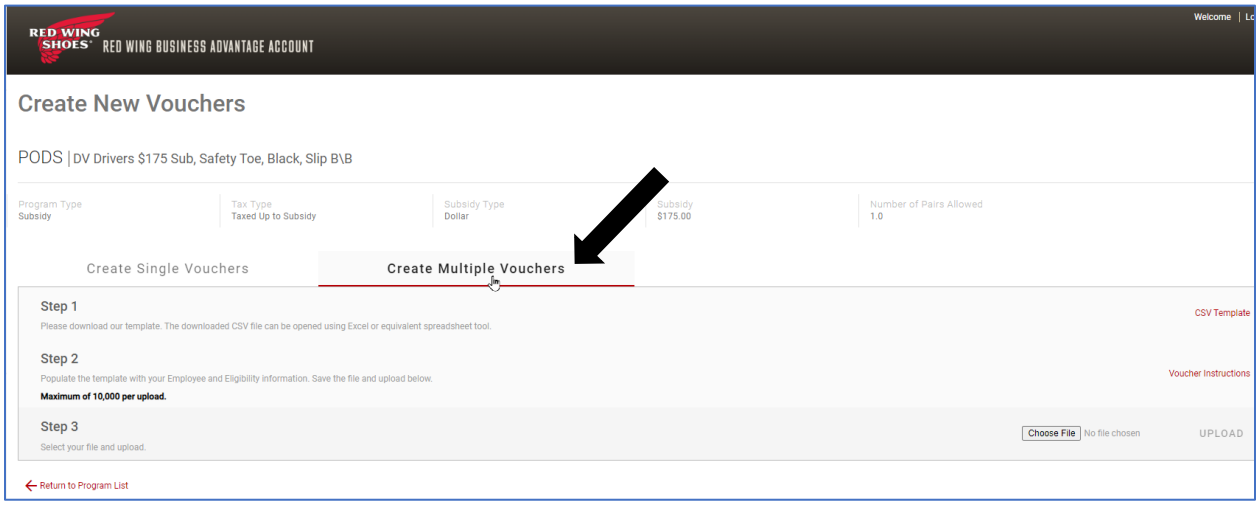
Step 13 If Text to Employees option is chosen: A message is displayed Voucher(s) are being distributed as requested.



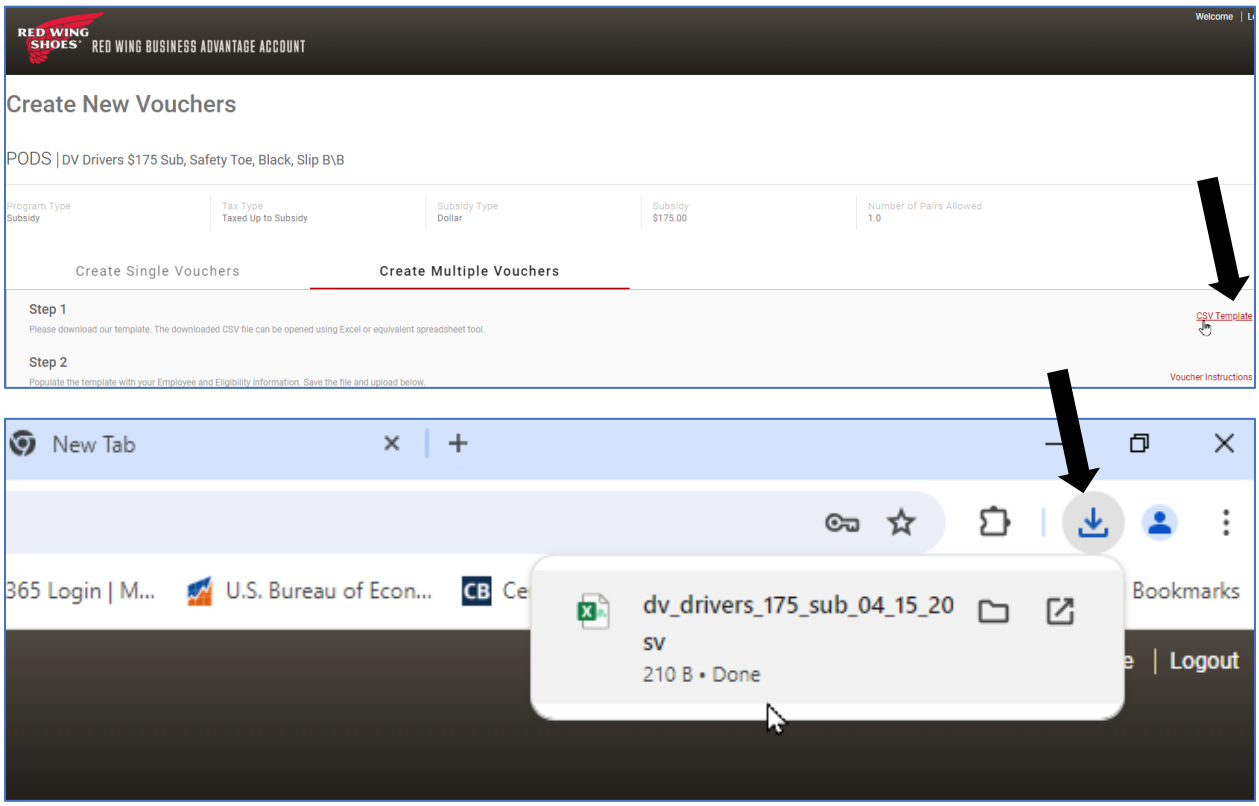
Text with QR Code and link to find nearest Red Wing Location is received.



Step 14 To create 5 or more vouchers, select the Create Multiple Vouchers option and follow three steps.



Step 15 Select CVS Template at the far left, select/open the downloaded template at the top left.

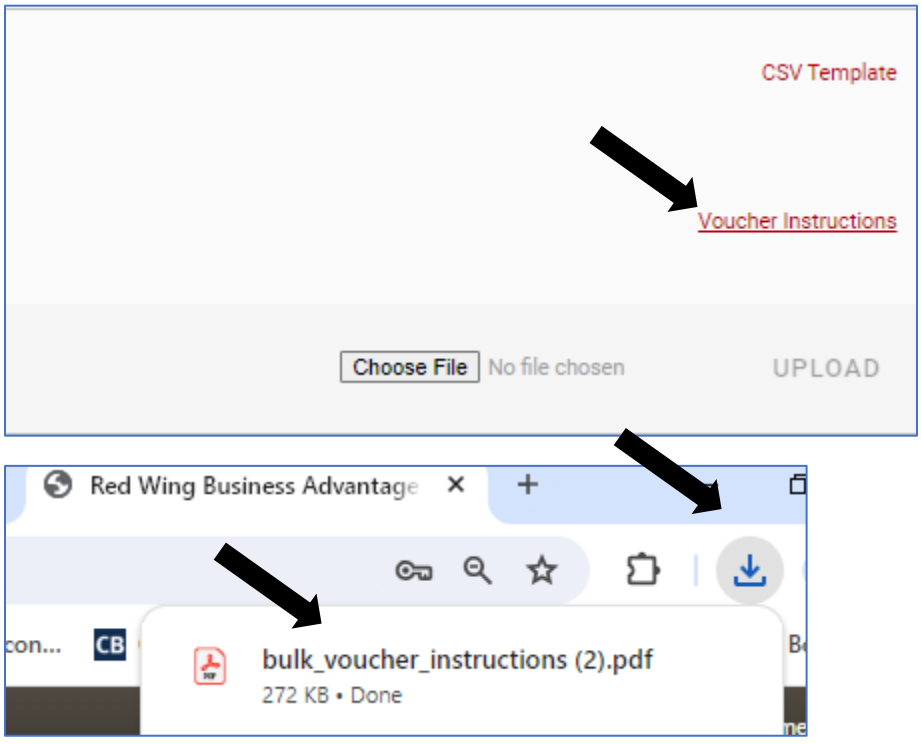


Step 15 Con't: Populate the template with the same information as creating a single voucher as described on **Step 7** and the data ***must*** be entered in the CVS Template **starting on row 4** or the upload will not work.

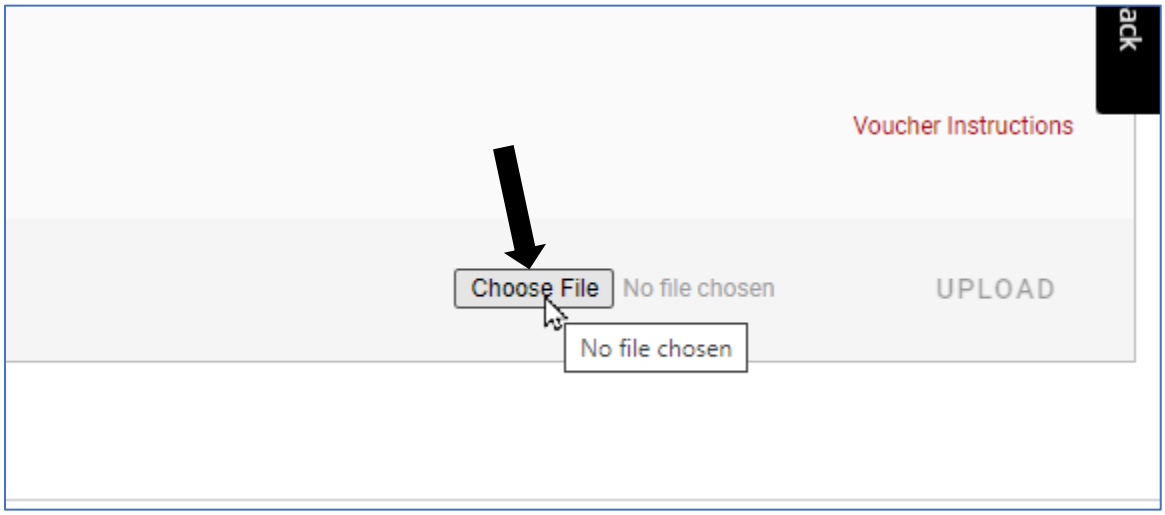
Note: Red Wing Guide: Digital Voucher Bulk Upload Instructions is also available for reference in the Red Wing Web Portal located far middle right above the UPLOAD option/below CVS Template option.

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Email Address	Send Email	Cellphone Number	Send Text	Effective On	Expires On	Location	Employee ID	Cost Center	
2			Format: email@domain.com		Format: 10 digits		4/15/2024	5/15/2024				
3												
4												
5												

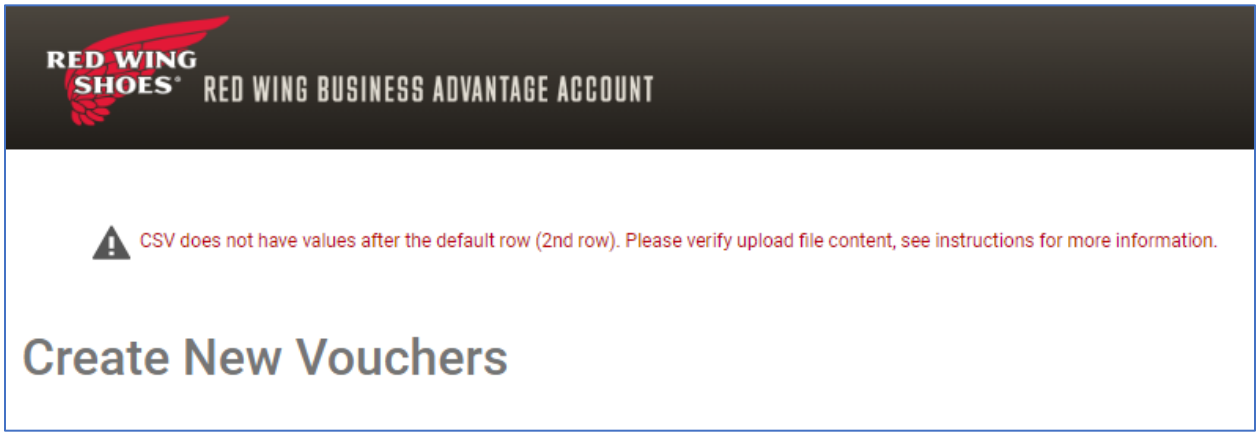
Red Wing Guide: Digital Voucher Bulk Upload Instruction Location



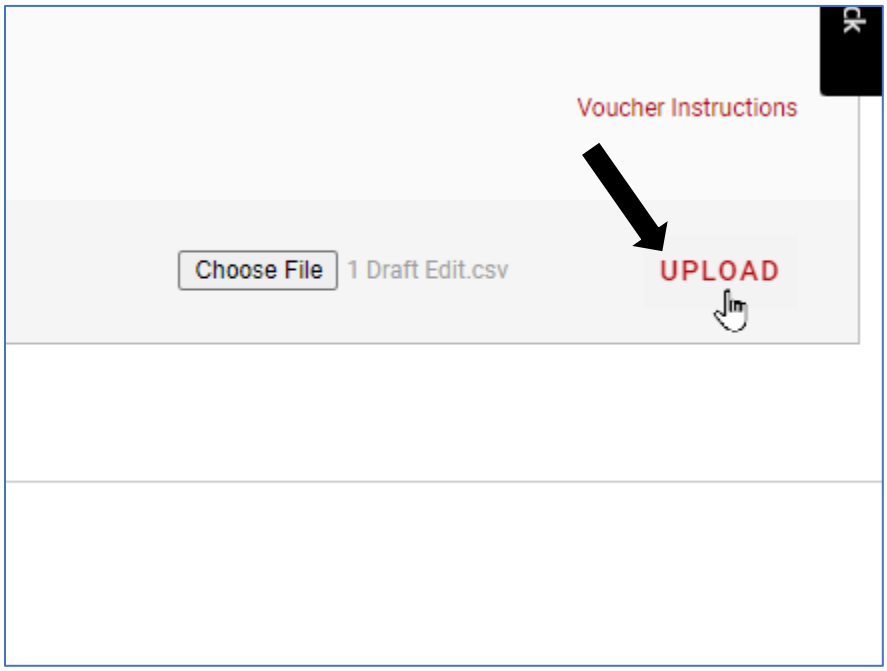
Step 15 Con't: Once the template is populated, save the file to the desktop or location of preference, and select the Choose File option at the bottom right to Upload the template.

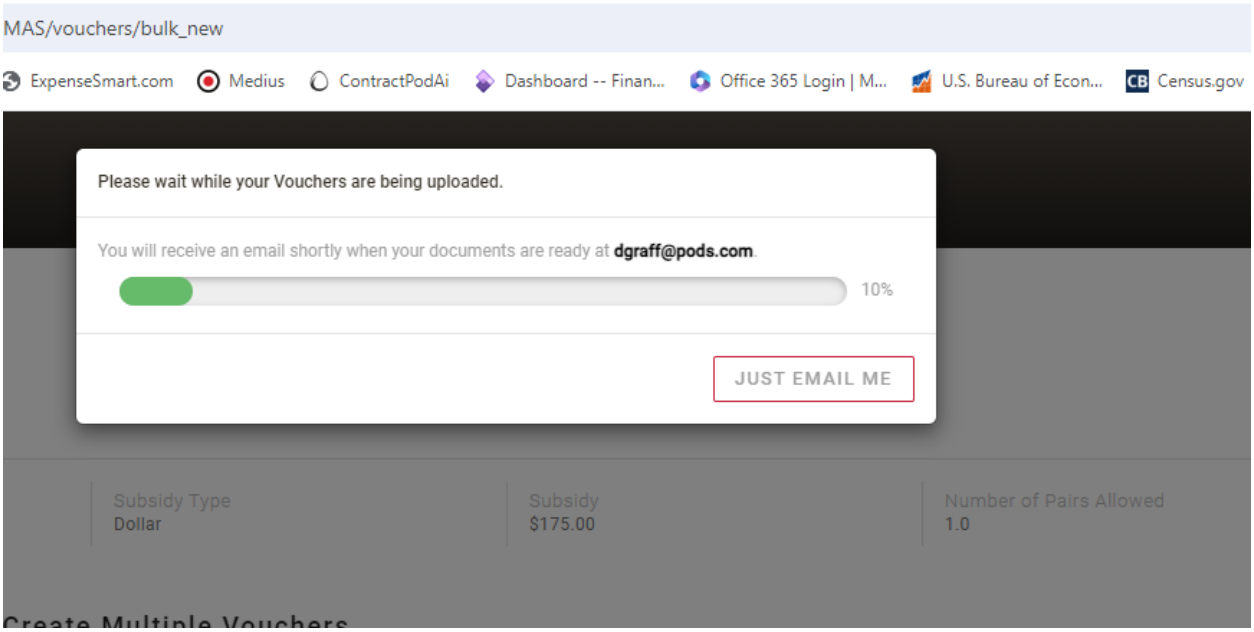


Note: The file needs to remain and saved as a CSV format. Otherwise, the result will be an error with the upload. See image directly below.

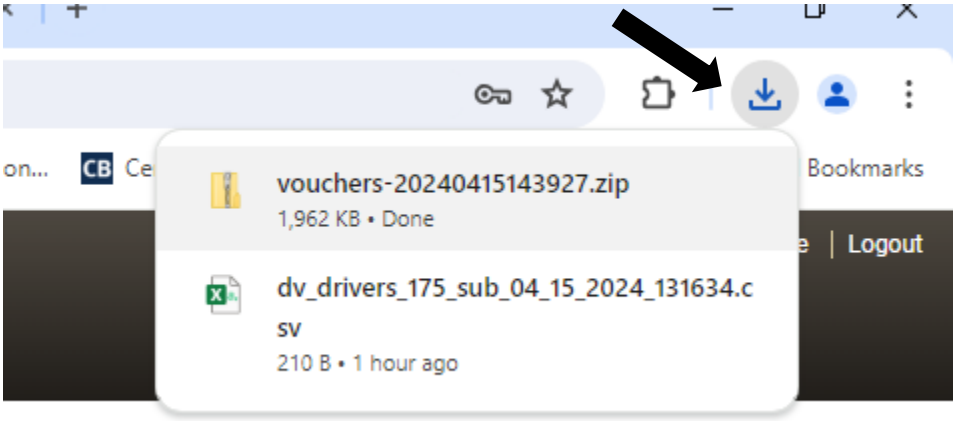


Step 15 Con't: Once file is selected, select the UPLOAD option at the bottom right.





PDF vouchers are available for download/print at the top left in the voucher folder.



[EXTERNAL] Red Wing Business Advantage Account - Here are your Red Wing Shoe Company digital vouchers!

NR no-reply@redwingbusinessadvantageaccount.com
To David Graff

This sender no-reply@redwingbusinessadvantageaccount.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

1 Draft Edit.csv
1 KB

This email originated outside of PODS. Please verify sender before clicking links or opening attachments!

Here are your digital vouchers!

David Graff, here are the results of your voucher template upload.

The Vouchers can be downloaded with this link for forty-five (45) days.

If it has been past 45 days please re-download vouchers from your Red Wing Business Advantage Account.

Program: **DV Drivers $175 Sub, Safety Toe, Black, Slip B\B**.

Total Vouchers Created: **5**.

Please see the following attachments:

- Uploaded CSV: **1 Draft Edit.csv**.

This email is intended solely for the use of the addressee and may contain information that is confidential, proprietary, or both. If you receive this email in error please immediately notify the sender and delete the email.
