

Submitting Nominations & Orders Quick Reference Guide

Quick Tip

- Awards received by team members are grossed-up. Wells Fargo pays the taxes on the award so the team member gets the full value of the award. The system calculates the total amount to be charged to the appropriate AU which includes face value + gross-up + administrative fee. The nominator has the option of viewing the gross-up calculation prior to placing the order.
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How to Submit a Nomination or Place an Order

1. Upon logging into the Recognition Zone homepage, click on the desired Recognition Program in the left navigation.
 2. From the desired Recognition Program landing page, you'll find basic award information and criteria. If that information aligns with the individual's actions that you would like to recognize, then click **Nominate** or **Order** in the bottom right corner of the page. For T.O.P. Dollar orders of more than 25, you can click **Order Import** to submit a batch request. See the **Importing T.O.P. Dollars Orders QRG** for more information on this process.
 3. Depending on the Recognition Program, the subsequent pages will guide you through a series of specific questions related to your award nomination. Typically, the standard award amount and delivery method will be displayed. If applicable, the **Face Value** or **Award Amount** will be editable (TOP Dollars only).
 4. When prompted, enter the **Recognition Category** that best describes the rationale for nominating your fellow team member.
 5. Enter the award **Justification** describing why the team member should be recognized for the award.
 6. If applicable, select a delivery method:
 - **Email** – Emails the award directly to the recipient.
 - **Print and Present** – Print the award and physically present to the recipient.
 7. Click **Continue**.
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Adding Recipients

1. Search for recipient(s) by entering either their First Name, Last Name, Employee ID or Manager Name.
2. Then click **Search**.
3. Check the box to the left of the Recipient(s) name.
4. Click **Add Another** (and return to Step 1 to add additional recipients) or click **Add and Continue** if all recipients have been added.

Personalizing, Previewing & Confirming Nominations

1. The Personalize Your Award page allows you to enter a personal note and custom signature that will be automatically populated into the award design.
2. Click **Preview** to review the award or click **Continue** if you are satisfied with your entry and ready to move forward in the process.
3. You will then be prompted to move through a series of pages to Review and Confirm your nomination. The final page will provide you with a confirmation number, which you may want to keep for your records.