

## Login Instructions

For employees with an email address on file:

If you have an updated email address on file with us, you will receive a first time activation email with detailed instructions on how to activate your Applause account.

Upon receiving your First Time Activation email, click on the “Activate Now” button in the email.



This will take you to a webpage on your Desktop/Mobile Web browser to complete the following information:

- Personal Information (i.e. Preferred name)
- Input a new password
- Confirm the new password
- Set up security questions & answers
- Opt in to celebrate birthday & anniversary

Once your account is activated, you should be able to login using your username and the password you created to access the Applause platform. (Your username is **firstname.lastname**)

**Please note:** The email contains a one-time use activation link. The activation link will expire within 45 days from the date it was sent.



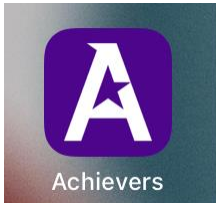
## Employees with no email address OR did not receive an activation email:

If you do not have an email address OR did not receive an activation email. Please follow the steps below to activate your Applause account:

1. Go to your desktop internet browser/mobile web browser and navigate to:  
<https://circleofcare.achievers.com/>
2. Type in your username: **firstname.lastname**
3. Type in the default password: **Welcome123!**

Once you are logged in, the system will prompt you to complete the following information:

- Personal Information (i.e. Preferred name)
- Input a new password
- Confirm the new password
- Set up security questions & answers
- Opt in to celebrate birthday & anniversary



After the activation, you will be able to open the “Achievers” App on your mobile phone and log in to the Applause platform using your username and newly created password. (Your username is **firstname.lastname**)

## Need Help?

Find the answers in the Support Centre. Click Help located in the top right corner of the page to access helpful information relating to getting started, orders, points, and more. To connect with them directly, go to the “Contact Us” section of the Support Centre or call 1-888-676-4687