

aMAZZing Rewards

This *Quick Reference Card* will guide you through how to recognize and reward fellow team members through **aMAZZing Rewards**. Receive recognition from fellow team members for a job well done, send recognition to fellow team members, and earn points to choose rewards.

IN THIS GUIDE (Click the arrow icons below to jump to that section of the guide.)

- | | |
|---|--|
|  Login to aMAZZing Rewards |  Send Recognition |
|  Change Your Password |  Redeem Rewards |
|  Edit Your Profile |  Login to WorkTango App |
|  Activity Feed | |

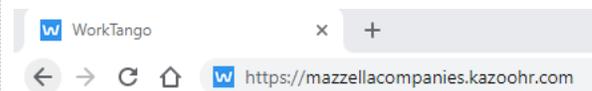
GETTING HELP

Please reach out to HR Support (<https://one.mazzellacompanies.com>) if you need assistance.

Section 1: Login to aMAZZing Rewards

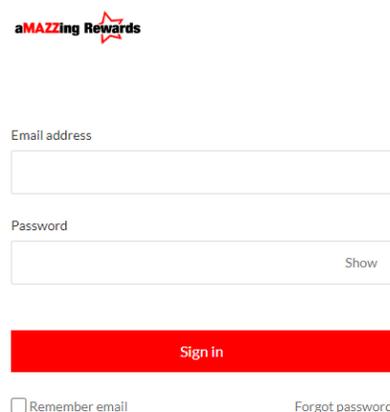
Step 1: Open aMAZZing Rewards

- Open web browser
- Go to:
<https://mazzellacompanies.kazoohr.com>



Step 2: Login

- Enter **Email address**
 - If you have a company email address, enter your company email
 - If you do not have a company email address, enter your personal email address (same as in UKG)
- Enter **Password**
 - If logging in for the first time, click **Forgot password** and follow the instructions to create a password
- Click **Sign in**

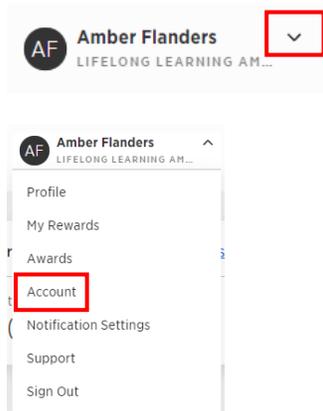


The screenshot shows the aMAZZing Rewards login page. At the top left is the logo. Below it are two input fields: 'Email address' and 'Password'. The 'Password' field has a 'Show' button to its right. Below the fields is a red 'Sign in' button. At the bottom, there are two links: 'Remember email' (with an unchecked checkbox) and 'Forgot password'.

Section 2: Change Your Password

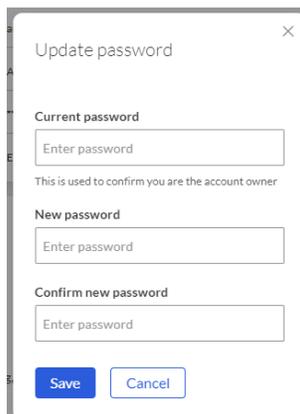
Step 1: Access Account

- Login to **aMAZZing Rewards**
- Click the **caret** next to your name in the upper right-hand corner of the home screen
- Click **Account**



Step 2: Update Password

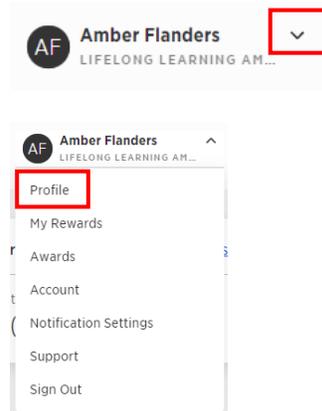
- Click **Update** next to **Password**
- Enter **Current password**
- Enter **New password**
- Enter new password into **Confirm new password**
- Click **Save**



Section 3: Edit Your Profile

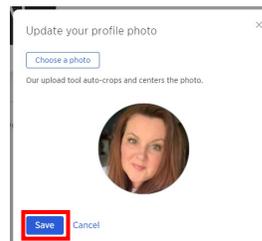
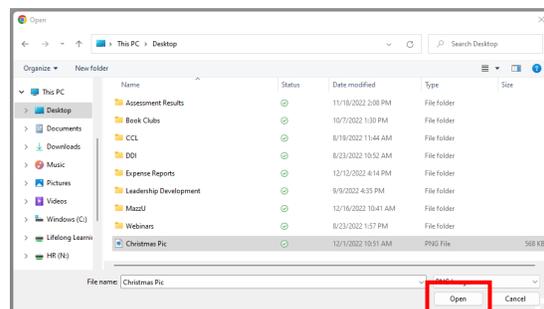
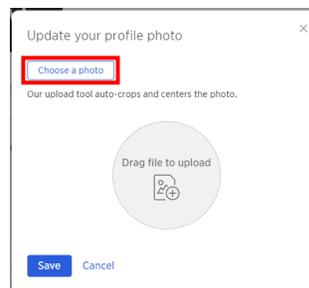
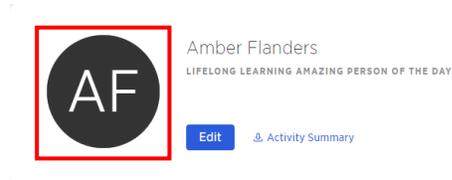
Step 1: Access Profile

- Login to **aMAZZing Rewards**
- Click the **caret** next to your name in the upper right-hand corner of the home screen
- Click **Profile**



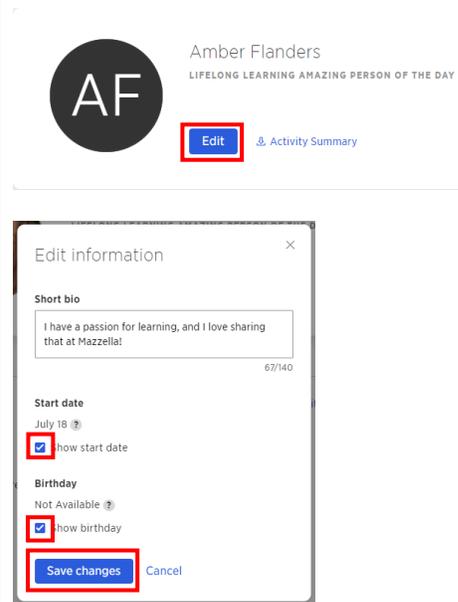
Step 2: Add Profile Photo

- Click on **initials**
- Click **Choose a photo**
- Select photo file
- Click **Open**
- Click **Save**



Step 3: Edit Information

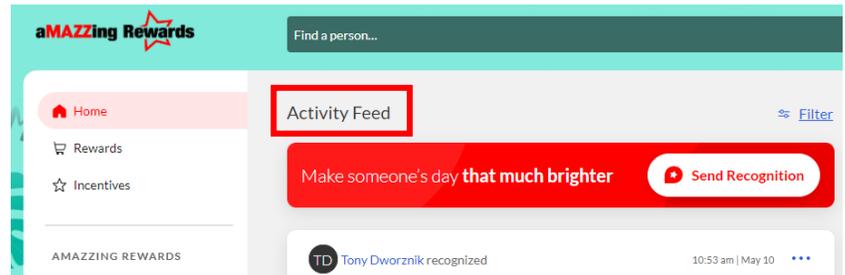
- Click **Edit**
- Enter **Short bio**
- Uncheck box next to **Show start date** to hide date of hire
- Uncheck box next to **Show birthday** to hide birthday
- Click **Save Changes**



Section 4: Activity Feed

Step 1: Access Activity Feed

- Login to **aMAZZing Rewards**
- Activity Feed** appears on the **Home** page
 - This is the public board for Mazzella Companies and shows the posts across the company. This allows you to see who is sending and receiving recognition.



Section 5: Send Recognition

Step 1: Send Recognition

- Login to **aMAZZing Rewards**
- Click **Send Recognition**
- Type **Recipient(s)** name
- Type a personalized **Recognition message**
- Enter number of **Points per person** to reward
 - NOTE: Balance of **Points left to give**
- Choose one Core Value**
- Type to **Add skills**
- Click **Send Recognition**

Make someone's day **that much brighter** Send Recognition

Send Recognition

Recipient(s)

EC EMILY CAVAZOS x Enter name

Recognition message

Thanks for all of your help with the aMAZZing Rewards program!

Points per person	Points total	Points left to give
100	100	1150

Choose one Core Value

LIFELONG LEARNER **HUMBLE** HUNGRY SMART SAFE

Add skills (3 maximum)

ATTENTION TO DETAIL x BIG PICTURE THINKER x COLLABORATION x

Send Recognition Cancel Public Recognition

Section 6: Redeem Rewards

Step 1: Redeem Rewards

- Click **Rewards**
- Scroll through **Rewards** available
- Click the reward block to redeem
- Click **Redeem**

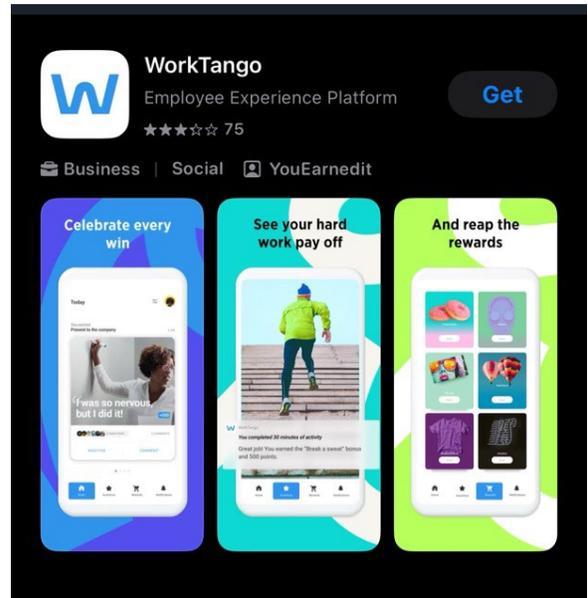
The screenshot shows the aMAZZing Rewards application interface. At the top, there is a navigation bar with three options: 'Home' (with a house icon), 'Rewards' (with a shopping cart icon and a red box around it), and 'Incentives' (with a star icon). Below the navigation bar, the 'Rewards' section is displayed, featuring a search bar and a list of three reward cards. The first card, 'The Key to aMAZZing Rewards', is highlighted with a red box around its '25 Points' button. The second card, 'Choose a Manager To Get You Coffee and Doughnuts', has a '1,000 Points' button also highlighted with a red box. The third card, 'Company T-Shirt', has a '1,250 Points' button. Below the list, a detailed view of 'The Key to aMAZZing Rewards' is shown, including a description, an image of the key, and a '+25 Give Back Points' badge. At the bottom of this view, a 'Redeem 25' button is highlighted with a red box, along with a 'Cancel' button and a 'Current balance 210' indicator.

Section 7: Login to WorkTango App

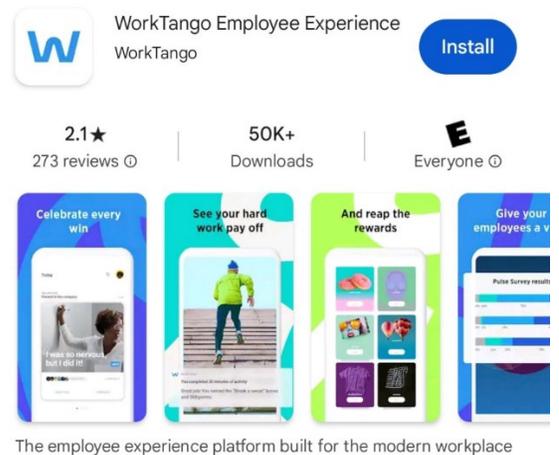
Step 1: Download and Open WorkTango App

- Open the Apple or Google Play Store
- Search for “**WorkTango**” App
- Download the application onto your phone

Apple:



Android:



Step 2: Login

- Open the WorkTango app
- In the **Company domain** field, type **“mazzellacompanies”**
- Click **Next**

10:21

5G

worktango

Welcome to WorkTango!

Enter your company's domain to get started

Company domain

mazzellacompanies

.youearnedit.com

Next

[TERMS AND CONDITIONS](#) | [PRIVACY POLICY](#)

2025 WorkTango, Inc

Step 3a: First-Time User Login Instructions

If you have Company Email:

- Click in **Email address / Employee ID** field
- Click on **Forgot Password** that appears in the bottom right of the screen
- Enter your company email in the **Email address** field
- Click **Send reset instructions**

If you do not have Company Email:

- Click in **Email address / Employee ID** field
- Click on **Forgot Password** that appears in the bottom right of the screen
- Enter your primary (personal) email in the **Email address** field
- Click **Send reset instructions**

Email address / Employee ID

Enter email

Password

Enter password

a

Show

Sign In

Register

Remember email

b

Forgot Password?

1:07

5G



aMAZZing Rewards

Forgot password

Don't worry. Enter your email, and we'll send you instructions for resetting your password.

Email address

first.last@mazzellacompanies.com

Send reset instructions

Step 3b: Non First-Time User Login Instructions

If you have Company Email:

- a. Enter your company email in the **Email address / Employee ID** field
- b. Enter your **Password**

If you do not have Company Email:

- a. Enter your primary (personal) email in the **Email address / Employee ID** field
- b. Enter your **Password**

1:20 5G

← aMAZZing Rewards

Email address / Employee ID
Enter email or ID

Password
Enter password Show

Sign in

Register