



Individual and group Certification

How to set up certification:

1. Log-in to [provenwinners.com](https://www.provenwinners.com) and go to your location.
2. Click on begin certification set up.
 - a. Verify account information.
 - b. Choose where to ship your rewards.
 - c. Enter total number of employees to certify.
 - d. Select the rewards you want your employees to choose from.
3. For individual certification give each employee a **Certification Code** and the Employee certification instructions. (Certification codes can be found on your location under Certification Management or on the email confirmation.)
4. For group certification, watch the video at [https://www.provenwinners.com/Staff Training](https://www.provenwinners.com/Staff_Training) and fill out one **Group Certification Reward Form**. No survey is necessary.
5. Certification must be completed by May 31, 2026, to receive rewards.

Questions?

Contact Karin Jenkin at Karin@provenwinners.com or text/call 815-991-9685