



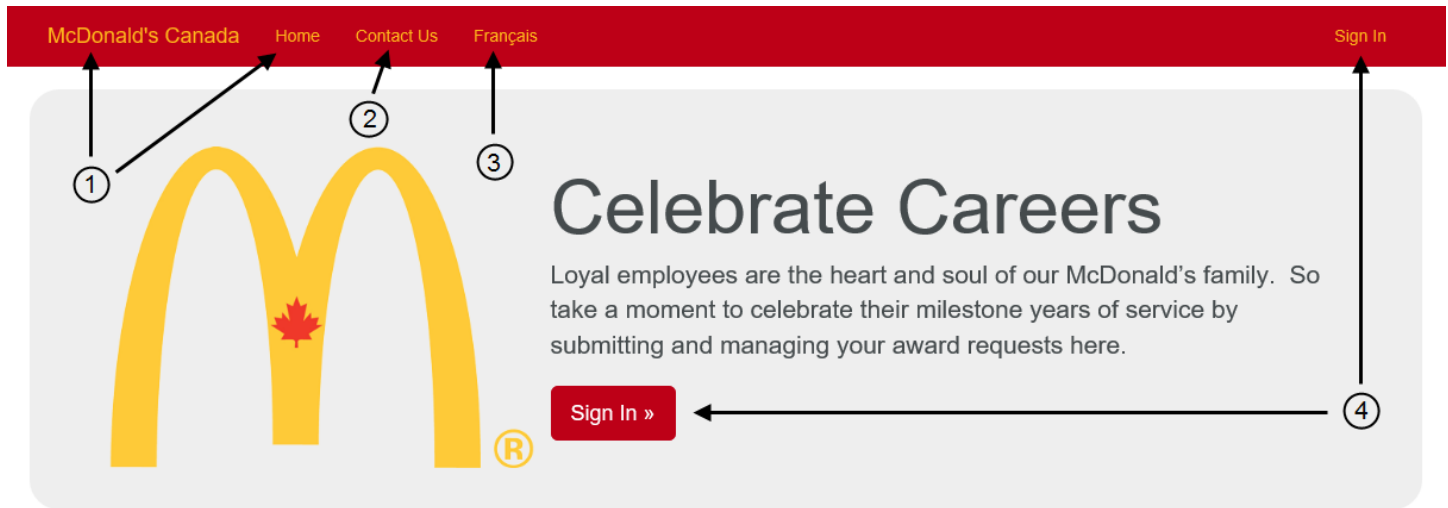
» User Guide

Celebrate Careers

Table of Contents

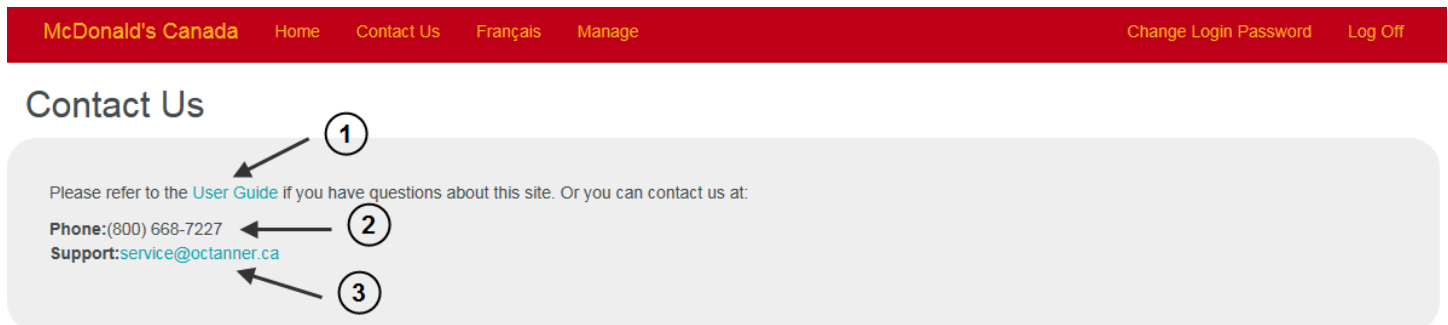
Table of Contents.....	2
Home Page.....	3
Contact Us.....	3
Sign In.....	4
Manage Service Awards Initial Screen	5
Edit Billing Address.....	6
Manage Service Awards.....	8
New Service Award Order	9
Edit Service Award Order	10
Remove Service Award Order	11
New Bulk 1 Year Pin Order	12
Edit Bulk 1 Year Pin Order	13
Remove Bulk 1 Year Pin Order	14
View Your Service Award History.....	15
Change Login Password	16
When to contact your Administrator.....	16

Home Page



1. Click on either the “McDonald’s Canada” or “Home” link to return to the home page at any time.
2. Click on the “Contact Us” link to display the contact information for O.C. Tanner Canada.
3. Click on the “Français” link to display the site in French.
4. Click on either the “Sign In” button or link to sign into the site to manage orders.

Contact Us



1. Click on the “User Guide” link to view this user guide.
2. Call this number if you have any questions about this site or orders you have placed.
3. Click on this link to email O.C. Tanner with your questions.

Sign In

McDonald's Canada Home Contact Us Français

Sign In

Sign In.

The image shows a sign-in form with the following elements and numbered arrows:

- ① Points to the Email input field.
- ② Points to the Password input field.
- ③ Points to the "Remember me?" checkbox.
- ④ Points to the "Sign in" button.

1. Enter your email address to sign into the site. (You must sign in before you can manage orders.)
2. Enter your password. On your first sign in, use the password that was sent to you. You may change that password at any time.
3. Click on "Remember me" so that the site will automatically log you in next time you visit.
4. Click on the "Sign In" button after entering your email and password.

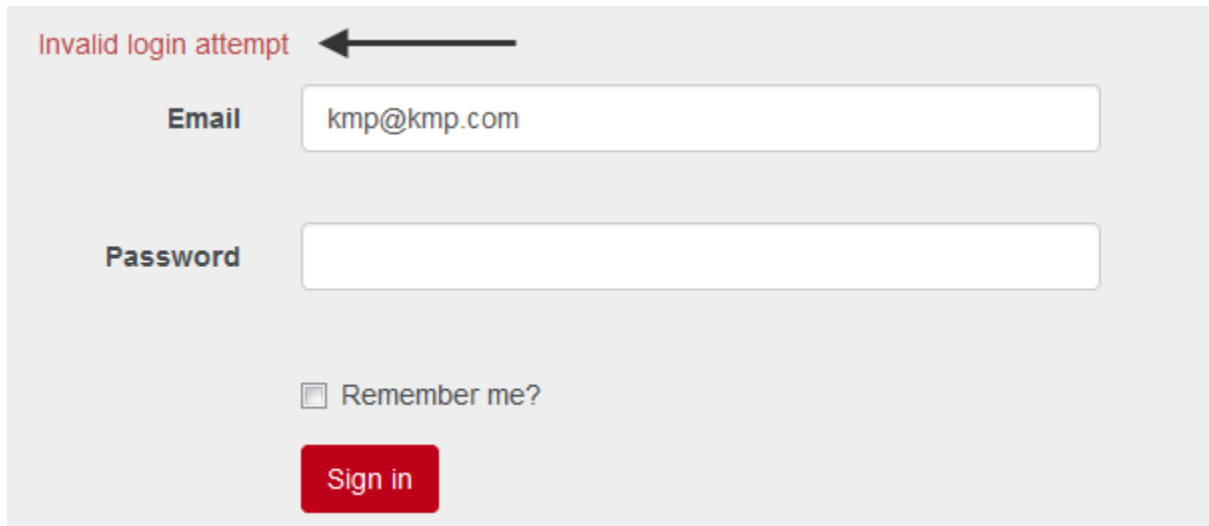
If you don't enter an email and password, you will be presented with the following:

The image shows the sign-in form with error messages displayed below the input fields:

- Below the Email field: "The email field is required." (with an arrow pointing to the field)
- Below the Password field: "The password field is required." (with an arrow pointing to the field)

The "Remember me?" checkbox and the "Sign in" button are also visible.

If your email or password is incorrect, you will get the following message:



Invalid login attempt

Email kmp@kmp.com

Password

☐ Remember me?

Sign in

REMEMBER: Passwords are case sensitive with a minimum length of 6 characters. Passwords must have at least one numeric digit.

If you have trouble signing into the site, use the “Contact Us” page to phone or email O.C. Tanner about the problem.

Manage Service Awards Initial Screen

Please note that when you sign in for the first time, it is likely that your billing address has not been completed and confirmed. You will not be able to enter any service awards until you supply a valid billing address. You will be presented with the following page:



McDonald's Canada Home Contact Us Français Manage Change Login Password Log Off

Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address ← ①

1. Click on the “here” link to edit your billing address.

Edit Billing Address

McDonald's Canada Home Contact Us Français Manage

Change Login Password Log Off

Edit Billing Address

*=required

*Company Name:

 ← ①

*Attention:

 ← ②

*Address 1:

 ← ③

Address 2:

 ← ④

Address 3:

 ← ⑤

*City:

 ← ⑥

*Province/Territory:

 ← ⑦

*Postal Code:

 ← ⑧

Email Address On File:

 ← ⑨

Please note, all invoices (for all restaurant locations) will be emailed to the above email address. If you would like invoices to go to a different email address, please contact us.

Update Record

← ⑩

1. Enter the company name for the billing address.
2. Enter the name of the individual called to attention in the billing address.
3. Enter the address line for the billing address. This field is required.
4. If there is a second billing address line, enter it here. This field is optional.
5. If there is a third billing address line, enter it here. This field is optional.
6. Enter the city for the billing address.
7. Select the province or territory for the billing address.
8. Enter the postal code for the billing address.
9. This is a read only field that shows the email address where all bills will be sent. If this is incorrect, use the Contact Us to inform O.C. Tanner.
10. Click on the "Update Record" button to save the billing address information.

If there are errors in the billing address information supplied, you will see them listed at the top of the form, like this:

[McDonald's Canada](#) [Home](#) [Contact Us](#) [Français](#) [Manage](#)

Edit Billing Address

*=required

Company Name Is A Required Field


Attention Is A Required Field

Address 1 Is A Required Field

City Is A Required Field

Province/Territory Is A Required Field

Postal Code Is A Required Field



1

***Company Name:**

***Attention:**

***Address 1:**

Address 2:

Address 3:

***City:**

***Province/Territory:**

***Postal Code:**

Email Address On File:

Please note, all invoices (for all restaurant locations) will be emailed to the above email address.
If you would like invoices to go to a different email address, please contact us.

1. Read the error list and correct the required fields. Then click on “Update Record” once again.

Manage Service Awards

Once a valid billing address has been entered, you are presented with this page.

[McDonald's Canada](#)
[Home](#)
[Contact Us](#)
[Français](#)
[Manage](#)
[Change Login Password](#)
[Log Off](#)

Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

1 pending order

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	0030/66 - 2126 ROBERTSON RD	0000 - Keith Patterson	3 Year	3 Year Customer Envelope + Award	

[New Service Award Order](#)
[New Bulk 1 Year Pin Order](#)

For program options and price list, click [here](#)

For award history, click [here](#)

1. The pending order list appears here until it has been submitted for processing.
2. Use the "New Bulk 1 Year Pin Order" button to add a new bulk order.
3. Use the "New Service Award Order" button to add a new Service Award Order.
4. Click on this link to see the price list for awards.

Program Price List

1 Year



Pin

\$8.98

5 Year

(No Leader and Peer Comments within Yearbook Program)



OPTION 1:

Yearbook with Branded Envelope
(no award option)

\$19.13

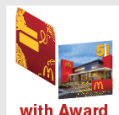
3 Year



Letter with Award, and Branded Envelope

\$29

(Maximum combined price)



OPTION 2:

Yearbook with Award, and Branded Envelope

\$70

(Maximum combined price)

10-50 Year (Leader and Peer Comments within Yearbook Program)



OPTION 1:

Numeral Only with Branded Packaging

\$58.43



OPTION 2:

Yearbook with Numeral, and Branded Packaging
(no award option)

\$82.20



OPTION 3:

Yearbook with Award, Numeral, and Branded Packaging

10 Year	\$500
	(ring award \$690*)
15 Year	\$275
20 Year	\$375
25 Year	\$600
30 Year	\$700
	(ring award \$805*)
35 Year	\$800
40/45/50 Year	\$975
	(Maximum combined price)

Please note, shipping and taxes are not included within the prices listed above.

*Ring prices fluctuate with price of gold. The prices shown above are without any gold price adjustments.

5. Click on this link to see past orders that have been processed.

New Service Award Order

On the Manage Service awards screen, click on “New Service Award Order”:

McDonald's Canada Home Contact Us Français Manage Change Login Password Log Off

New Service Award Order

User Guide ← 4

*=required

*Award Recipient Work Location: 5

*Award Recipient First Name: 6

*Award Recipient Last Name: 7

*Award Recipient Employee #: 8

*Award Recipient's Personal Email (for any notifications they will receive): 9

*Select Award Recipient's Hire Date: 10

*Language 11

English
French

*Award Level: 12

3 Year

*Choose Desired Service Award Program Elements: 13

*Manager Email (email used for Yearbook leader comments): 14

*Please provide your email address in case we need to contact you regarding this order: 15

Update Record 16

1. Click on “Manage” at any time to return to the Manage Service Awards screen.
2. Click “Change Login Password” at any time to change your password. You must know your current password to change it. If you have forgotten your password, click “Contact Us” to contact O.C. Tanner.
3. Click on “Log Off” to sign out.
4. Click this link to view a pdf version of the User Guide.
5. Choose the award recipient’s work location from the dropdown menu. **This list should represent all of your restaurants. If you discover a discrepancy or need a new location to be added, contact O.C. Tanner.**
6. Enter the award recipient’s first name.
7. Enter the award recipient’s last name.
8. Enter the award recipient’s employee number.
9. Enter the award recipient’s email address where any notifications regarding the award can be sent to them.
10. Select the award recipient’s hire date.
11. Choose a language for the award.
12. Choose the award level. This is the number of years of service being recognized.
13. Choose which award you would like to give. The chosen Award Level determines which awards are listed to choose from. Refer to the program options and price list link on the Manage Service Awards page to help you decide.
14. Enter the email address for the award recipient’s Manager.
15. Enter your email address so that we can contact you about your order if needed.
16. Click “Update Record” to save your order. This will bring you back to the Manage Service Awards screen where your order is listed.

Edit Service Award Order

On the Manage Service Awards screen, click “Edit” beside the order you would like to change.



Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

4 pending orders

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	20919 - #200-590 BASELINE ROAD	1456 - Tom Marlow	10 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	40350 - 7000 EMERALD DRIVE	121212 - Bob Smith	20 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	5634 - 950 ORDZE ROAD	8755 - Keith Patterson	5 Year	5 Year Yearbook Only (No Award)	
Edit	Remove	Bulk Pins	40350 - 7000 EMERALD DRIVE	-	1 Year	Pins Only	10

[New Service Award Order](#) [New Bulk 1 Year Pin Order](#)

This brings you to the Edit Service Awards screen.



Edit Service Award Order

User Guide

*=required

*Award Recipient Work Location:

4196 - 44, BOUL. SAINT-CHARLES

*Award Recipient First Name:

Jay

*Award Recipient Last Name:

Smith

*Award Recipient Employee #:

1234

*Award Recipient's Personal Email (for any notifications they will receive):

jay@me.com

*Select Award Recipient's Hire Date:

2016-04-30

*Language

☒ English
☐ French

*Award Level:

5 Year

*Choose Desired Service Award Program Elements:

5 Year Yearbook With Award

*Manager Email (email used for Yearbook leader comments):

tom@me.com

*Please provide your email address in case we need to contact you regarding this order:

linda@me.com

[Update Record](#) ← ①

1. Make changes and click “Update Record” to save and return to the Manage Service Awards screen.

Remove Service Award Order

On the Manage Service Awards screen, click “Remove” beside the order you would like to remove.



Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

4 pending orders

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	20919 - #200-590 BASELINE ROAD	1456 - Tom Marlow	10 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	40350 - 7000 EMERALD DRIVE	121212 - Bob Smith	20 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	5634 - 950 ORDZE ROAD	8755 - Keith Patterson	5 Year	5 Year Yearbook Only (No Award)	
Edit	Remove	Bulk Pins	40350 - 7000 EMERALD DRIVE	-	1 Year	Pins Only	10

[New Service Award Order](#) [New Bulk 1 Year Pin Order](#)

This brings you to the Remove Service Awards screen. If you change your mind, click the back button on your browser or click Manage to return to the Manage Service Awards screen.



Remove Service Award Order

User Guide

*Award Recipient Work Location:

*Award Recipient First Name:

*Award Recipient Last Name:

*Award Recipient Employee #:

*Award Recipient's Personal Email (for any notifications they will receive):

*Select Award Recipient's Hire Date:

*Select Award Recipient's Service Anniversary Date:

*Language
☒ English
☐ French

*Award Level:

*Choose Desired Service Award Program Elements:

*Manager Email (email used for Yearbook leader comments):

*Please provide your email address in case we need to contact you regarding this order:

To remove this order, click on the button below.

← ①

1. Click the “Remove” button to remove your order from the list on the Manage Service Awards screen.

New Bulk 1 Year Pin Order

On the Manage Service Awards screen, click on “New Bulk 1 year Pin Order”:

New Service Award Order New Bulk 1 Year Pin Order

New Bulk 1 Year Pin Order

User Guide

*=required

*Pin Shipping Restaurant Location:



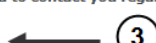
1

*Bulk Pin Qty:



2

*Please provide your email address in case we need to contact you regarding this order:



3

Update Record



4

1. Choose the location from the dropdown menu that you would like the pin order delivered to.
2. Enter the quantity of pins you would like to order. There is a maximum of 999 pins per order.
3. Enter your email address so that we can contact you about your order if needed.
4. Click “Update Record” to save your order. This will bring you back to the Manage Service Awards screen where your order is listed.

Edit Bulk 1 Year Pin Order

On the Manage Service Awards screen, click “Edit” beside the order you would like to change.

McDonald's Canada
Home
Contact Us
Français
Manage

Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

4 pending orders

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	20919 - #200-590 BASELINE ROAD	1456 - Tom Marlow	10 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	40350 - 7000 EMERALD DRIVE	121212 - Bob Smith	20 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	5634 - 950 ORDZE ROAD	8755 - Keith Patterson	5 Year	5 Year Yearbook Only (No Award)	
Edit	Remove	Bulk Pins	40350 - 7000 EMERALD DRIVE	-	1 Year	Pins Only	10

New Service Award Order
New Bulk 1 Year Pin Order

This brings you to the Edit Service Awards screen.

McDonald's Canada
Home
Contact Us
Français
Manage
Change Login Password
Log Off

Edit Bulk 1 Year Pin Order

User Guide

*=required

*Pin Shipping Restaurant Location:

4196 - 44, BOUL. SAINT-CHARLES

*Bulk Pin Qty:

30

*Please provide your email address in case we need to contact you regarding this order:

linda@me.com

Update Record

1

1. Make changes and click “Update Record” to save and return to the Manage Service Awards screen.

Remove Bulk 1 Year Pin Order

On the Manage Service Awards screen, click “Remove” beside the order you would like to remove.

McDonald's Canada

Home

Contact Us

Français

Manage

Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

4 pending orders

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	20919 - #200-590 BASELINE ROAD	1456 - Tom Marlow	10 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	40350 - 7000 EMERALD DRIVE	121212 - Bob Smith	20 Year	10+ Year Yearbook/Numeral No Award	
Edit	Remove	Regular	5634 - 950 ORDZE ROAD	8755 - Keith Patterson	5 Year	5 Year Yearbook Only (No Award)	
Edit	Remove	Bulk Pins	40350 - 7000 EMERALD DRIVE	-	1 Year	Pins Only	10

New Service Award Order

New Bulk 1 Year Pin Order

This brings you to the Remove Bulk 1 Year Pin Order screen. If you change your mind, click the back button on your browser or click Manage to return to the Manage Service awards screen.

McDonald's Canada

Home

Contact Us

Français

Manage

Change Login Password

Log Off

Remove Bulk 1 Year Pin Order

User Guide

*Pin Shipping Restaurant Location:

4196 - 44, BOUL. SAINT-CHARLES

*Bulk Pin Qty:

30

*Please provide your email address in case we need to contact you regarding this order:

linda@me.com

To remove this order, click on the button below.

Remove

← 1

1. Click the “Remove” button to remove your order from the list on the Manage Service Awards screen.

View Your Service Award History

On the Manage Service Awards screen you can click a link to view your service award history.



Manage Service Awards

You have up until Sunday morning at 3AM EST to manage your orders, after which they will be processed.

Click [here](#) to edit your billing address

1 pending order

Edit	Remove	Type	Location	Employee	Award Level	Program	Qty
Edit	Remove	Regular	0030/66 - 2126 ROBERTSON RD	0000 - Keith Patterson	3 Year	3 Year Customer Envelope + Award	

[New Service Award Order](#) [New Bulk 1 Year Pin Order](#)

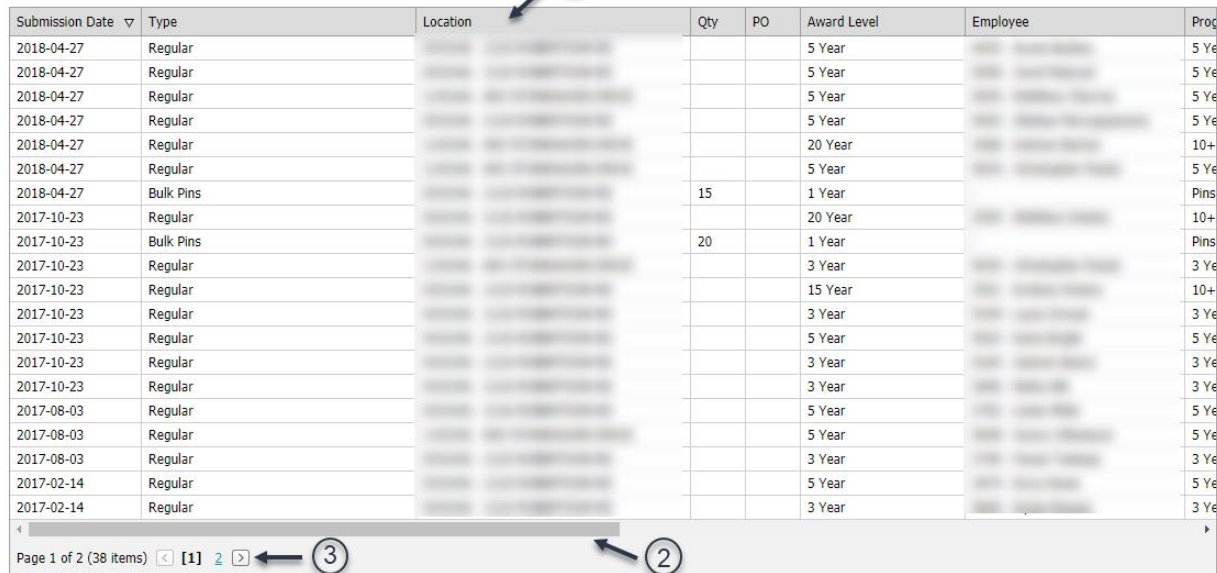
For program options and price list, click [here](#)

For award history, click [here](#)  ①

1. Click on this link to see past orders that have been processed. This opens the Service Award History screen.



Service Award History



Submission Date ▾	Type	Location	Qty	PO	Award Level	Employee	Prog
2018-04-27	Regular				5 Year		5 Ye
2018-04-27	Regular				5 Year		5 Ye
2018-04-27	Regular				5 Year		5 Ye
2018-04-27	Regular				5 Year		5 Ye
2018-04-27	Regular				20 Year		10+
2018-04-27	Regular				5 Year		5 Ye
2018-04-27	Bulk Pins		15		1 Year		Pins
2017-10-23	Regular				20 Year		10+
2017-10-23	Bulk Pins		20		1 Year		Pins
2017-10-23	Regular				3 Year		3 Ye
2017-10-23	Regular				15 Year		10+
2017-10-23	Regular				3 Year		3 Ye
2017-10-23	Regular				5 Year		5 Ye
2017-10-23	Regular				3 Year		3 Ye
2017-10-23	Regular				3 Year		3 Ye
2017-08-03	Regular				5 Year		5 Ye
2017-08-03	Regular				5 Year		5 Ye
2017-08-03	Regular				3 Year		3 Ye
2017-02-14	Regular				5 Year		5 Ye
2017-02-14	Regular				3 Year		3 Ye

Page 1 of 2 (38 items) [<](#) [1](#) [2](#) [>](#)

[Export To Excel](#)

1. Click the heading at the top of any column to change the sort order.
2. Slide the bar at the bottom of the window to see more columns.
3. The number of pages and items are displayed at the bottom. Click the arrows to go back and forth or click on a page number.
4. Click "Export To Excel" to download the listing as an Excel spreadsheet.

Change Login Password

Click on “Change Login Password” in the top menu.

McDonald's Canada Home Contact Us Français Manage Change Login Password Log Off

Change Login Password.

Passwords must be minimum length of 6 with at least one numeric digit

Current password ← ①

New password ← ②

Confirm new password ← ③

← ④

1. Enter your current password.
2. Type in a new password.
3. Re-type the new password.
4. Click on Change Password.

When to contact your Administrator

O.C. Tanner is the Administrator of this site and you will need to contact them to:

- Add a new location
- Add a new Owner/Operator
- Provide you with a new login password if you have forgotten or misplaced it
- Ask questions about previous Award Orders that have been submitted for processing and are no longer available on your Manage Service Awards screen
- Ask questions about the status of your order/s
- Ask questions about program award pricing

Email service@octanner.ca or call 800-668-7227.