



**ESS REFER A
FRIEND PROGRAM
TIP SHEETS**

REGISTRATION & LOGIN



ESS has partnered with Referral Rock and Tango Card to offer an exciting incentive for spreading the word about our rewarding opportunities in education. Through our Refer a Friend program, you're eligible to receive a \$100 reward for every [eligible referral](#). In this guide, you'll find step-by-step instructions with screenshots to help you navigate the program. Please email Refer@ESS.com with any questions.

1. Visit Refer.ESS.com and click the **Register** button to sign up for the program.
2. Complete the registration form, agree to the Terms & Conditions, and click **Register**. You'll be directed to your referral dashboard, where you can start sharing your unique referral link.
3. You will also receive a welcome email from ESS via Referral Rock (no-reply@rock.me). Click the link to set up a password for your dashboard so you can easily return.
4. If you already registered, please visit Refer.ESS.com and click **Sign In**. We recommend bookmarking this page for future access. Enter your credentials and click **Login**.
5. If you forgot your password or never set one up, click the **Forgot your password?** link. You will receive an email with instructions on resetting your password.

The image displays two screenshots of the ESS website interface, with numbered callouts (1-5) indicating key steps in the registration and login process.

Top Screenshot: Registration and Login Options

- 1:** Points to the **Register** button.
- 2:** Points to the **Sign In** button.

Bottom Left Screenshot: Registration Form

Register Below To Start Sharing

Name

Email

I agree to the Terms and Conditions

Register

Or register with

Continue with Google

Continue as Samantha

[Already have an account? Sign in.](#)

2: Points to the **Register** button.

Bottom Right Screenshot: Login Form

Login

Email

Password

Login

[Forgot your password?](#)

Or login with

Continue with Google

Continue as Samantha

4: Points to the **Login** button.

5: Points to the [Forgot your password?](#) link.

CREATING A REFERRAL



Your referral dashboard offers a variety of ways to share your unique referral link with your friends. Once shared, your friend simply needs to follow the link and fill out a quick form before applying on our website. If your friend meets the program requirements, you'll receive your \$100 reward!

1. Click one of the social media buttons to share a ready-made post to your Facebook, Twitter, LinkedIn, or Pinterest account.
2. Click the icon of your email service to bring up an email that's ready to send to your friends.
3. Click the **Copy** button to share your link directly via text message or any other way you choose.
4. Your friend must follow your link, complete the brief form, and click the **Submit** button. Please note, this form **must** be submitted before the candidate starts their application with ESS.
5. Your friend will receive an email directing them to apply at ESS.com. The referral will qualify for a reward if they work 10 of their first 45 days and meet all other program requirements.

The image shows two screenshots from the ESS referral dashboard. The left screenshot is titled "Refer a Friend to ESS!" and contains three sections: "Share on your social media!" with icons for Facebook, Twitter, LinkedIn, and Pinterest (callout 1); "Share the program through email." with icons for Gmail, Outlook, Yahoo, and iCloud (callout 2); and "Copy the link to share." with a text box containing the URL <https://ess.referralrock.com//1SAMANTHABR57/> and a "Copy" button (callout 3). The right screenshot shows a registration form with fields for "Full name", "Email address", and "State", and a "Submit" button (callout 4). Below the form is a "How It Works" section with four steps: Step 1: Submit the referral form on this page; Step 2: Go to ESS.com to submit your application; Step 3: Get hired and work 10 of your first 45 days; Step 4: Your friend receives their referral bonus.

TRACKING REFERRALS AND REWARDS



By navigating through the different tabs of your referral dashboard, you can track your referrals, view the status of your rewards, and update your account information.

1. Click the **My Referrals** tab to view a full list of your referrals and track their status. You'll also receive an email from ESS via Referral Rock (no-reply@rrock.me) whenever one of your referrals changes status.

Referral Status Meanings

Pending Someone has filled out the referral capture form through your link, creating a new referral in your account.

Qualified Your referral has been hired by ESS.

Approved Your referral has worked 10 of their first 45 days and meets all other program requirements. You qualify for a reward!

Denied Your referral did not meet program requirements and is ineligible for a reward.

A screenshot of the ESS 'My Referrals' dashboard. At the top left is the ESS logo. To the right is a button labeled 'ESS Home Page'. Below the logo is a navigation bar with four tabs: 'My Dashboard', 'My Referrals' (which is highlighted in dark blue), 'My Rewards', and 'Account'. A blue arrow points from a circled '1' to the 'My Referrals' tab. Below the navigation bar is a table with the following data:

Referral	Status	Public Note	Last Update
Luna Lovegood	Pending		03/15/2022
Daisy Duck	Denied	Referred After	03/15/2022
John Lennon	Approved		03/15/2022
Lizzie Bennett	Qualified		03/15/2022
Samantha Test	Approved		03/08/2022

At the bottom left of the table area, there is a 'Show 10 Results' dropdown menu. At the bottom right, it says '1-5 of 5 Results' with a download icon.

TRACKING REFERRALS AND REWARDS



- Click the **My Rewards** tab to see if you have any pending or issued rewards.

Reward Status Meanings

Pending You have an approved referral! Your reward will be issued shortly.

Issued Your reward link has been sent to you via email. Look for an email from Tango Card (noreply@tangocard.com) from the date your award was issued. If you can't find it, check your spam and junk folders. Please contact Refer@ESS.com if you need the email resent to you.

- You can update your name, email, and password through the **Account** tab.

The screenshot shows the ESS user interface. The navigation bar includes 'My Dashboard', 'My Referrals', 'My Rewards', and 'Account'. The 'My Rewards' tab is selected. Below the navigation bar is a table with the following data:

Reward	Status	Reward Amount	Issue Information	Create Date
Reward Link w/Visa Choice	Pending - 03/15/2022	\$100.00	\$100 Gift Card	03/15/2022
Reward Link w/Visa Choice	Issued - 03/08/2022	\$100.00	\$100 Gift Card	03/08/2022

The screenshot shows the ESS user interface. The navigation bar includes 'My Dashboard', 'My Referrals', 'My Rewards', and 'Account'. The 'Account' tab is selected. Below the navigation bar is a form with the following sections:

Basic Details

First Name

Last Name

Other Options

[Change Password](#)
[Update Email Address](#)

REDEEMING REWARDS



ESS uses a gift card distribution site called Tango Card to manage our referral rewards. Below, we've outlined what you can expect when one of your referrals meets the program requirements.

1. You will receive an email from ESS via Referral Rock (no-reply@rock.me) when one of your referrals has met the program requirements and moves into the approved status. Please note, the reward has not been issued quite yet, but it's on its way!
2. Within the next few days, you'll receive an email from Tango Card (noreply@tangocard.com). Follow the redemption link to access the Tango Card reward site and redeem your reward.
3. Browse through the nearly 150 digital gift card options on the Tango Card reward site, including a Visa cash card. You can choose to split your reward into as many different gift cards as you'd like.
4. There are also a variety of charities that you can donate your reward to if you choose. These can be found by scrolling below the gift card section.

2 →

3 →

4 →

TANGO CARD

Samantha

Your Reward Link Preferred + Visa is Here!

\$100.00

REWARD LINK

Redemption Link: <https://www.tangocard.com/r/1/Hlsqu-RcBWS68LzTpaDQY74BA1uYmyAczOqj>

Expiration Date: Does Not Expire

ESS

Hi Samantha Please find your ESS Refer a Friend reward attached! A quick thank you for participating in our referral program. - The ESS Team!

To Redeem

[Read Terms & Conditions](#)

- Click the redemption link above to activate your Reward Link.
- Next, spend your reward balance.

If you don't want to spend your entire Reward Link value right away, save the email or URL and return via the redemption link.

REWARD LINK Balance: 100.00 USD Expires on: Does Not Expire Redemption History

Reward Link Preferred Select Below

Search for your reward

Rewards Redem some or all of your balance for your choice of reward(s) below.

Donations Redem some or all of your balance to your choice of the organization(s) below.

REDEEMING REWARDS



5. Use the search bar to search for your favorite stores, restaurants, and services.
6. Click the digital gift card you want and type in the amount you'd like to put toward it (or some merchants have pre-determined amounts to select from a dropdown menu). Then click **Add to Cart**.
7. Your balance is shown at the top of the page and will update as you add gift card(s) to your cart.
8. Click your cart to review your selections and edit or remove gift cards. When you remove a gift card, the amount will be added back into your balance. When you're satisfied with your selection(s), click **Checkout**.

The screenshot shows the REWARD LINK interface. At the top, the balance is 85.00 USD and it expires on 'Does Not Expire'. A search bar is present with a magnifying glass icon. Below the search bar, there are four gift card options: Delta Air Lines (\$50 - \$500), Dick's Sporting Goods (\$0 - \$500), Disney (\$5 - \$1,000), and Domino's Pizza (\$5 - \$100). A blue arrow labeled '5' points to the search bar. Another blue arrow labeled '7' points to the balance area.

Below the main interface, there are two smaller screenshots. The left one shows the Amazon.com gift card selection screen. It has a search bar, a description of the gift card, and a 'Select Amount' section with a dropdown menu set to 'USD' and a range from 0.01 to 2,000.00 USD. There are 'Checkout' and 'Add To Cart' buttons. A blue arrow labeled '6' points to the 'Add To Cart' button.

The right screenshot shows the shopping cart with 4 items. The items are: Amazon.com (10.00 USD), Visa* Prepaid Card USD (50.00 USD), Starbucks (5.00 USD), and Special Olympics (35.00 USD). The total is 100.00 USD. There are 'EDIT' and 'REMOVE' buttons for each item. A blue arrow labeled '8' points to the 'REMOVE' button for the Visa* Prepaid Card. At the bottom, there is a 'CHECKOUT' button. A blue arrow labeled '4' points to the cart icon at the top right of the main interface.

REDEEMING REWARDS



9. Add your first and last name to your order. Your email address is taken directly from your ESS Refer a Friend account and cannot be edited. Click **Review & Complete My Order**.
10. After a final review of your selections, agree to the Terms of Service and click **Complete My Order**. Your order is now finalized and can't be changed or returned.
11. You will receive a separate email from Tango Card (noreply@tangocard.com) for every gift card you ordered. Be sure to follow the redemption instructions listed in each email, as they vary between merchants. For example, you may receive:
 - A direct link to your gift card which you can use online or in store, where applicable.
 - A link to a redemption code to copy and add to your account with the merchant.
 - A link which allows you to choose between receiving a virtual gift card or having a physical gift card mailed to you for a small fee.
 - A confirmation of your donation, if you opted to donate your reward. Please note, you will not receive a receipt directly from the charity as Tango Card does not share your information.
12. If you have any issues or questions relating to your gift card, please visit help.tangocard.com. Your gift card email contains a Reference ID which you can relay to a Tango Card representative via chat.

Checkout Page (Step 9):

Digital delivery will be sent to

* First Name: Samantha

Last Name: Test

* Email Address: testemail@gmail.com
The recipient email has been pre-populated for this Reward Link.

Review order Total Items (1)

	Amazon.com 10.00 USD	EDIT	REMOVE
--	-------------------------	------	--------

Total: 10.00 USD

REVIEW & COMPLETE MY ORDER

Order Confirmation (Step 10):

I understand that my order is non-returnable and is subject to the [Terms of Service](#) and [Privacy Notice](#)

COMPLETE MY ORDER

Gift Card Email (Step 11):

TANGO CARD

Samantha

Your Amazon.com Gift Card is Here!

\$10.00

Security Code: MM9V-V

Redemption URL: <https://codes.rewardcodes.com/r2/1/P-QAVvc8pyrUBT>

Reward Link

To Redeem

Click the Redemption URL and enter Security Code to access the redemption instructions on the landing page. Please note: the Security Code above is not the rewards Claim Code used at checkout. Please only use the Claim Code provided on the following landing page.

If you have any problems or questions, please visit help.tangocard.com. To help us better assist you, we'll ask for your reference ID: RL220319-1344837.

Restrictions apply, see amazon.com/cc-legal

GETTING A PHYSICAL VISA GIFT CARD



The easiest way to claim your referral reward is to select a digital gift card via Tango Card as outlined above. However, if you prefer a physical Visa Prepaid Card for a nominal fee, follow the below steps.

1. When you receive your referral reward email from Tango Card (noreply@tangocard.com), follow the **Redemption Link** to access the Tango Card reward site.
2. Type **Visa** into the search bar and click **Visa Prepaid Card USD**.
3. Type in your reward amount and click **Checkout**.

1

TANGO CARD

Samantha
Your Reward Link Preferred + Visa is Here!

\$100.00

REWARD LINK

Redemption Link: <https://www.r1.tangocard.com/r/1/Hlsqu-56BLtZrpaDOY74BA11uYmvAczOq/>

Expiration Date: Does Not Expire

ESS

Hi Samantha Please find your ESS Refer a Friend reward attached! A quick thank you for participating in our referral program. - The ESS Team!

To Redeem

[Read Terms & Conditions](#)

- Click the redemption link above to activate your Reward Link.
- Next, spend your reward balance.

If you don't want to spend your entire Reward Link value right away, save the email or URL and return via the redemption link.

2

REWARD LINK

100.00 USD
Does Not Expire

Reward Link Preferred
Select Below

Q Visa

Rewards

Redeem some or all of your balance for your choice of reward(s) below.

4000 1234 5678 9010
1234 5678 9010
DEBIT
VISA

\$5 - \$1,000

Visa® Prepaid Card USD

Filtered to 1 out of 235 items

3

Visa® Prepaid Card USD

A Visa Prepaid Card gives you the flexibility to shop anywhere Visa debit cards are accepted around the world. You will receive an email with instructions for selecting either a virtual or physical card. Choose a virtual card that's available immediately, or a physical card sent via mail (shipping and handling fee of \$3.00 to be deducted from card balance).

You must select your card within 4 months from the date these instructions are sent via email. So make sure to keep an eye on your inbox. Once the card is redeemed, you will have 7 months to use the funds. Please note that currency conversion fees will be applied if the merchant settles in a currency other than USD.

Your reward will be delivered via email with instructions for claiming your Visa prepaid card. You must claim your card within 4 months from the date these instructions are sent via email. Your right to the payment expires after that time. Use your Visa prepaid card anywhere Visa debit cards are accepted around the world. Card is issued by The Bancorp Bank, Member FDIC, pursuant to a license from Visa U.S.A. Inc. Your use of the prepaid card is governed by the Cardholder Agreement, and some fees may apply. This is not a gift card. Please note that prepaid cards are subject to expiration, so pay close attention to the expiration date of the card.

Select Amount

100 USD

(From 5.00 USD to 1,000.00 USD)

Checkout

or

Add To Cart

GETTING A PHYSICAL VISA GIFT CARD



4. Add your first and last name to your order. Your email address is taken directly from your ESS Refer a Friend account and cannot be edited. Click **Review & Complete My Order**.
5. After a final review of your selections, agree to the Terms of Service and click **Complete My Order**. Your order is now finalized and can't be changed or returned.
6. You will receive an email from Tango Card (noreply@tangocard.com) with instructions for redeeming your Visa Prepaid Card. Click the **Redemption Link** in the email.


Digital delivery will be sent to

First Name (required)
Samantha

Last Name
Test

Email Address (required)
testemail@gmail.com
The recipient email has been pre-populated for this Reward Link.

Review order Total Items (1)



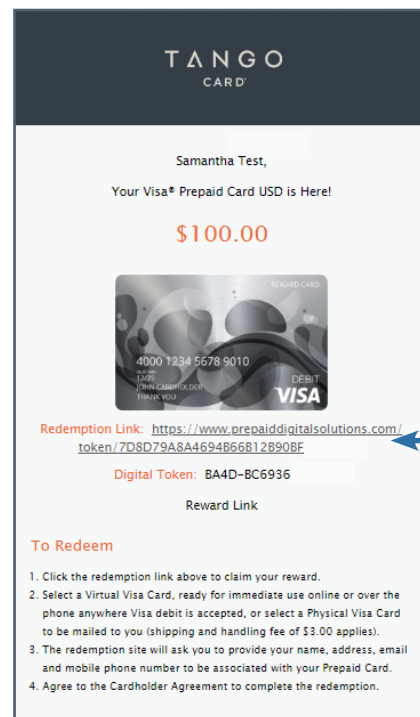
Visa® Prepaid Card USD
100.00 USD

Total: 100.00 USD

REVIEW & COMPLETE MY ORDER

I understand that my order is non-returnable and is subject to the [Terms of Service](#) and [Privacy Notice](#)

COMPLETE MY ORDER



GETTING A PHYSICAL VISA GIFT CARD



- Click **Select** in the **Physical Visa Gift Card** box. When you choose this option, a small fee is deducted from the balance of your gift card to cover shipping and handling.
- Type in your address and contact information, then click **Confirm**. Your Visa Prepaid Card will arrive at the address you specified in 7-10 business days.
- If you have any issues or questions relating to your gift card, please visit help.tangocard.com. Your gift card email contains a Reference ID which you can relay to a Tango Card representative via chat.

Select an Option Below

Original Value: USD **100.00** Digital Token: **BA4D-BC6936**

Collapse All

Virtual Visa Card ^

What You Get: One-time-load virtual card. Shop online or add to retail mobile apps.

Delivery: **Instant!** Immediate access to card number, expiration date and security code.

Value USD **100.00**

Select FAQs **VISA**

Physical Visa Card ^

What You Get: One-time-load physical plastic card. Shop in-store or online.

Delivery: **Via mail** in 7-10 business days for addresses in the United States and Canada, and 10-15 business days for all other countries.

Original Value USD **100.00**
Fees ⓘ USD **-3.00**

Adjusted Value
USD **97.00**

Select FAQs **VISA**

Review and Confirm

Physical Visa Card

One-time-load physical plastic card. Shop in-store or online.

Value USD **97.00** **VISA**

All fields required.

First Name

Last Name

Country USA

Address 1

Address 2

City

State Select One

Zip

Email ⓘ

Mobile Phone ⓘ (201) 555-0123

This card can be used everywhere Visa® debit cards are accepted, unless otherwise indicated on your card. Card Issued by The Bancorp Bank, Member FDIC, pursuant to license from Visa U.S.A. Inc.

Confirm Go Back

7

8