

SELECTING YEARS OF SERVICE AWARD GIFTS

- Log in to Infor by double-clicking the Infor ESS icon on your desktop:
- Use two-factor authentication to access the website
- Select Awards & Recognition on the home page
- On the top right of your screen will display your years of service. Click Select Reward.



Awards & Recognition
Recognition

10 Years of Service

SELECT REWARD

- There are several categories of gifts to search through. You can save your favorites for viewing later by clicking the heart icon on the bottom right of an item. If you want to add an item to your cart, select the shopping cart icon.
- If you have saved items, you can click the heart icon on the upper right hand banner to view all saved items. From here, you can add the item you want to your cart.
- Once you've added an item to your cart, click the shopping cart icon in the upper right hand corner of the banner.



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10 Years of Service



- Confirm your item in the cart and click Checkout.
- Verify and/or update your shipping address. Once finished, click Save Address.
- Name your address (Example: My Home) and click Next.
- Verify your address appears correctly and click Yes.
- Click Next.

Name address

My Home

Next

- Your order is now submitted and you will receive an order confirmation screen. You can also click the hyperlink to view the return policy if you need to return and/or exchange your gift.

Order Complete

Thank You For Your Order!

Order No: [REDACTED]

You will receive an email confirmation shortly at [REDACTED]

[View Our Return Policy](#)