ESS REFER A FRIEND PROGRAM TIP SHEETS
ESS has partnered with Referral Rock and Tango Card to offer an exiting 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@rrock.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.
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.

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**Refer a Friend to ESS!**

Share on your social media!

![Social media icons]

Share the program through email.

![Email icons]

Copy the link to share.

https://ess.referrailock.com/load/1?SAMANTHA8FS7/

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**How It Works**

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<tr>
<td>Submit the referral form on this page.</td>
<td>Go to ESS.com to submit your application.</td>
<td>Get hired and work 10 of your first 45 days.</td>
<td>Your friend receives their referral bonus.</td>
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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.

![Referral Dashboard Screenshot](image-url)
2. 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.

3. You can update your name, email, and password through the **Account** tab.
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@rrock.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.
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**.
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 or 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.
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.
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 or 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.
7. 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.

8. 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.

9. 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.