

Quick start guide

Introduction

BRAVO! is our recognition program at Forvis Mazars. The program enables you to publicly recognize your colleagues anytime, anywhere and redeem points for meaningful rewards.

Logging in to the program

You can access the program from a desktop web browser, mobile web browser, or the Achievers mobile app.

Desktop and mobile web browsers

Follow the link in your activation email or open www.forvis.achievers.com in a web browser.

Achievers mobile app for iPhone and Android

1. Open the app store on your device.
2. Search for the **Achievers** app.
3. Install the app.
4. Open the app.
5. Enter the first part of the program's URL – **forvis.achievers.com**.
6. Enter your login credentials.



The power of recognition

We all want to feel valued and appreciated for the work we do. When we receive recognition, it helps us know how we're contributing to our team and company's success.

Giving recognition to our colleagues is a powerful way of acknowledging and appreciating their behaviors, efforts, or results. It also fills us with gratitude as we reflect on the people and experiences that contribute to our happiness at work.

Recognition is most effective when it is **regular**, **immediate**, **specific**, and **encouraging**.

Giving recognition

Follow these steps when recognizing your colleagues:

1. Enter who you want to recognize – one individual, multiple people, or an entire team.
2. Select the recognition type and value that aligns with your recognition.
3. Explain why you're recognizing them.
4. Select an image, a GIF or a video.
5. Preview and then post the recognition to the Newsfeed.

Quick start guide

Newsfeed

The **Newsfeed** is a live stream of activity where you can interact with your colleagues and celebrate their success.

You can emphasize a recognition in three ways – by liking it, commenting on it, or using **Boost** to further recognize your colleagues.

Profile

Your **Profile** shows your colleagues who you are and summarizes your success in the program. We encourage you to personalize your profile by adding a profile picture and other personal details.

Point amounts

Point Balance: the number of points that you have earned in the program. You can redeem your Points Balance for meaningful rewards in the catalog.

Points to Award: the number of points you can give to others as points-based recognition. (Lead roles and above)



Redeeming for rewards

Redeem your **Points Balance** for rewards such as electronic gift cards, experiences, and charity donations. Open the catalog and browse for rewards today.

Accessing your account

Account Settings: Edit your profile, profile picture, security settings, notifications, and privacy settings.

Help

1. Check if the answer to your question can be found in the **Help** section (only available on desktop) in the upper right-hand corner when you click on your profile picture.
2. If you need further support, contact the program administrator by submitting a **Workday Help** case.
3. If you still need support, submit an inquiry on the **Achievers Contact Us** page (www.forvis.achievers.com/contact_us).