

## MTM Recognition NV Energy Employee User Guide

Beginning June 1, 2015 MTM Recognition will be NV Energy's vendor for employee recognition awards. To visit the NV Energy program portal online, please visit:

[awards.mtmrecognition.com/nvenergy](http://awards.mtmrecognition.com/nvenergy). From this recognition portal you will be able view separate websites for the Service Award Program, Retirement Award Program, Volunteer Incentive Program (VIP), Spotlight Employee Recognition Award Program and a portal to send e-cards to colleagues.

### Service Award Program

To recognize and celebrate employee contributions to our Core Principles, NV Energy employees will receive a one year service recognition award and the choice of an award beginning at five years of employment and each subsequent five year increment moving forward.

Upon receiving your service award from your supervisor, you will have the opportunity to:

- ▶ Login to the service award program using the password provided with your award.
- ▶ View and select an award from the years of service category you earned.
- ▶ Enter the shipping address for your award.

Awards are shipped within 3 to 4 weeks. If you have not chosen an award within 6 months, the password will expire and your award will be forfeited.

### Retirement Award Program

Retirement is based on years of service and other requirements from NV Energy.

Upon receiving your retirement award, you will have the opportunity to:

- ▶ Login to the retirement program using the password provided with your award.
- ▶ View and select an award from the years of service category you earned.
- ▶ Enter the shipping address for your award.

Awards are shipped within 3 to 4 weeks. If you have not chosen an award within 6 months, the password will expire and your award will be forfeited.

### Volunteer Incentive Program (VIP)

Upon receiving your VIP award, you will have the opportunity to:

- ▶ Login to the VIP program using the password provided with your award.
- ▶ View and select an award from the award level you earned.
- ▶ Enter the shipping address for your award.

Awards are shipped within 3 to 4 weeks. If you have not chosen an award within 6 months, the password will expire and your award will be forfeited.

### Spotlight Employee Recognition Program

NV Energy is proud to honor individuals and teams who exceed expectations and achieve outstanding business results.

Upon receiving your Spotlight award, you will have the opportunity to:

- ▶ Login to the Spotlight program using the password provided with your award.
- ▶ View and select an award from the award level you earned.
- ▶ Enter the shipping address for your award.

Awards are shipped within 3 to 4 weeks. If you have not chosen an award within 6 months, the password will expire and your award will be forfeited.