



## Easy Steps for First Time Login:

**1** All participants of the **Qoins** program must complete the **“First Time Login”** process to access your **Qoins** account.

You can **login** with either your:

- Employee Number
- **Qoins** Account Number
- E-mail Address

**2** When you first login, a **form will pop-up** on your screen requiring you to **complete your profile, accept the program Terms & Conditions and Privacy Policy.**

**3** Click the **submit button** to complete.

**4** A **verification link** will then be sent to your **registered e-mail address.**

**5** Click on the **verification link in your e-mail** for your **Qoins** account to be activated.

**6** You can now **login** to your **Qoins** account and access all of its **NEW** features and catalogue items!

### Forgot Your Password?

Click **“Forgot your Password”** and enter your login information to receive an e-mail with your password.

If you don't recall your **e-mail address** or **Qoins account number**, please contact us by using the **Qoins Hotline:**

**Monday to Friday between 8:00 am and 5:00 pm (MST)**

 **1-877-775-4325**

 **info@qoinsrewards.ca**