WeSave MISSOURI
State Employee Discount Program

HR Directors Toolkit
2011 - 2012

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WeSave MISSOURI
State Employee Discount Program

your exclusive access to unique savings...

www.wesave.com

Welcome to WeSave Missouri!

As a public employee you will enjoy **FREE** Exclusive Access to WeSave.com where you will find discounts and special offers from Local, National, and Online Merchants. Save on everything from auto repair, to fast food, to travel offers.

Purchase Direct-Buy Products

with savings up to 40% off retail value. Browse by category to find products or use our 'Search' option by entering key words pertaining to the product name, product type, or brand.

Shop and Earn WeCash

Browse our merchant directory where you will find hundreds of online merchants offering WeCash on every purchase. WeCash is stored in a member's WeSave Account and can be used toward future purchases WeSave Direct-Buy Products.

Create your FREE WeSave Account in just seconds!

- **VISIT** www.wesave.com
- **SELECT** the 'Join Now' Icon
- Under 'New Member' **SELECT** 'click here' to create an account
- **CHOOSE** your Access Provider - *Missouri State Government and Retirees*
- **ENTER** your personal email address, CREATE a username and password, **CHOOSE** a security question and ENTER security answer
- **ENTER** your contact information
- **CHOOSE** your categories of interest
- **OPT-IN** to receive WeSave Emails so you can stay in the know of new merchants and special offers
- **AGREE** to WeSave's Terms & Conditions
- **VERIFY** your registration via your email account
- **START SAVING!**

Need more information? Visit www.wesave.com, email help@wesave.com, or call WeSave Member Support toll-free at 1-866-987-2833

Servicing Your Employee Group

The WeSave program is based on simplicity of use with a focus on delivering real life value to WeSave members. From the benefit director's perspective, the WeSave program is easy to administer and easy to communicate to employees. The following illustrates a typical program roll out and active management process.

Step One: WeSave team member will meet with the State HR Directors group to discuss the program. During this session, the program details will be reviewed and questions answered concerning implementation. Marketing and communications materials will be electronically sent to all HR Directors.

Step Two: HR Directors disperse marketing and communications materials via email and printed copies to employees.

Step Three: Employees create a unique user account at WeSave.com.

Member Support: WeSave provides a member support team to assist members. Trends are measured and tracked to provide WeSave and state benefit partners/directors the opportunity to provide valuable feedback regarding program features from their employee group.

Employee/Member Contact:
Member Support
Email: help@wesave.com
Phone: 1-866-987-2833

HR Directors Contact:
Laura Seaver - Director of Member/Merchant Support
Email: lseaver@wesave.com
Phone: 1-866-987-2833 Ext. 106

Program Features

Thousands of Ways to Save

Local Merchant Coupons: Print coupons to redeem savings at local businesses. Coupons available for area restaurants, auto service centers, and much more.

Online Merchant Offers: Save money while sitting at your computer with our Online Merchant Offers. Savings is just a click away. Online offers include cellular phone/service discounts, services such as insurance and extended warranty programs, event tickets, gift delivery services, and much more.

Travel Discounts: Planning a weekend getaway, family vacation, or just getting out of town for a few days; our travel offers are sure to save you a bundle. Save on hotels, cruises, resorts, and more!

Direct Buy Products: Are you in the market for a new TV, computer, camera, etc. WeSave is your one-stop shop! Browse our Direct-Buy Products where the savings are up to 40% off retail value. Find products by browsing categories or use our 'Search' filter to find the exact product or brand you prefer.

WeCash: Browse our merchant directory where you will find hundreds of Online Merchants offering WeCash on every purchase. Merchants offering WeCash are easily identified and display the WeCash percentage amount offered on their merchant listing. WeCash is stored the member's WeSave Account and can be used toward future purchases of WeSave Direct-Buy Products.

Charitable Giving: Members who make purchases through WeSave.com will not only earn Cash Back Credit, they will also help Missouri's State Employee Charitable Campaign. When Missouri WeSave members make purchases on WeSave.com 2% of sales will be donated to the Charitable Campaign.

Missouri State Employees
MSECC
since 1986
Charitable Campaign
People Helping People - A Missouri Tradition

Frequently Asked Questions - I

Who can participate in WeSave?
Any full-time, part-time, or seasonal employee in good standing with their respective agency may participate in the WeSave program. Individuals employed by the State on a contracted basis are not considered to be state employees, and are not eligible to participate.

Can my immediate family benefit from my participation in WeSave?
Yes. While each employee who registers with WeSave will have a unique membership number, it does not preclude the employee from shopping for household items, gifts and other necessities that benefit all family members. It will be the employee´s responsibility to ensure WeSave information and access is used appropriately.

If my spouse is also a state employee, can we both register for WeSave?
Yes. Each state employee who would like to participate in the WeSave program can register to receive his or her own membership number.

Can spouses share accounts if they are both WeSave members?
Yes, but both husband and wife must set up a separate account first. Only after both accounts are set up can the two be merged. This will allow both spouses to receive matching monies for their individual contributions.

Is personal information sold to allowed access by merchants or others?
No employee information obtained by WeSave can be sold or provided to other merchants or individuals. Additionally, data back-up and security are critical to WeSave's success. All data related to the WeSave website, membership information, and merchant information is stored in an online database housed on secure servers, heavily encrypted using Secure Socket Layer (SSL) technology using industry standard firewalls and backup systems.

Today I created my WeSave account, but now I can't log in. What is the issue?
You must verify your registration by checking your email account and clicking on the link in the verification email sent to you from WeSave.

How do I update my account information such as: name, home address, and email address?
Log in to WeSave.com and click on the "My Account" link in the top right hand corner of the page. Click on the yellow plus sign (+) beside of the information you want to update. Update your information and click "Save".

How can I change my password?
Log in to WeSave.com and click on the "My Account" link in the top right hand corner of the page. Click on the yellow plus sign (+) beside "Change Password". Enter your current password, new password, confirm new password, then click "Save".

Frequently Asked Questions - 2

Can I change my username?
Once you have created your username, you cannot change it.

How can I change my security question and answer?
Log in to WeSave.com and click on the "My Account" link in the top right hand corner of the page. Click on the yellow plus sign (+) beside "Security Question/Answer". Update your question and answer then click "Save".

How can I opt-in for WeSave´s bi-weekly emails?
When you create a WeSave account you have the option to opt-in for WeSave´s bi-weekly emails. If you did not opt-in at that time, you can do so by logging in to WeSave.com and clicking on the "My Account" link in the top right hand corner. Find the heading "Email Settings" and click on the yellow plus (+) sign to the left of the heading. Your email address will be displayed as "Current/Verified Email". If that is the email address you want bi-weekly emails sent to, then click on the link that reads "click here". You are now subscribed to WeSave´s bi-weekly emails.

How can I opt-out of WeSave´s bi-weekly emails?
Log in to WeSave.com and click on the "My Account" link in the top right hand corner of the page. Find the heading "Email Settings" and click on the yellow plus (+) sign to the left of the heading. Your email address will be displayed as "Current/Verified Email", which is the email address you are receiving WeSave´s bi-weekly emails. Click the "unsubscribe" link. You have now unsubscribed from WeSave´s bi-weekly emails.

I received an email from WeSave asking me to verify my account, but when I clicked on the link to confirm it, I received an error message saying the validation code provided appears to be invalid or expired. However, I did not verify my account. What does this mean – do I still need to verify my account?
WeSave occasionally receives a high volume of registrations. To ensure that all accounts are accepted as quickly as possible, WeSave manually checks enrollments on a nightly basis and when needed, verifies the account to avoid congestion on their server. When this occurs, the validation code is accepted by the system and consequently cannot be reused. This can generate an error message if/when someone attempts to verify their account as instructed. In these instances, your account has been verified by WeSave. However, anyone who would like to confirm that their registration has been validated may contact WeSave's customer service desk.

Are there other reasons to consider participating in WeSave?
As an added value, employees who make purchases through WeSave.com will be helping others via a 2% "cash back" donation from their online purchases to the Missouri State Employees Charitable Campaign. This 2% donation from WeSave will not affect or reduce any discount or cash back reward associated with the employee´s online purchase. The 2% donation to the Charitable Campaign will be based upon the total amount of all WeSave Missouri purchases via WeSave.com; and will be calculated and paid out to the Charitable Campaign by WeSave on a quarterly basis. All money will go into the general campaign fund. Employees will not have a mechanism to donate to a specific charity. All taxes, fees, or other charges, if any, will be the sole responsibility of WeSave. By awarding the 2% donation, the State of Missouri, and its employees are not responsible for any liability or damage due in whole or in part to the award, acceptance, possession, and use or misuse of any donation from participation in the Campaign.

Frequently Asked Questions - 3

Can I recommend a merchant to become part of WeSave?
Yes. Along with many national vendors, WeSave will be contacting local merchants to provide discounts on a variety of services and products. Any employee who activates their WeSave membership can recommend local merchants by calling WeSave or emailing help@wesave.com.

Can I shop with WeSave at work?
Employees should not shop during working hours. Employees should visit the WeSave website at home, when they are away from work, during the evening, or on the weekend.

Can I use my state email address to register with WeSave?
No. The use of state email is reserved for state business. Consequently, employees who elect to register for WeSave will be requested to provide a personal email address. WeSave will use email to communicate information about WeSave promotions, special savings events, and other information to the employee. WeSave will provide links employees can use to obtain a free email address as part of the registration process.

I attempted to recover my Username or Password from WeSave.com, yet I received a message stating that my email address was not in the system. I receive emails from WeSave through that same email address. What is the issue?
You may have not created your Username or Password. Please go to WeSave.com and click on the "Existing WeSave Member" link to create your Username and Password. You will then receive an email from WeSave asking you to verify your account. Once you have verified your account you will be able to sign in with your new username and password.

Additional Questions can be answered by calling WeSave Member Support toll-free at 1-866-987-2833 or send an email to help@wesave.com.