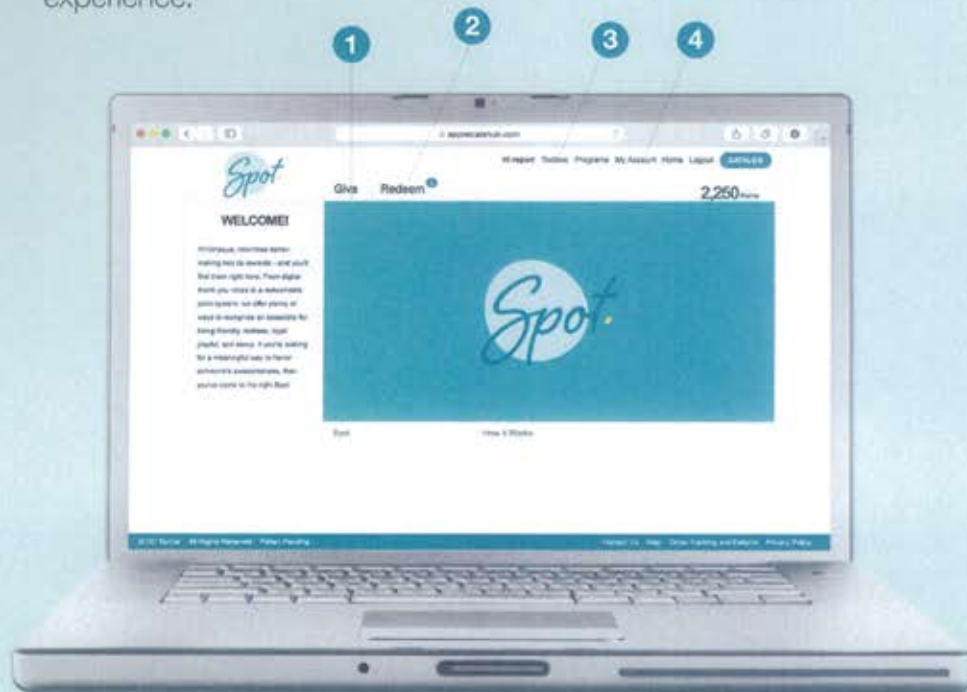


Recognition Quick Guide

for Managers

Spot is your destination for recognizing great work at Umpqua Bank. The website and the tools on it are easy and intuitive to use. So dive in and explore. Here are a few tips to help you get the most of your experience.



1 GIVE

Appreciate effort with eCards and eButtons. These virtual thank-you notes are a fun, easy way to applaud everyday effort. You'll find a great selection to choose from by pulling down the **Give** menu on the Home Page. Click on the one you like, add a few words, and send it off!

You can further recognize associates who make a real difference at Umpqua by attaching points to your eCards and eButtons. Remember, each associate can give up to 1,000 points per year.

Spot On 150 points

Awesome Spot 250 points

Super Spot 350 points

Dynamo Spot 500 points

Celebrate champions with a nomination. Is there someone who is just a rock star and deserves to be recognized in a big way? The Champion Spot (1,000 points) is the perfect way to reward an associate for outstanding work. Just select **Nomination** from the Give menu.

2 REDEEM

View awards and order. Check out the great awards waiting for you, and choose something that reminds you of the work you accomplished to earn it. Click the **Redeem** button to go to the award catalog to browse and order.

3 TOOLBOX

Utilize reporting tools and approve nominations. Click on **Toolbox** to view My Team Health, the top recognizers on your team, and who might benefit from a little boost of appreciation if warranted. You'll also find a list of nominations awaiting your approval and upcoming presentations.

4 MY ACCOUNT

Track your recognition history. **My Account** recaps your recognition activity over time. See at a glance the recognition you've given and received as well as your award order history.

