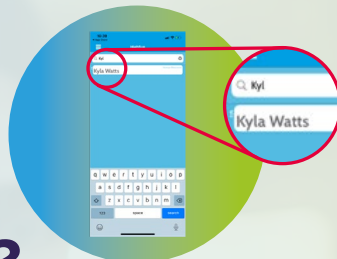# Highfive

All employees now have access to the Universities Highfive rewards platform, an exciting new way to recognise colleagues' hard work, achievements and milestones
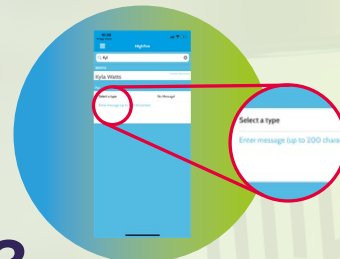
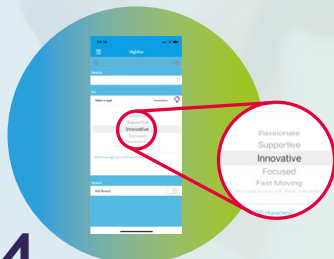## How to send a highfive

1.
Tap on the highfive icon

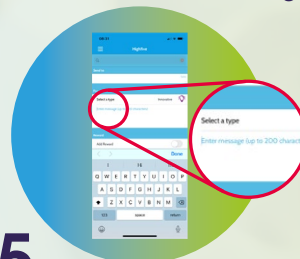**2.**
Start typing a name to select a colleague

3.
Select a colleague or send to multiple by creating your own teams
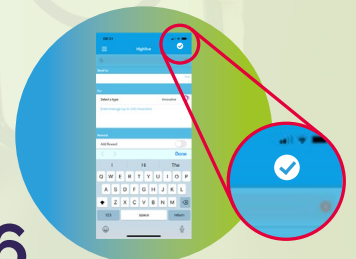
4.
Select an organisation value or employee milestone

5.
Enter your highfive message (up to 200 characters)

6.
Tap on the tick icon to send your highfive

Visit vivup.co.uk now!

1. Log-in and/or register on vivup.co.uk

2. Once logged in, click on Vivup highfive – Recognition & Reward page

3. Follow the steps to download and activate the Vivup highfive app

For any help or further assistance required, email customersupport@vivup.co.uk

Visit vivup.co.uk now!

highfive