

Recognition Counts – Referral Process

SUMMARY

- Referral Staff meets with a client and believes a loan would be the right option for them and decides to refer them to SEED
1. Referral Staff logs-in (SEED provides username-password), obtains and gives a Registration Code to the client
 - Client registers using that code and completes the CAP
 - Referral Staff receives an automatic email notification once the client submitted the CAP
 2. Referral Staff logs-in, reviews the CAP following the [Referral Checklist](#) provided below and discusses, if needed, options with client – **Staff clicks YES / NO** to recommend or not the CAP to be considered by SEED
- 3. For Referral Partners located outside of Winnipeg.**
4. If the client decides to apply to Recognition Counts, referral staff will sign and date a photocopy of the Identifications presented by the client (usually 3 pieces of ID are required)

DETAILS

Step 1. Obtaining the Registration Code:

Go to recognitioncounts.ca (or seedwinnipeg.ca→Programs→Recognition Counts)

1. Click on the “referral partner” button
2. Login using your username and password provided by SEED.

Note: If this is the first time you login, change your password immediately by hitting the *Update Profile* button located on the top right corner of your screen

3. Click on the “Registration Code” tab
4. Click on “Generate Registration Code”
5. Provide this code to your client (you can use the card provided by SEED)

The client can then go to recognitioncounts.com, and register with that code. Once registered, this client will be automatically assigned to the staff that generated the code.

Step 2. Reviewing and submitting the client’s CAP to Recognition Counts

Once the client completed and submitted the Career Action Plan (CAP), you will receive an automatic email notification.

1. Login and review the CAP (a [Referral Checklist](#) is provided at the end of this document and can also be found on the RC website).
2. On the right hand side of the CAP screen you will find a section where you can add comments, highlights or concerns about that CAP and/or client. These notes will not be visible to the client.
3. Once the CAP has been reviewed and depending on your decision, under “**this Career Action Plan meets RC Guidelines and is recommended for RC considerations**” click either **YES** or **NO**

Step 3. Client identification (RURAL AREAS ONLINE PROCESS ONLY)

1. In order to obtain a loan, Assiniboine Credit Union (ACU), needs to be able to properly identify the client. After the referral process is completed and once the client decides to apply to SEED, the referral partner’s staff will need to sign and date a photocopy of the client’s 3 pieces of IDs presented.

Note: Client must have access to a scanner and a computer with WebEx installed, camera, mic and speaker

If you have any question about this process or the program in general, please contact:

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