



HIRE VETS MEDALLION PROGRAM

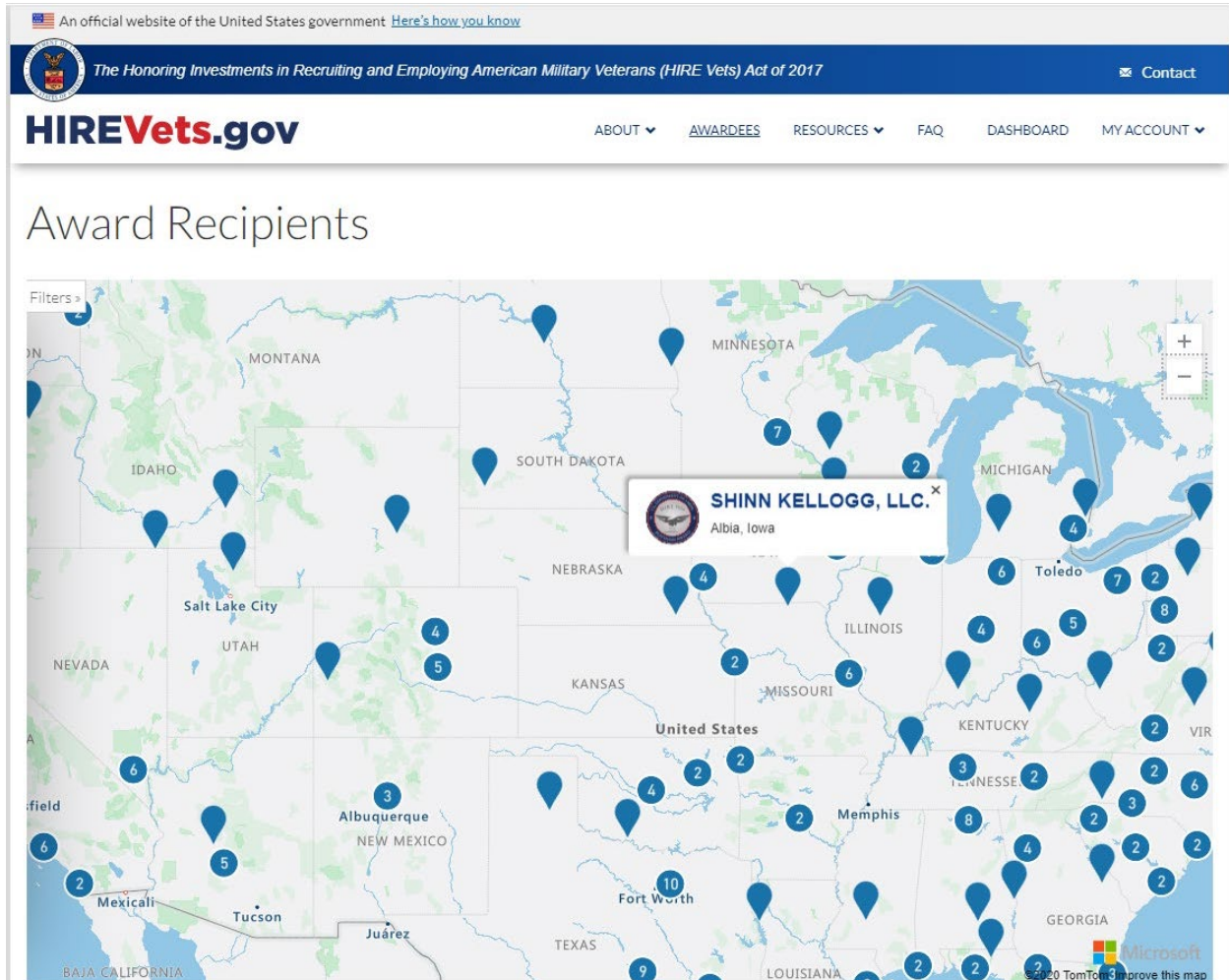
AWARD RECIPIENT URL USER GUIDE

U.S. DEPARTMENT OF LABOR



OVERVIEW

Congratulations on earning the HIRE Vets Medallion Award! As a recipient, one of the benefits of your award is being featured on the HIREVets.gov awardees website page. Through the interactive map, veterans and transitioning service members can view HIRE Vets Medallion Award recipients and view their websites. The steps below will walk you through how to input and/or update your company URL.



The image above is a visual representation of the HIREVets.gov interactive awardees map at HIREVets.gov/Awardees. The selection shows a company name, a visual of the respective medallion they won, and their city and state. The company name (in bold font) is a hyperlink that directs to the company's website indicated in the account holder's profile page.

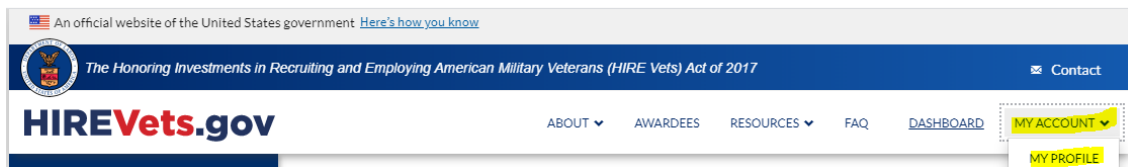
To set a URL hyperlink in the account holder profile, please follow the below steps:



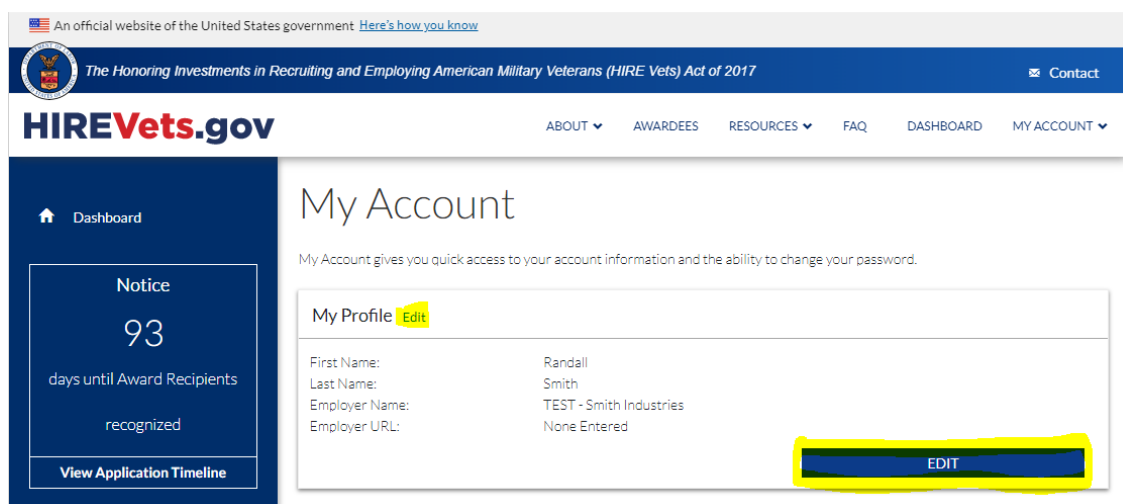
STEP 1: Log in to the account holder profile at [HIREVets.gov](https://hirevets.gov) via the log in button at the top right corner of the screen



STEP 2: Once logged in, from the top navigation bar, select “My Account” on the far-right and then select “My Profile”



STEP 3: You will now be able to edit the profile and add/update your company's website URL. Select either of the EDIT options in the “My Profile” dialog box.





STEP 4: Selecting EDIT will take you to your profile page. The below is an example of a filled-out account profile. The only missing information is the “Employer URL” information block. Now that you have been selected for a HIRE Vets Medallion Award, you can add your company’s website URL. Once inputted, select SAVE.

A screenshot of the HIREVets.gov website showing a user's profile page. The page title is 'SmithIndustriesLLC'. Below the title, there is a notice: 'This page allows you to change your profile. These settings include things like your name, employer name and email address.' The profile form includes several fields: 'Email (* Required)' with the value 'SmithIndustriesLLC@yahoo.com'; 'Employer Name (* Required)' with the value 'TEST - Smith Industries'; 'First Name (* Required)' with the value 'Randall'; 'Last Name (* Required)' with the value 'Smith'; 'Phone Number (* Required)' with the value '2026934745'; 'Employer Phone Number' with the value '2026934745'; and 'Employer URL' which is currently blank and highlighted in yellow. A 'SAVE' button is located at the bottom of the form. On the left side of the page, there is a navigation menu with 'Dashboard' and 'Current Application' options. A notice box on the left indicates '93 days until Award Recipients recognized' and provides a 'View Application Timeline' link. The top of the page features the HIREVets.gov logo and navigation links for ABOUT, AWARDEES, RESOURCES, FAQ, DASHBOARD, and MY ACCOUNT.

STEP 5: If you navigate back to the “My Profile” page (follow step 2), the “Employer URL” block should be updated. If your company develops a veteran-specific employer page in the future, this link can be updated at any time through the account holder profile.

NOTES:

- If you have previously earned a HIRE Vets Medallion Award, this will make your employer name a live hyperlink on HIREVets.gov/awardees page.
- If this is your first year receiving an award, your new company profile will be visible on the awardees map by November 10.

Questions? Visit the [HIREVets.gov contact us page](#) or reach out to Randall Smith, Program Director, at HIREVets@dol.gov, or call at (202) 693-4745.