HIRE VETS MEDALLION PROGRAM

MEDALLION DOWNLOAD USER GUIDE

U.S. DEPARTMENT OF LABOR

OVERVIEW

Congratulations on earning the HIRE Vets Medallion Award! As a recipient, you have access to download the program medallions through your user account. The steps below will walk you through how to download the medallions for use on your website, marketing materials, email. and more.

STEP 1: Log in to the account holder profile at HIREVets.gov via the log in button at the top right corner of the screen.

STEP 2: Once you login, the default Dashboard view will not show the previous year's application. Select the "MY ACCOUNT" dropdown, and then select "HISTORY".

STEP 3: Once you have selected "HISTORY", you will be taken to your application page. It will show all previous applications. A "DOWNLOAD MEDALLION" button will be visible for all previously awarded medallions.

STEP 4: Once you have selected "DOWNLOAD MEDALLION," the "USE OF MEDALLION AWARD" download dialog box will appear on the screen. Review the guidelines. Once completed, select the "I Agree to the Terms of Use of the HIRE Vets Medallion Award" box.

STEP 5: Select the "Select File Format" dropdown menu box. This will bring up the six different image types of the medallion available for download. You can select an individual medallion graphic, or you may select the last option and download all six at one time. Once selected, click the blue "Download" button.
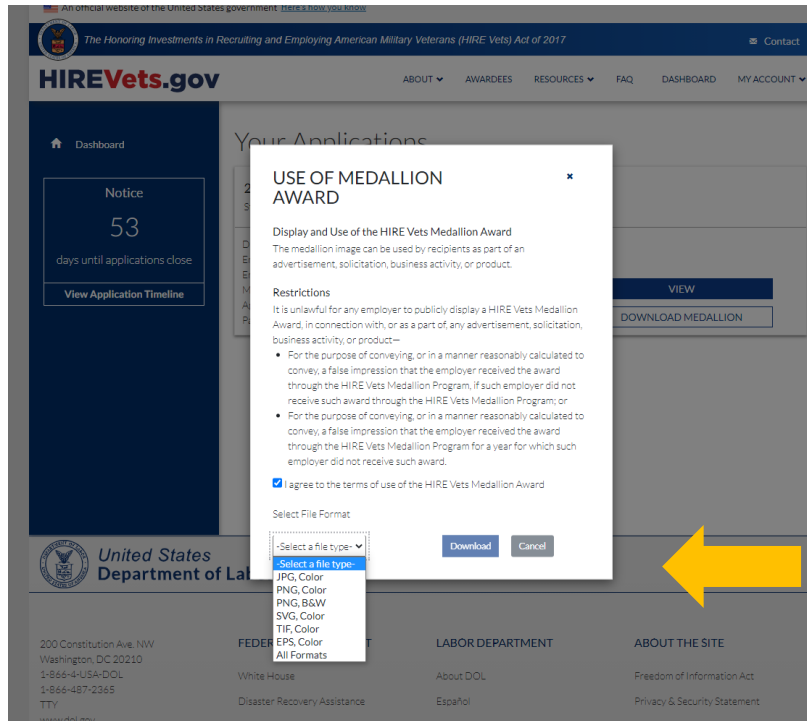
STEP 6: A zip file of the medallion graphic/s you selected will be downloaded to your computer and show up in the lower left coroner of your browser window. It will also be located in your downloads folder on your computer.
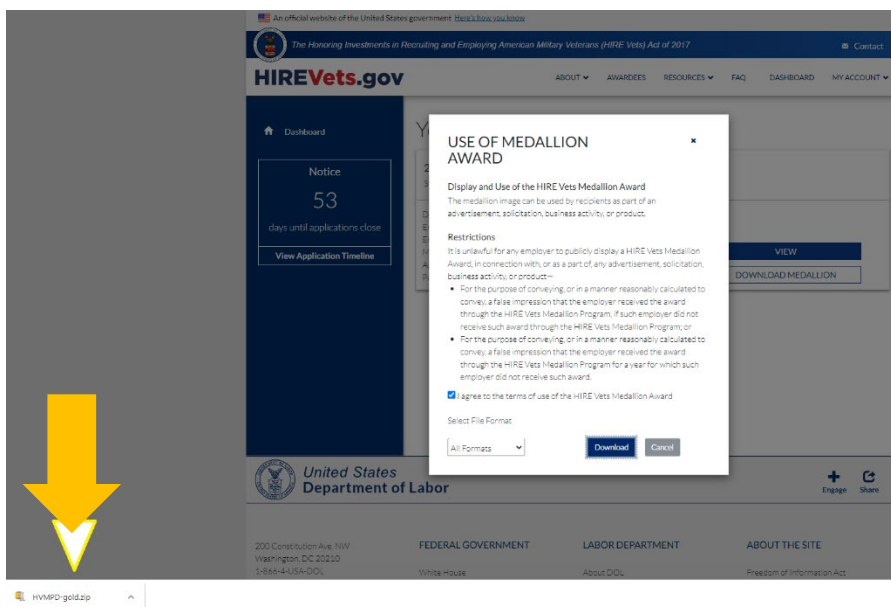
STEP 7: Close the "USE OF MEDALLION AWARD" dialog box by clicking on the X in the upper right corner of the dialog box. Navigate to the downloaded zip folder on the lower left corner of your screen (see step 6), right click the drop down arrow on the left of the file, and select "OPEN."
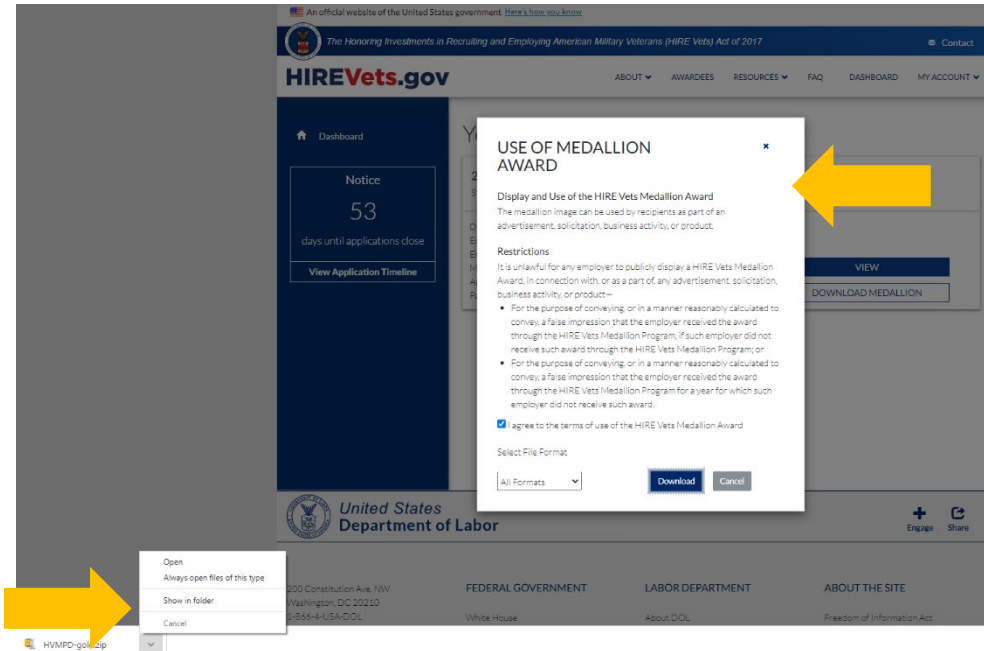
Once you have selected "OPEN," a dialog box will appear asking if you want to open the file. Select "open"

STEP 8: Select the location where to "unzip" the files. In this example, the files have been unzipped to the downloads folder local to the computer.

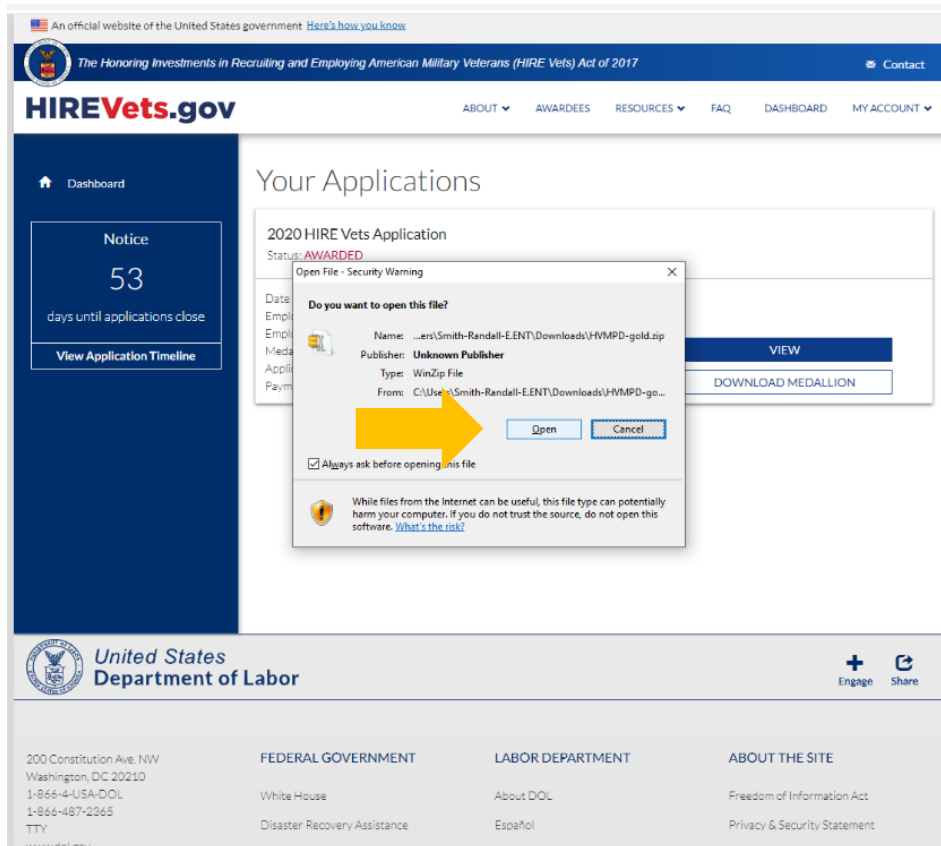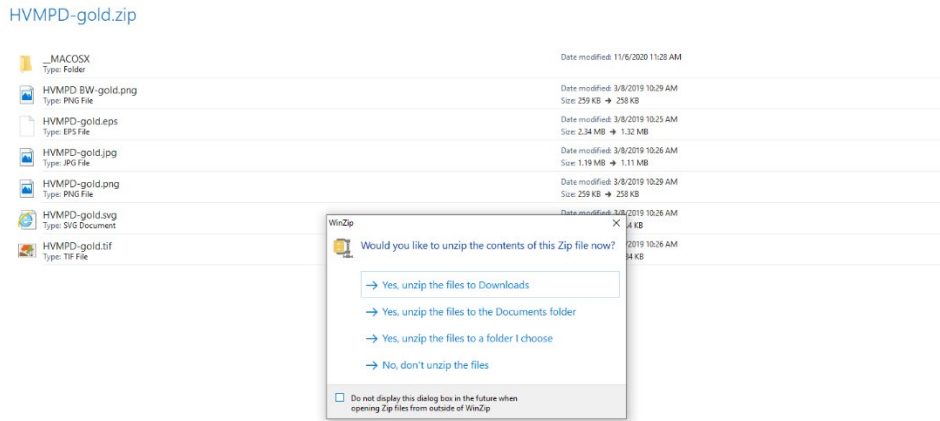The download process is now complete. Your selected files will show up in the folder you selected. In this example, the downloaded Gold Medallion Awards are shown below.

Name	Date modified	Type	Size
__MACOSX	3/8/2021 7:06 PM	File folder	
HVMPD BW-gold	3/8/2019 10:29 AM	PNG File	260 KB
HVMPD-gold.eps	3/8/2019 10:25 AM	EPS File	2,406 KB
HVMPD-gold	3/8/2019 10:26 AM	JPG File	1,226 KB
HVMPD-gold	3/8/2019 10:29 AM	PNG File	260 KB
HVMPD-gold	3/8/2019 10:26 AM	SVG Document	34 KB
HVMPD-gold	3/8/2019 10:26 AM	TIF File	21,005 KB

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.