



HIRE VETS MEDALLION PROGRAM

MEDALLION DOWNLOAD USER GUIDE

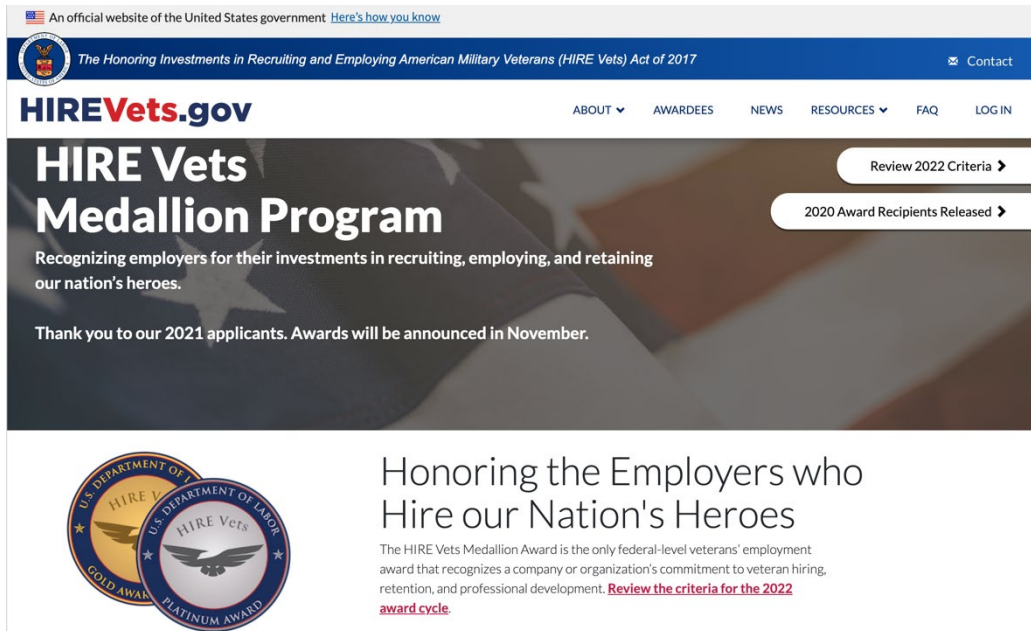
U.S. DEPARTMENT OF LABOR



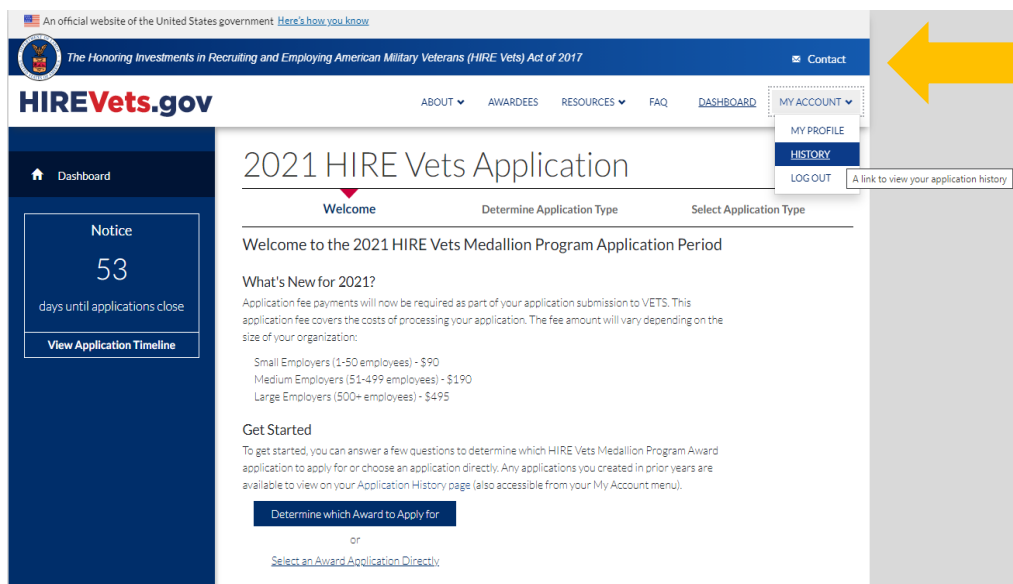
OVERVIEW

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. A button should be visible in the middle of the screen that says “DOWNLOAD MEDALLION”

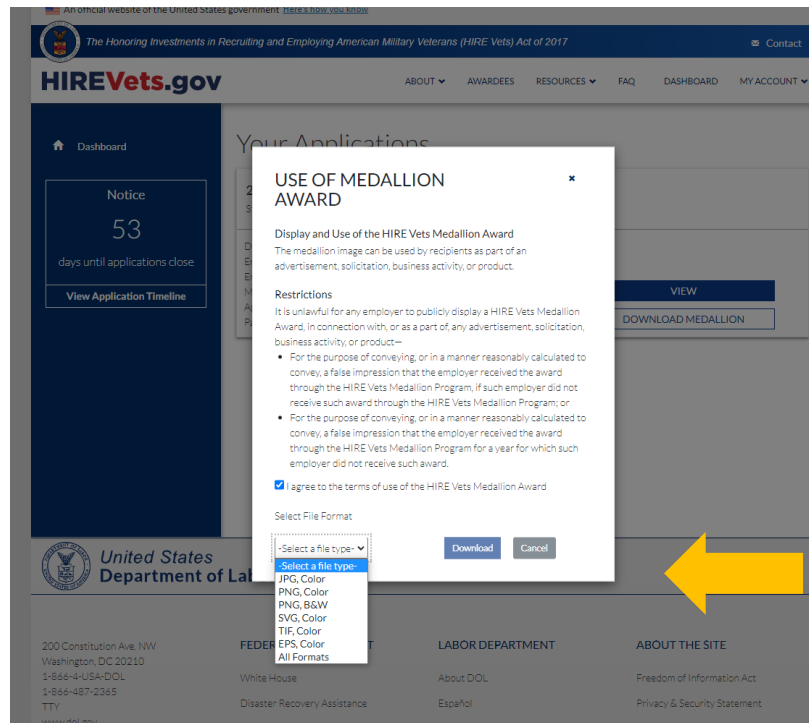
The screenshot shows the HIREVets.gov website. The header includes the U.S. Department of Labor logo and the text 'The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017'. The main navigation bar has links for ABOUT, AWARDEES, RESOURCES, FAQ, DASHBOARD, and MY ACCOUNT. The left sidebar shows a 'Dashboard' with a 'Notice' of 53 days until applications close and a 'View Application Timeline' button. The main content area is titled 'Your Applications' and displays a '2020 HIRE Vets Application' with status 'AWARDED'. Below this, a table lists application details: Date Started (April 30, 2020), Employer Name (AGC Industries), Employer Size (Small), Medallion Level (Gold), Application ID (SG-8920-1588304131), and Payment Completed (No). To the right of the table are two buttons: 'VIEW' and 'DOWNLOAD MEDALLION'. A large yellow arrow points to the 'DOWNLOAD MEDALLION' button. The footer includes the United States Department of Labor logo and 'Engage' and 'Share' icons.

STEP 4: Once you have selected “DOWNLOAD MEDALLION,” you will see the Once selected, you will see 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.

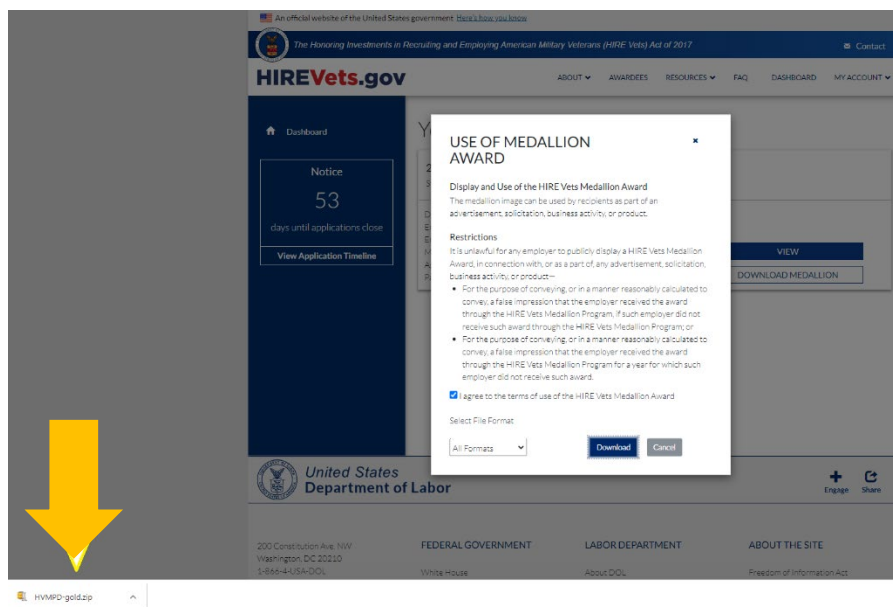
The screenshot shows the 'USE OF MEDALLION AWARD' dialog box. It contains the following text: 'Display and Use of the HIRE Vets Medallion Award', 'The medallion image can be used by recipients as part of an advertisement, solicitation, business activity, or product.', 'Restrictions', 'It is unlawful for any employer to publicly display a HIRE Vets Medallion Award, in connection with, or as a part of, any advertisement, solicitation, business activity, or product—', and a bulleted list of restrictions. Below the list is a checkbox labeled 'I agree to the terms of use of the HIRE Vets Medallion Award'. At the bottom, there is a 'Select File Format' dropdown menu and 'Download' and 'Cancel' buttons. A large yellow arrow points to the 'Download' button. The background shows the same HIREVets.gov website as the previous screenshot.



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.

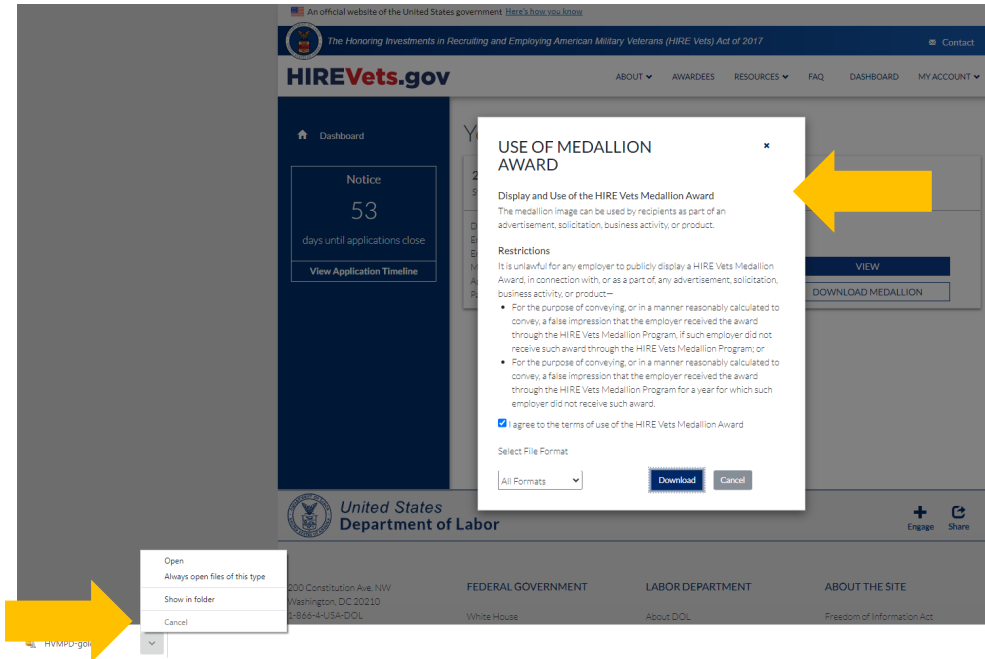


STEP 6: A zip file of the medallion graphic/s you selected will be downloaded to your computer and show up in the lower left corner of your browser window. It will also be located in your downloads folder on your computer.

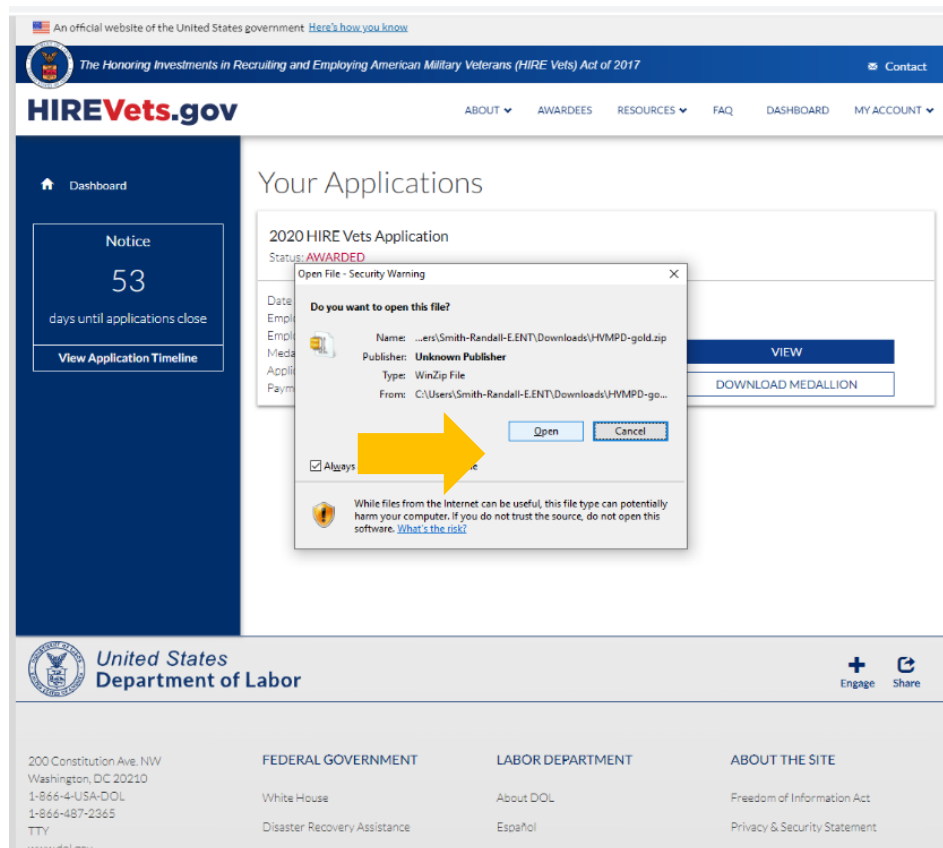




STEP 7: Close the “USE OF MEDALLION AWARD” dialog box by clicking on the X in the upper right corner of the dialog box. Navigate to the downloaded zip folder on the lower left corner of your screen (see step 6), right click the drop down arrow on the left of the file, and select “OPEN.”



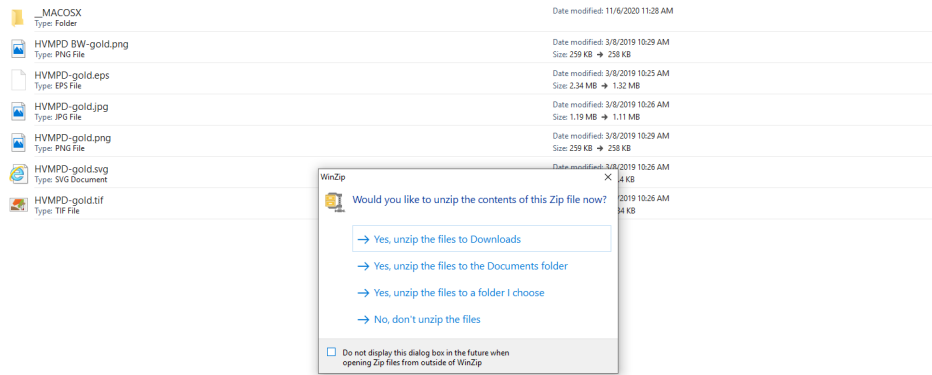
Once you have selected “OPEN,” a dialog box will appear asking if you want to open the file. Select “open”





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.

HVMPD-gold.zip



The download process is now complete. Your selected files will show up in the folder you selected. In this example, the downloaded 2020 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.