# Welcome to Keep

Learn how to create and manage bonuses, use your dashboard, and share user information with your team

### **Benefits of a Keep Vesting Cash Bonus**

- Employees access cash bonus immediately or hold for later use
- Employer can choose vesting period in agreement with Employee
- Contractual enforceable with fully managed collections (as needed)
- Bonus principal decreases as vesting milestones occur
- High degree of bonus customization (amount, vesting schedule)
- Easy-to-use dashboard for automation, tracking and management
- Payroll taxes are only owed at vesting milestones

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## The Keep Dashboard

Turnkey dashboard allows admins to create, manage, and automate bonus management and collections:

- Easy-to-use and integrate without IT support
- Create and send bonuses in real time
- Track and manage employee bonus progress
- Create performance incentives for company goals
- Self-service portal for employees
- Compliance and regulation built-in
- FinOps friendly with auditing and reconciliation
- Track clawbacks and automate collections



## **Questions?**

Visit the **Employer Handbook** for FAQs, video tutorials, and more

Or reach out to: help@keepfinancial.com

