**2 January 2018**

**Your Navigation Guide to UBM’s Compensation Planning Tool: Curo**

Hello (name),

It’s the first week of 2018 which can only mean one thing – it’s nearly time for Curo.

To help you navigate the Curo system and input your year-end compensation decisions, we have created a system guide which takes you step-by-step through the process. You can download your guide here. (insert link)

You will receive your Curo log-in details when the system opens on Monday 8 January.

Remember, you must complete your compensation reviews as soon as possible to give the reviewing managers above you in the hierarchy time to approve your recommendations before the system closes on Tuesday 23 January.

If you need additional information on how to make your compensation assessments you can refer to the Year-End Compensation Guide (insert link), speak to your manager, or email reward@ubm.com.

Line Managers in your team who are not Reviewing Managers, have been advised that they will need to share their assessment of their direct reports with you by 8 January to ensure you have the compensation information you need.

**8 January 2018**

**Curo is Open: It’s Time to Input Your Year-End Compensation Decisions**

Hello (name),

Curo is now open! It’s time to input the year-end compensation decisions for your direct reports and those teams below you in the hierarchy.

You will find your Curo log-in instructions below.

To help you navigate the Curo system and input your year-end compensation decisions, please review the following guides:

* Curo Navigation Guide (insert link)
* UBM’s Year-End Compensation Guide (insert link)

Remember, you must complete your compensation reviews as soon as possible to give the reviewing managers above you in the hierarchy time to approve your recommendations before the system closes on Tuesday 23 January.

**Curo Log-In Instructions:**

1. Visit: <https://www4.curocomp.com/live/ubm/>
2. Click: ‘Create an account/ Forgot password’ to set your password.
	* Enter your @ubm.com email address in the box.
3. You’ll receive a password reset email with a link to reset your password.
	* Once your password has been set, you're ready to go.

**Remember, your Curo username is your @ubm.com email address.**

If you have any questions or need any help, please email: reward@ubm.com