

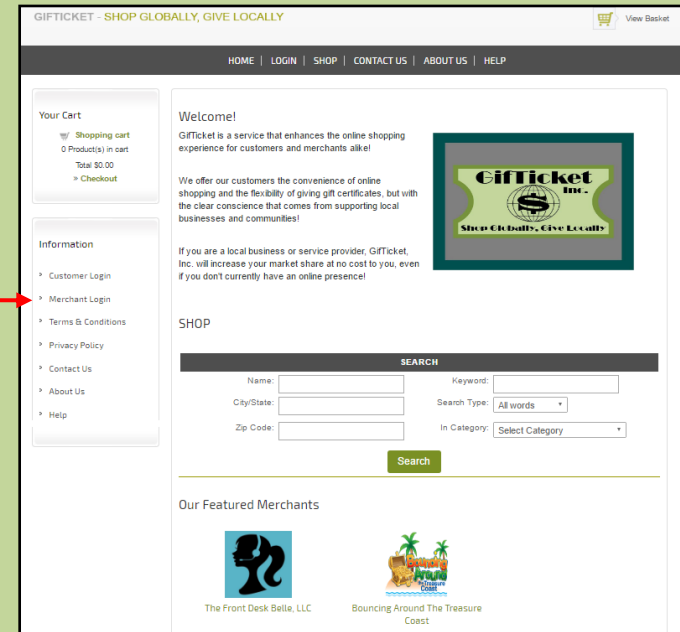
GifTicket, Inc.[®]

Merchant Tutorial

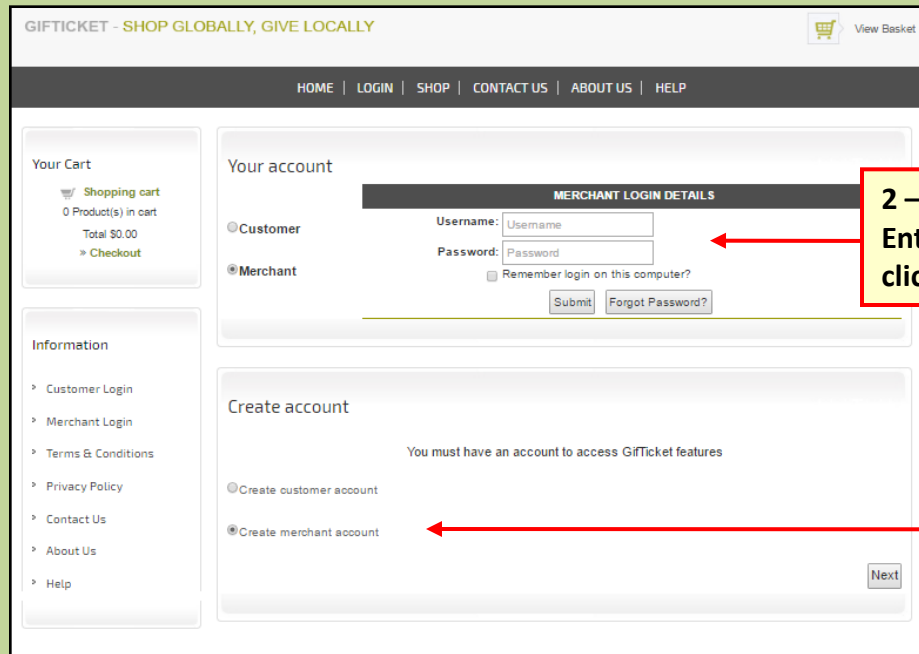
- 1 – [Home Page Overview](#)
- 2 – [Create Merchant Account](#)
- 3 – [Merchant Dashboard](#)
- 4 – [Redeeming A GifTicket](#)

Merchant Tutorial

1 – If you already have a merchant account, click the “Login to Account” link or the “Login” tab at the top of the page.



2 – Selecting either Login will bring you to the Login screen. Enter the user name and password you registered with, and click “Submit.”



3 – If you do not already have a merchant account, click the radio button for “Create Merchant Account” and “Next.” See the next page on creating an account...

Create Merchant Account

1 – A merchant account is necessary to complete a transaction and in order to process GiftTicket redemptions. Complete the blocks with the necessary information.

The * indicates required Information.

2 – The information you provide us on your business is what populates our shopping database available to customers. So, please be sure that your contacts, description, etc. are exactly as you want them to be. Also, give some thought to the categories and search keywords you associate with your business, as these directly impact the relevance and frequency of your business's search results.

4 – Select “Bank Information” to access pop-up window. Enter information for the bank account in which you wish to receive PAYMENT DEPOSITS and then select “ACH Authorization Form”, complete form and select “Electronic Signature Submittal”. The authorization form is required by law for direct deposit payments. A copy of form will be sent to the email listed on your merchant account.

5 – You can create a link on your desktop or register screen. GiftTicket can also be intergraded with some payment systems.

3 – Upload your logo here.

The screenshot shows the 'Create merchant account' page for GiftTicket. The page has a header with the logo and navigation links (HOME, LOGIN, SHOP). The main content area is titled 'NEW MERCHANT ACCOUNT' and contains several form fields. Red arrows point from the numbered instructions to specific parts of the form: 1 points to the top of the form, 2 points to the 'Tell customers about your company' text area, 3 points to the 'Logo' upload button, 4 points to the 'Banking Information' button, and 5 points to the 'ACH Authorization Form' button. The form includes fields for 'Your Full Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Email', 'Website', 'Company Name', 'Keywords', 'Username', and 'Password'. There are also checkboxes for 'Activities' and 'Arts, Crafts and Sewing'. A 'Choose File' button is next to the 'Logo' field. A 'Banking Information' button is located below the 'Password' field. An 'ACH Authorization Form' button is at the bottom. A 'Help' link is in the bottom left corner.

NEW MERCHANT ACCOUNT

*Your Full Name: Website:

Address line 1: Address line 2:

*City: *State:

*Zip: *Phone:

*Company Name: *Email:

Tell customers about your company:

Keywords:

*Username: *Password:

Logo: Only JPG, JPEG & PNG file is

☐ Activities

Select ☐ Arts, Crafts and Sewing

Category: ☐ Automotive Products

☐ Baby Items

Merchant Dashboard

Once logged in, your merchant dashboard allows you to manage your account functions. It's key function, however, is to allow you to redeem GifTickets at the point of sale when customers present them. And, you can also use your dashboard to monitor your current and past GifTickets.

The dropdown menu to the upper right provides access to your settings, password reset, and log out functions.

GiftTicketInc

View GifTickets

Add Transaction

Show 10 entries

Search:

Purchased By	Email Purchased from	Email Delivered to	GifTicket Tracking Number	Purchased on	GifTicket Price	Transaction Date	Redeemed Amount	Current Balance
John Q. Smith	smithj@email.com	mom@email.com	ed5788	2016-11-24	50	2016-11-28	20.00	0.00
John Q. Smith	smithj@email.com	mom@email.com	ed5788	2016-11-24	50	2016-12-10	15.00	0.00
John Q. Smith	smithj@email.com	mom@email.com	ed5788	2016-11-24	50	2016-12-20	15.00	0.00
Sally Jones	sjones@email.com	son@email.com	ed5789	2016-11-24	50	2016-11-30	21.89	0.00
Sally Jones	sjones@email.com	son@email.com	ed5789	2016-11-24	50	2016-12-04	28.11	0.00
John Doe	jdoe@email.com	wife@email.com	077291	2016-11-24	100	2016-11-30	24.59	21.93
John Doe	jdoe@email.com	wife@email.com	077291	2016-11-24	100	2016-12-20	53.48	21.93
Mary Brown	maryb@email.com	dad@email.com	077292	2016-11-24	50			50.00
Samuel Johnson	sammyj@email.com	boss@email.com	315205	2016-11-24	100	2016-11-30	45.69	2.31
Samuel Johnson	sammy@email.com	boss@aol.com	315205	2016-11-24	100	2016-12-17	52.00	2.31

Showing 1 to 10 of 24 entries

Previous

1

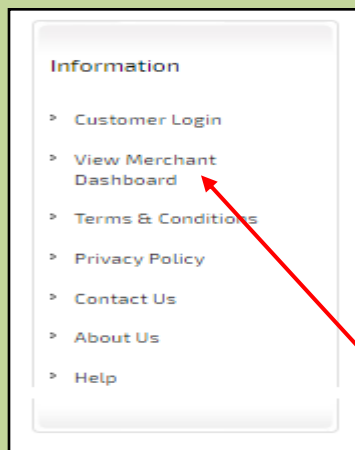
2

3

Next

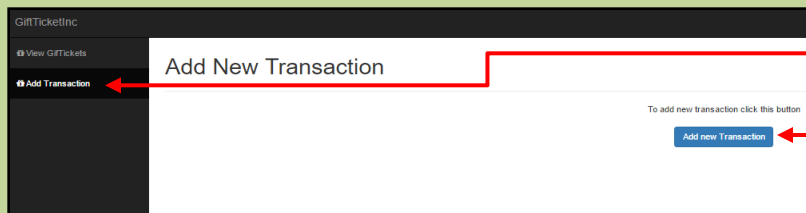
Here you can view GifTicket purchases in table format. You may sort by any of the fields regarding purchaser, recipient, tracking number, the date of purchase, the amount, transaction dates, redeemed amounts, or current balance. Alternatively, you may search for a particular GifTicket.

Redeeming a GiftTicket



1 – Log in at the beginning of the day with the user name and password you registered with, and click “Submit.”

Once you are logged in, select the “View Merchant Dashboard” link from the navigation bar at the left.



2 – At the point of sale, select “Add Transaction” from the navigation options at the left of the merchant dashboard, then click “Add New Transaction” button.

3 – Enter the tracking number to redeem from the GiftTicket presented by the customer, then click “Search.”

4 – This window will indicate that the GiftTicket code is valid. It also displays the original purchase value, amount used to date, and the remaining amount.

Enter the amount for the current transaction, and click the “Add Transaction” button.

The transaction is processed and the amount redeemed is Direct Deposited to your registered account within 2 business days.

Ticket:	
Amount	45.00
Used	0.00
Remaining Amount	45.00

Add transaction

Amount of transaction

Add Transaction