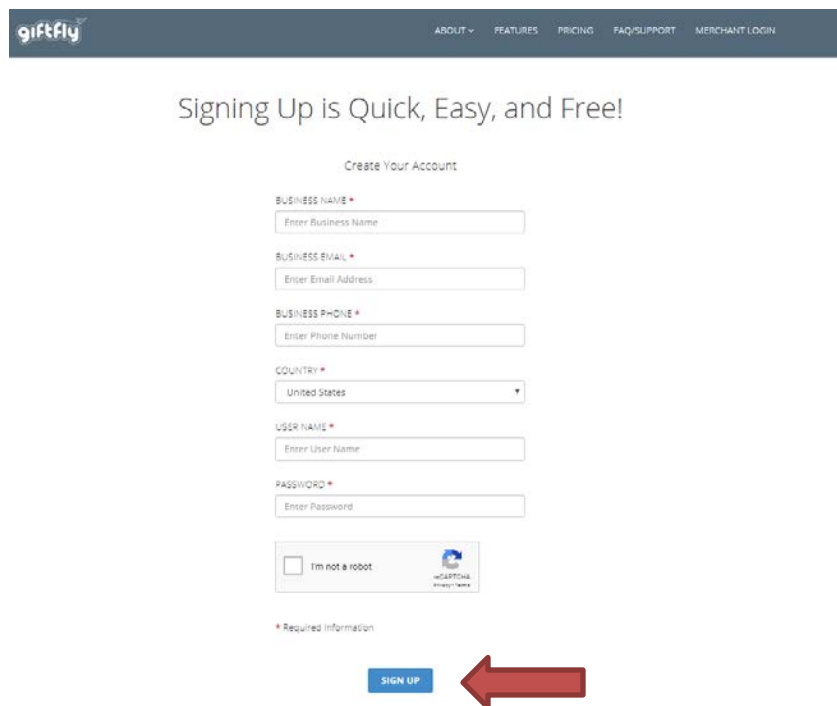


Greater Portage Chamber Gift Cards

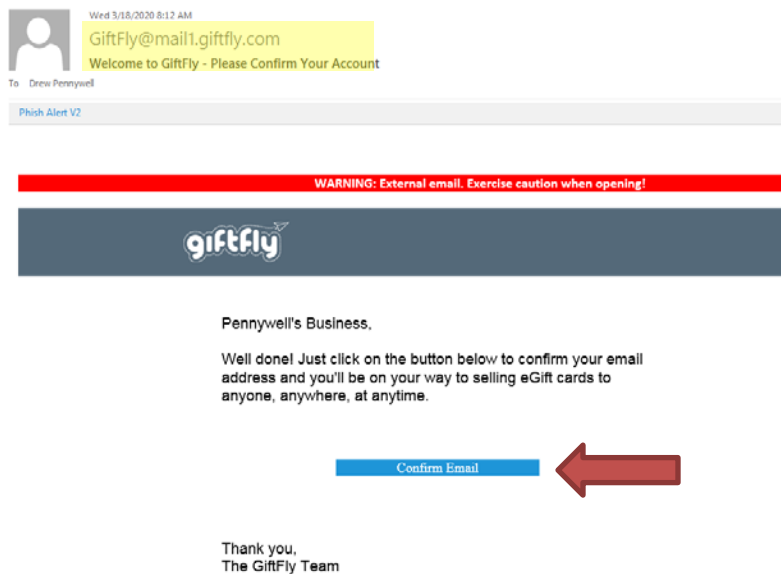
To add your business to the listing of available gift cards, please be sure to complete all of the following steps:

1. Click “Business Signup”
2. Create Your Account

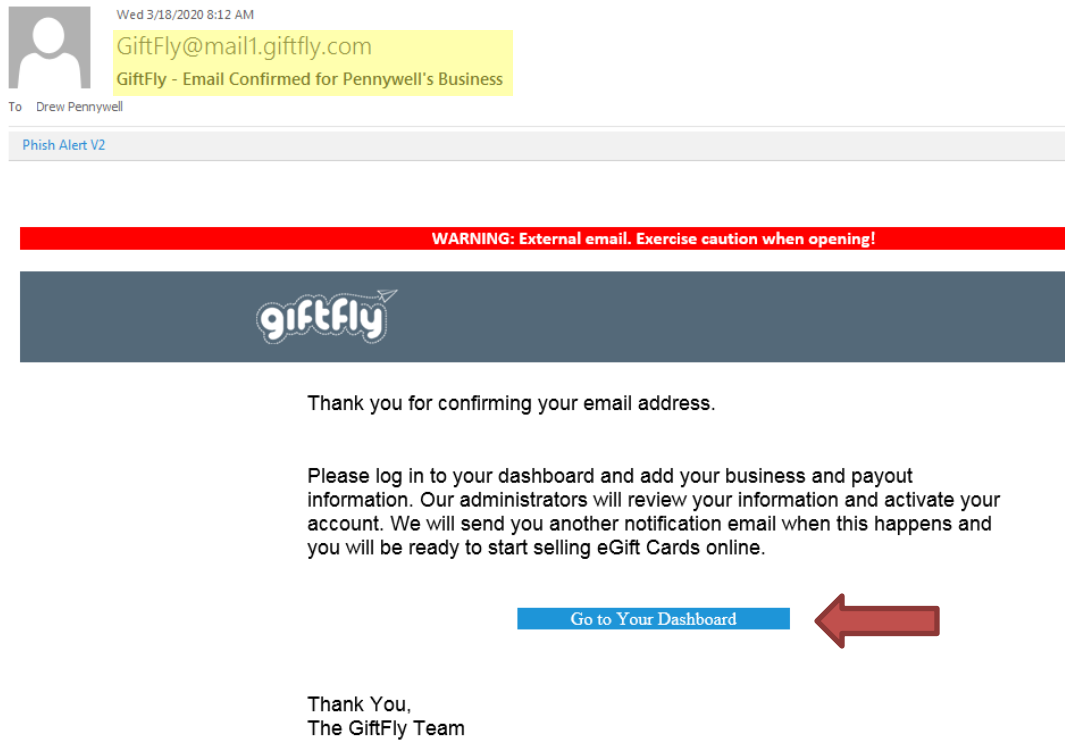


The screenshot shows the GiftFly website's account creation page. At the top is a navigation bar with the GiftFly logo and links for ABOUT, FEATURES, PRICING, FAQ/SUPPORT, and MERCHANT LOGIN. The main heading reads "Signing Up is Quick, Easy, and Free!". Below this is a "Create Your Account" section with several input fields: BUSINESS NAME, BUSINESS EMAIL, BUSINESS PHONE, COUNTRY (a dropdown menu currently showing "United States"), USER NAME, and PASSWORD. Each field has a small red asterisk indicating it is required. Below the fields is a checkbox labeled "I'm not a robot" next to a CAPTCHA image. A red asterisk and the text "Required Information" are placed below the CAPTCHA. At the bottom of the form is a blue "SIGN UP" button, which is pointed to by a large red arrow.

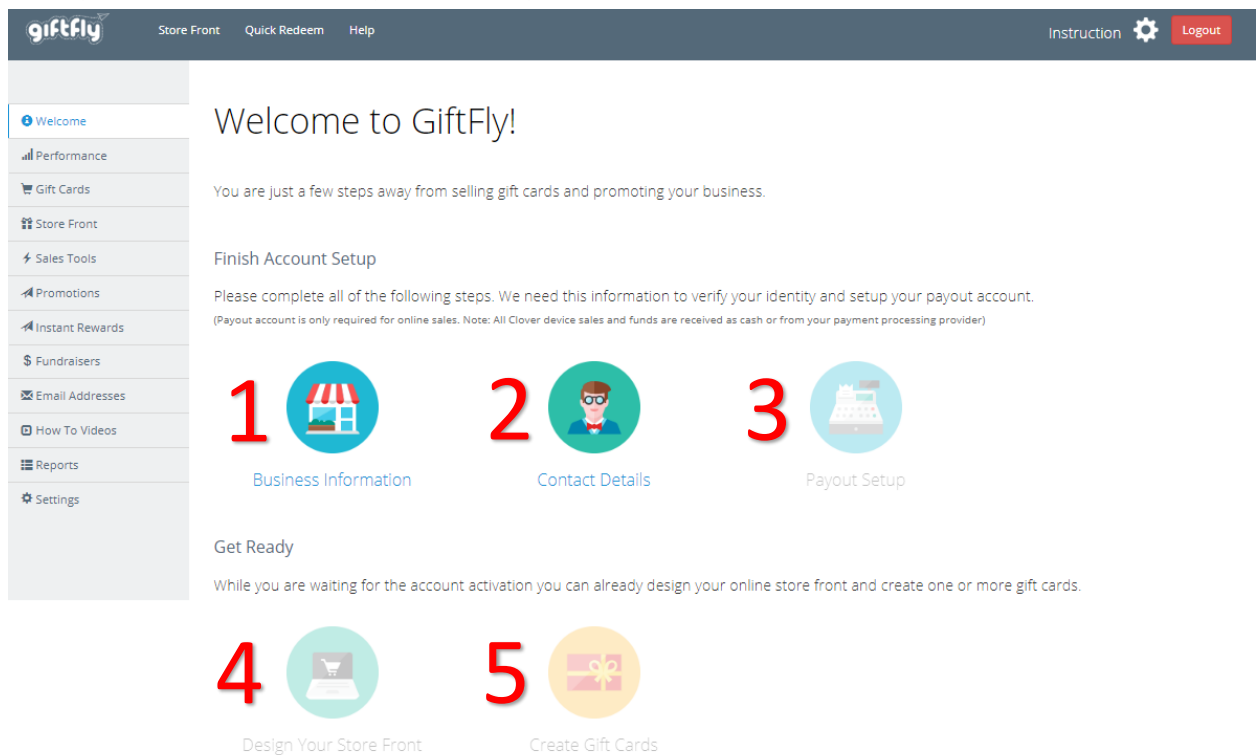
3. Confirm your account via email



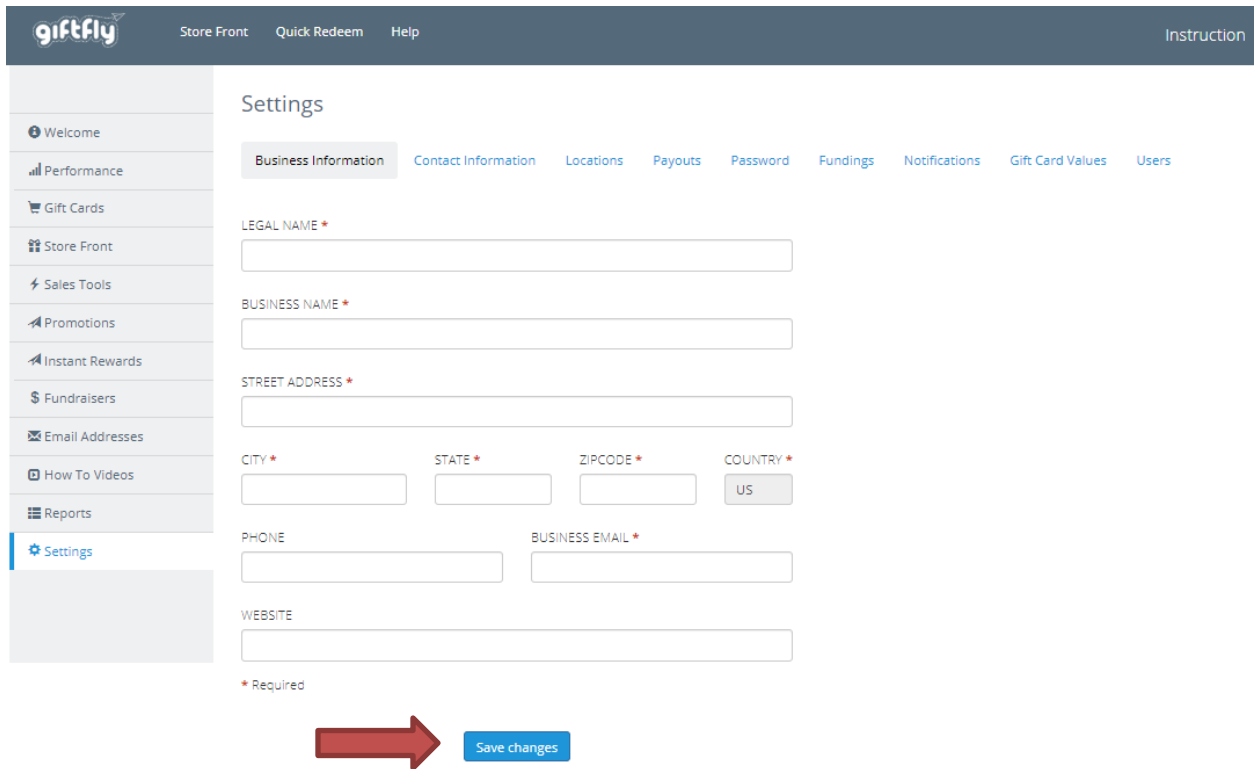
4. Go to Your Dashboard via email to begin setup



5. Complete the first 5 steps of Setup – ***YOU MUST COMPLETE ALL FIVE***



6. Complete “Business Information” and click “Save Changes”



The screenshot shows the GiftFly Settings page with the 'Business Information' tab selected. The left sidebar contains a menu with options: Welcome, Performance, Gift Cards, Store Front, Sales Tools, Promotions, Instant Rewards, Fundraisers, Email Addresses, How To Videos, Reports, and Settings (highlighted). The main content area has tabs for Business Information, Contact Information, Locations, Payouts, Password, Fundings, Notifications, Gift Card Values, and Users. The Business Information form includes fields for LEGAL NAME *, BUSINESS NAME *, STREET ADDRESS *, CITY *, STATE *, ZIPCODE *, COUNTRY * (with a dropdown set to US), PHONE, BUSINESS EMAIL *, and WEBSITE. A red arrow points to the 'Save changes' button at the bottom right.

giftfly Store Front Quick Redeem Help Instruction

Settings

Business Information Contact Information Locations Payouts Password Fundings Notifications Gift Card Values Users

LEGAL NAME *

BUSINESS NAME *

STREET ADDRESS *

CITY * STATE * ZIPCODE * COUNTRY *
US

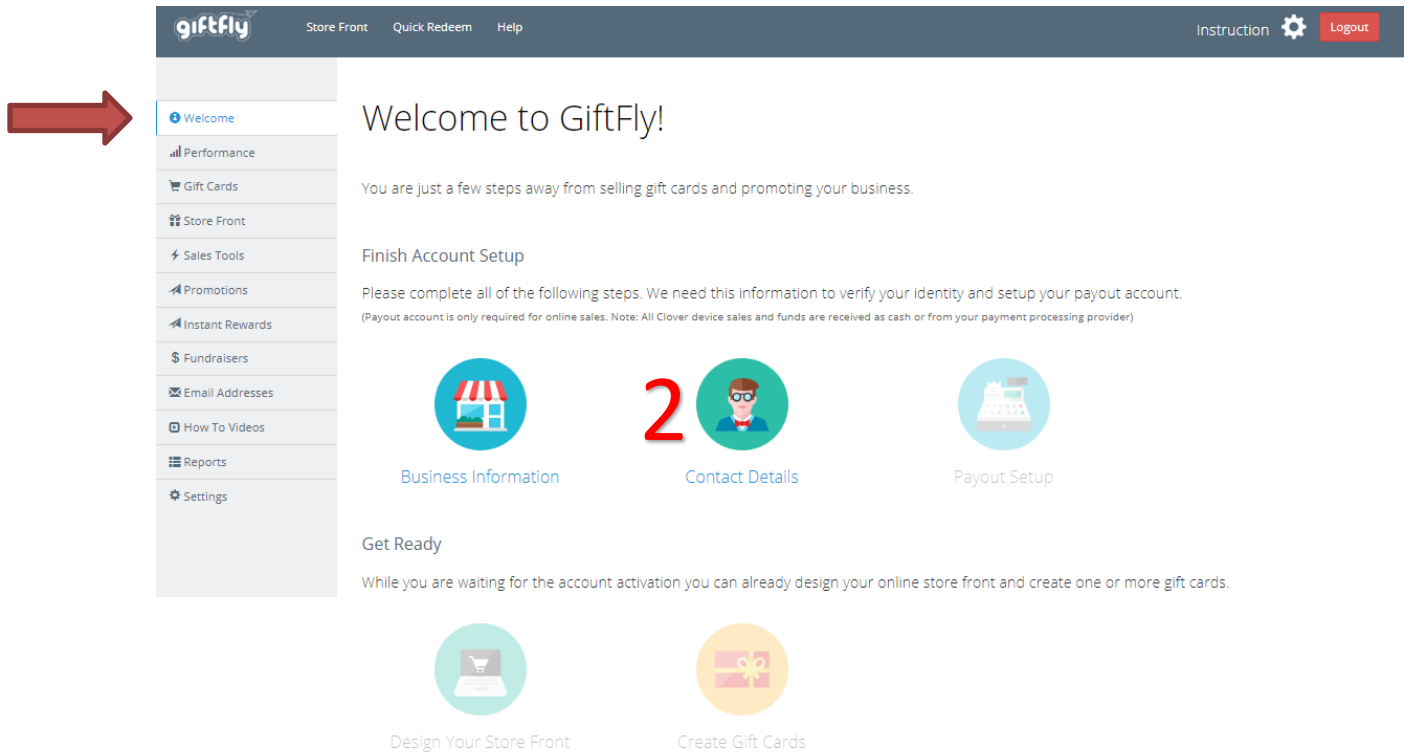
PHONE BUSINESS EMAIL *

WEBSITE

* Required

Save changes

7. Click “Welcome” and continue to “Contact Details”



The screenshot shows the GiftFly Welcome page. A red arrow points to the 'Welcome' link in the left sidebar. The main content area has a heading 'Welcome to GiftFly!' and a message: 'You are just a few steps away from selling gift cards and promoting your business.' Below this is a section 'Finish Account Setup' with a message: 'Please complete all of the following steps. We need this information to verify your identity and setup your payout account. (Payout account is only required for online sales. Note: All Clover device sales and funds are received as cash or from your payment processing provider)'. There are three icons: 'Business Information' (store icon), 'Contact Details' (person icon with a large red '2' next to it), and 'Payout Setup' (calculator icon). Below these is a section 'Get Ready' with a message: 'While you are waiting for the account activation you can already design your online store front and create one or more gift cards.' There are two icons: 'Design Your Store Front' (laptop icon) and 'Create Gift Cards' (gift card icon).

giftfly Store Front Quick Redeem Help Instruction Logout

Welcome to GiftFly!

You are just a few steps away from selling gift cards and promoting your business.

Finish Account Setup

Please complete all of the following steps. We need this information to verify your identity and setup your payout account.
(Payout account is only required for online sales. Note: All Clover device sales and funds are received as cash or from your payment processing provider)

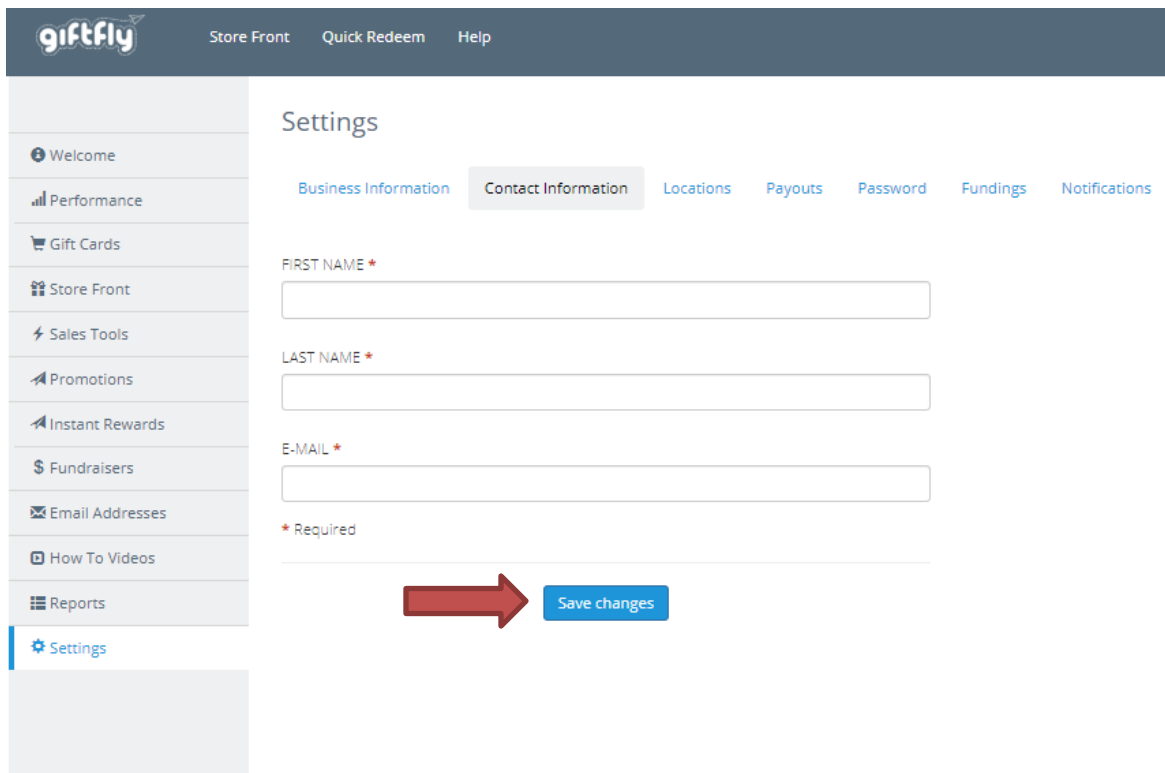
Business Information **2** Contact Details Payout Setup

Get Ready

While you are waiting for the account activation you can already design your online store front and create one or more gift cards.

Design Your Store Front Create Gift Cards

8. Complete “Contact Details” and click “Save Changes”



The screenshot shows the GiftFly Settings page with the 'Contact Information' tab selected. The left sidebar contains a list of navigation items: Welcome, Performance, Gift Cards, Store Front, Sales Tools, Promotions, Instant Rewards, Fundraisers, Email Addresses, How To Videos, Reports, and Settings (highlighted with a blue bar). The main content area has tabs for Business Information, Contact Information (active), Locations, Payouts, Password, Fundings, and Notifications. Below the tabs are three input fields: FIRST NAME *, LAST NAME *, and E-MAIL *. A red arrow points to the 'Save changes' button at the bottom right. A legend indicates that * denotes required fields.

giftfly Store Front Quick Redeem Help

Settings

Business Information Contact Information Locations Payouts Password Fundings Notifications

FIRST NAME *

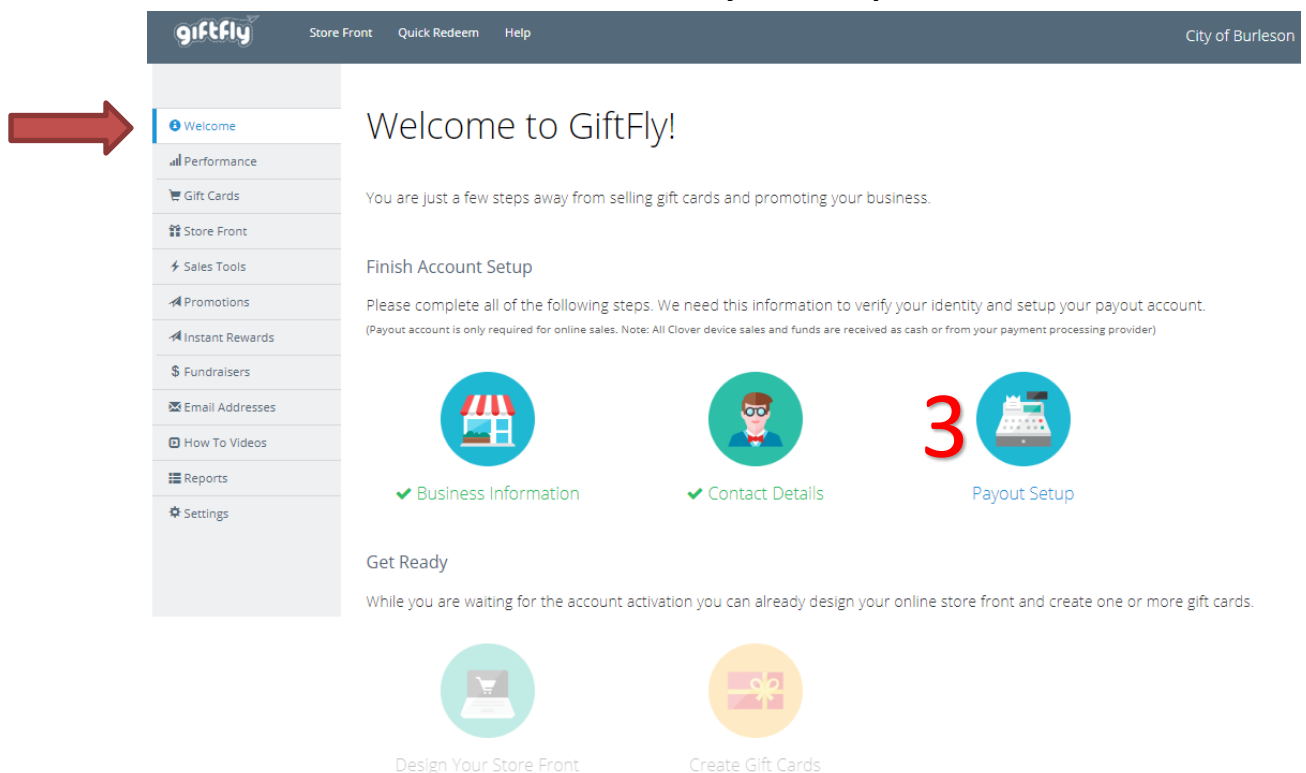
LAST NAME *

E-MAIL *

* Required

Save changes

9. Click “Welcome” and continue to “Payout Setup”



The screenshot shows the GiftFly Welcome page. A red arrow points to the 'Welcome' link in the left sidebar. The main content area displays 'Welcome to GiftFly!' and a message: 'You are just a few steps away from selling gift cards and promoting your business.' Below this is a 'Finish Account Setup' section with a list of steps: Business Information (checked), Contact Details (checked), and Payout Setup (indicated by a large red '3'). A 'Get Ready' section follows, stating: 'While you are waiting for the account activation you can already design your online store front and create one or more gift cards.' At the bottom are two icons: 'Design Your Store Front' and 'Create Gift Cards'.

giftfly Store Front Quick Redeem Help City of Burleson

Welcome to GiftFly!

You are just a few steps away from selling gift cards and promoting your business.

Finish Account Setup

Please complete all of the following steps. We need this information to verify your identity and setup your payout account.
(Payout account is only required for online sales. Note: All Clover device sales and funds are received as cash or from your payment processing provider)

✓ Business Information ✓ Contact Details 3 Payout Setup

Get Ready

While you are waiting for the account activation you can already design your online store front and create one or more gift cards.

Design Your Store Front Create Gift Cards

10. Complete all Payout information and click “Save Changes”

giftfly

Store FrontQuick RedeemHelp

Welcome

Performance

Gift Cards

Store Front

Sales Tools

Promotions

Instant Rewards

Fundraisers

Email Addresses

How To Videos

Reports

Settings

Settings

Business InformationContact InformationLocationsPayoutsPasswordFundingsNotifications

Choose Your Plan

☐ MERCHANT PAYS FEES

☒ CONSUMER PAYS FEES

How would you like to receive your money? *

(Required for online sales. Note: All Clover device sales and funds are received as cash or from your payment processing provider)

☒ BANK ACCOUNT

faster 24-48 hours settlement into your bank account

Account Type

Please provide your **Checking** account details **ONLY**. Note that Savings accounts have limited transactional capabilities and so we require a checking account for all those new gift card revenues.

Bank Account Information

Powered by stripe

ACCOUNT NUMBER *

ROUTING NUMBER *

ACCOUNT HOLDER NAME *

YOUR BIRTHDAY *

mm/dd/yyyy

TYPE *

Company

SSN LAST 4 *

####

BUSINESS TAX ID *

☐ I AGREE TO THE TERMS OF SERVICE AND THE STRIPE CONNECTED ACCOUNT AGREEMENT.

Please make sure to accept the Terms Of Service and Stripe Connected Account Agreement. Otherwise no payments can be processed!

* Required

Save changes

11. Click “Welcome” and continue to “Design Your Store Front”

giftFly

Store Front Quick Redeem Help

City of Burlington

Welcome

Performance

Gift Cards

Store Front

Sales Tools

Promotions

Instant Rewards

Fundraisers

Email Addresses

How To Videos

Reports

Settings

Welcome to GiftFly!

You are just a few steps away from selling gift cards and promoting your business.

Finish Account Setup

Please complete all of the following steps. We need this information to verify your identity and setup your payout account.
(Payout account is only required for online sales. Note: All Clover device sales and funds are received as cash or from your payment processing provider)

- Business Information
- Contact Details
- Payout Setup

Get Ready

While you are waiting for the account activation you can already design your online store front and create one or more gift cards.

4 Design Your Store Front Create Gift Cards

12. Create your custom “Store Front” by uploading your logo, business name to display, brand colors, and menu links (as much or as little as you like):

Welcome

Performance

Gift Cards

Store Front

Sales Tools

Promotions

Instant Rewards

Fundraisers

Email Addresses

How To Videos

Reports

Settings

Store Front

Your Store Front is powered by us, but is a reflection of your business! Upload your logo, customize your color scheme, and add links back to your site and social media.

VIEW PAGE

LOGO

UPLOAD

DISPLAY YOUR BUSINESS NAME

Test COB

COLORS

Header Background

Menu Font

Body Font

MENU LINKS

You can add up to 2 links to any sites to your shop header. Make sure you copy the full URL in the fields below including the http:// or https://.

Enter Title http://

Enter Title Enter URL

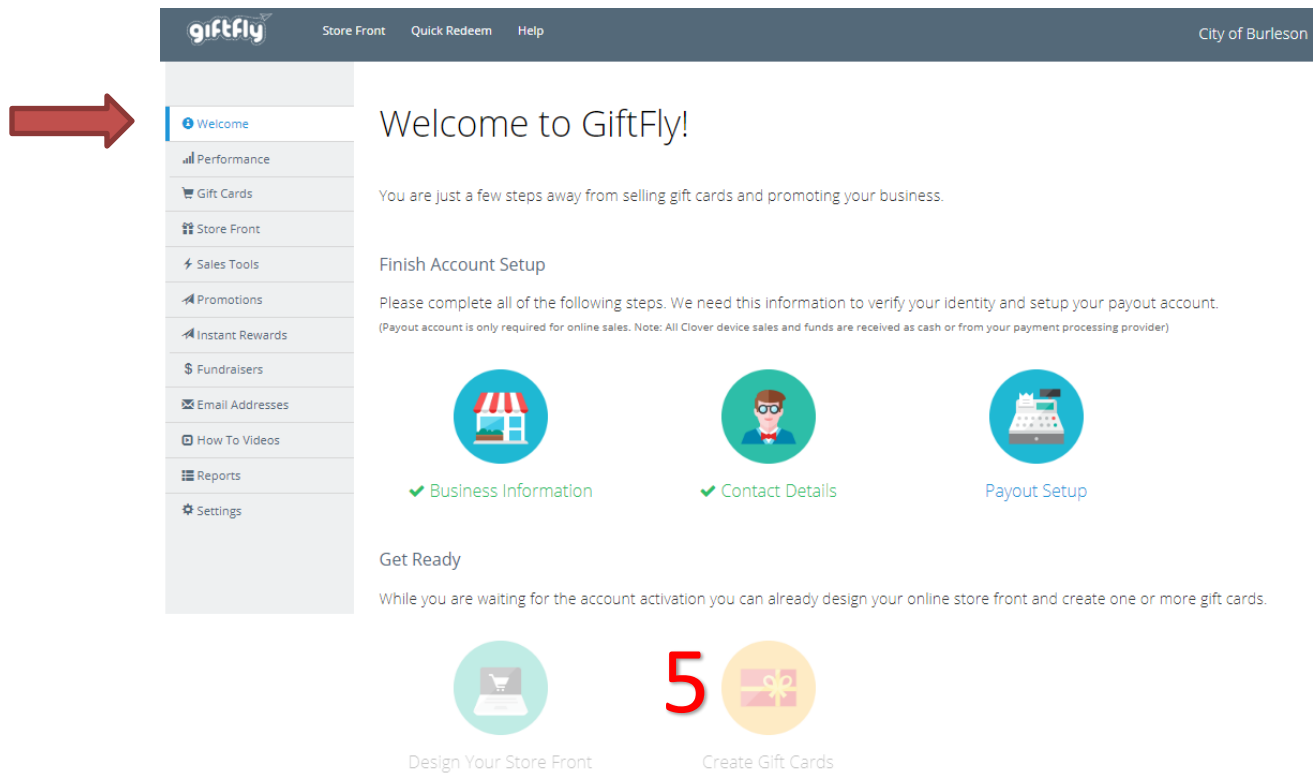
Save changes

Preview

Test COB

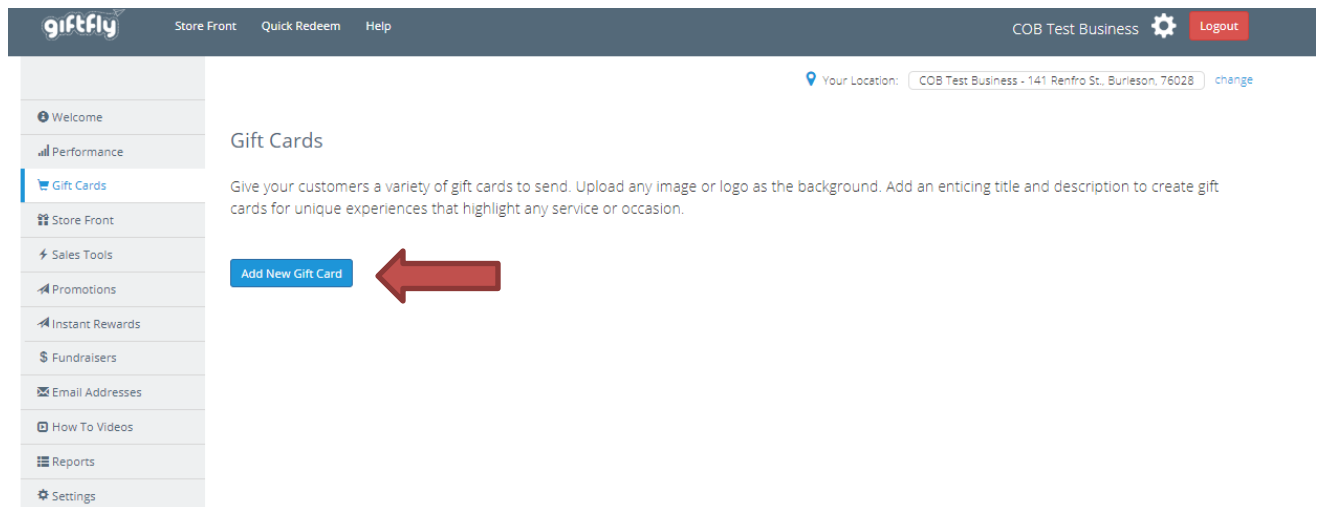
CHOOSE CARD

13. Click “Welcome” and continue to “Create Gift Cards”



The screenshot shows the GiftFly dashboard. The top navigation bar includes the GiftFly logo, 'Store Front', 'Quick Redeem', and 'Help' links, and the user location 'City of Burleson'. The left sidebar contains a list of menu items: 'Welcome', 'Performance', 'Gift Cards', 'Store Front', 'Sales Tools', 'Promotions', 'Instant Rewards', 'Fundraisers', 'Email Addresses', 'How To Videos', 'Reports', and 'Settings'. A red arrow points to the 'Welcome' link. The main content area is titled 'Welcome to GiftFly!' and includes a sub-header 'Finish Account Setup'. Below this, there are three circular icons representing 'Business Information', 'Contact Details', and 'Payout Setup'. A large red number '5' is positioned above the 'Create Gift Cards' icon, which is part of a sequence of steps for getting ready to use the platform.

14. Click “Add New Gift Card”



The screenshot shows the GiftFly dashboard with the 'Gift Cards' section selected in the sidebar. The top navigation bar includes the GiftFly logo, 'Store Front', 'Quick Redeem', and 'Help' links, and the user location 'COB Test Business' with a 'Logout' button. The left sidebar contains a list of menu items: 'Welcome', 'Performance', 'Gift Cards', 'Store Front', 'Sales Tools', 'Promotions', 'Instant Rewards', 'Fundraisers', 'Email Addresses', 'How To Videos', 'Reports', and 'Settings'. The 'Gift Cards' link is highlighted. The main content area is titled 'Gift Cards' and includes a sub-header 'Give your customers a variety of gift cards to send. Upload any image or logo as the background. Add an enticing title and description to create gift cards for unique experiences that highlight any service or occasion.' Below this, there is a blue button labeled 'Add New Gift Card' with a red arrow pointing to it.

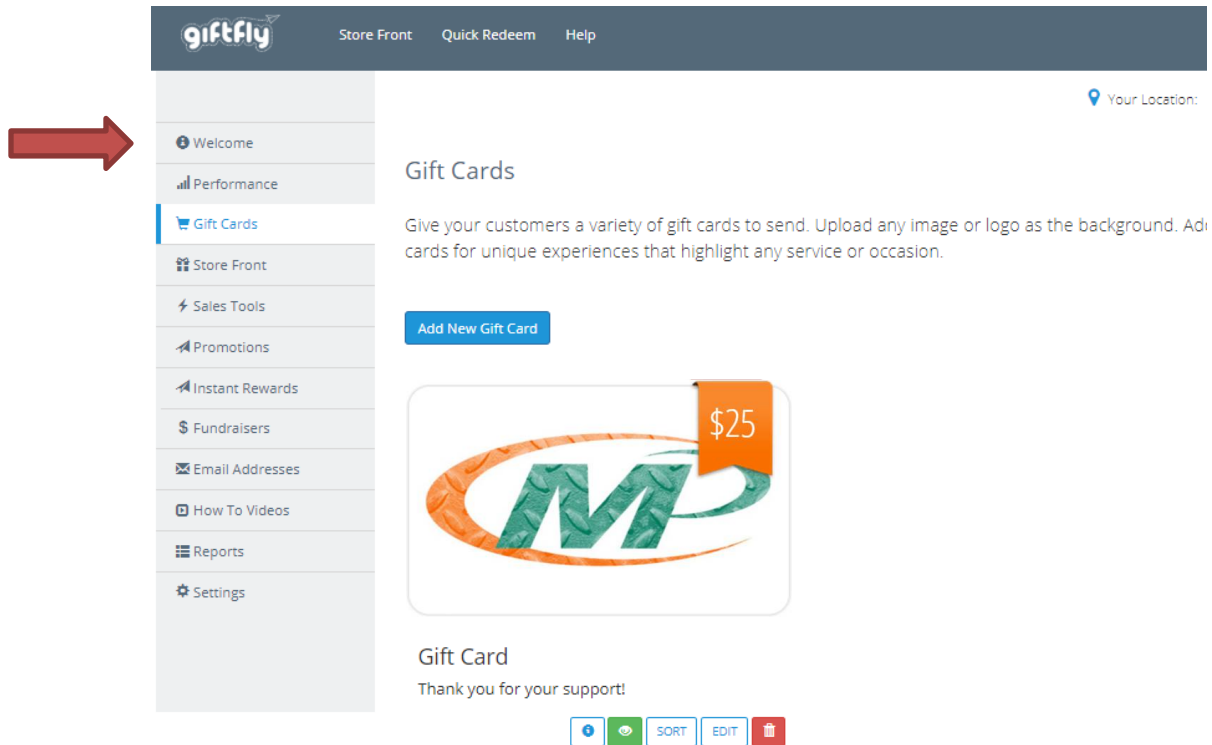
15. Follow each step by clicking “Next” to create your Gift Card:

The screenshot shows the 'Create Gift Card' interface with the 'BACKGROUND' step selected. The left sidebar contains navigation links: Welcome, Performance, Gift Cards (active), Store Front, Sales Tools, Promotions, Instant Rewards, Fundraisers, Email Addresses, How To Videos, Reports, and Settings. The main content area has a progress bar with four steps: BACKGROUND (selected), OVERLAY, AMOUNT, and DESCRIPTION. Below the progress bar, the text reads: 'Create your own gift card by either uploading your own image, or choosing one of our background colors or patterns. Be sure to make cards for every occasion, so that your loyal customers will come back often!'. A grid of 20 background options is displayed, including a color wheel, fireworks, stones, hearts, an American flag, a Christmas tree, gold confetti, a couple, champagne, a couple celebrating, a couple, candles, a rose, and gold coins. A preview on the right shows a blank card with a blue ribbon in the top right corner displaying '\$5'. A red arrow points to the 'NEXT →' button at the bottom right.

16. Once satisfied with your Gift Card, click “Create!”

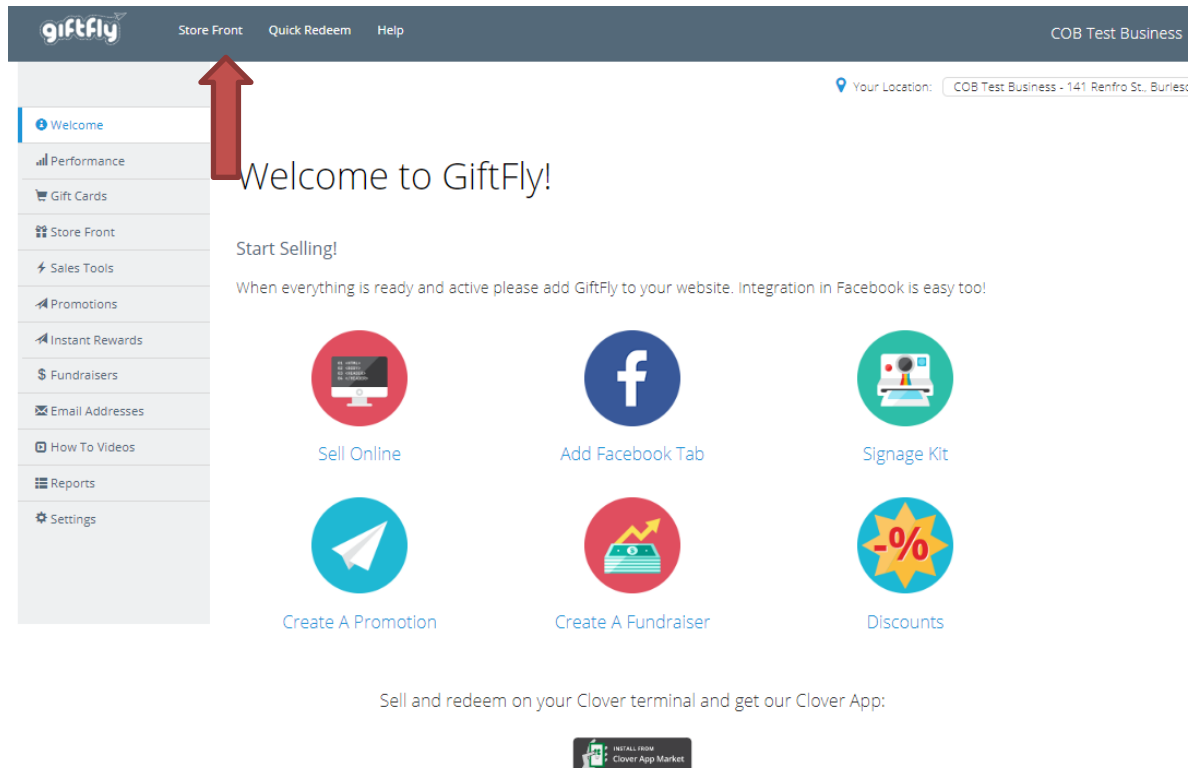
The screenshot shows the 'Create Gift Card' interface with the 'DESCRIPTION' step selected. The left sidebar is the same as in the previous screenshot. The main content area has a progress bar with four steps: BACKGROUND, OVERLAY, AMOUNT, and DESCRIPTION (selected). Below the progress bar, the text reads: 'Create your own gift card by either uploading your own image, or choosing one of our background colors or patterns. Be sure to make cards for every occasion, so that your loyal customers will come back often!'. The 'DESCRIPTION' section has two text input fields: 'NAME THIS CARD' (containing 'Gift Card') and 'DESCRIBE THIS CARD' (containing 'Thank you for your support!'). A preview on the right shows a card with a green and orange 'MP' logo and an orange ribbon in the top right corner displaying '\$25'. Below the preview, the text reads: 'Gift Card' and 'Thank you for your support!'. A red arrow points to the 'CREATE!' button at the bottom right.

17. Click “Welcome”



The screenshot shows the GiftFly dashboard. A red arrow points to the 'Welcome' menu item in the left sidebar. The main content area displays the 'Gift Cards' section, which includes a description, an 'Add New Gift Card' button, and a preview of a gift card with an 'MP' logo and a '\$25' value. Below the preview, there is a 'Gift Card' title and a 'Thank you for your support!' message, followed by social media sharing icons.

18. Click “Store Front” to view your public E-Store Front



The screenshot shows the GiftFly dashboard with the 'Store Front' menu item highlighted by a red arrow. The main content area displays the 'Welcome to GiftFly!' message, followed by 'Start Selling!' and a prompt to add GiftFly to the website. Below this, there are six icons representing different features: 'Sell Online', 'Add Facebook Tab', 'Signage Kit', 'Create A Promotion', 'Create A Fundraiser', and 'Discounts'. At the bottom, there is a section for 'Sell and redeem on your Clover terminal and get our Clover App:' with a button to 'INSTALL FROM Clover App Market'.


19. If you see the completed “Store Front”, you are done.

COB Test Business

Check Balance

\$0.00 | 0 items

CARD



Gift Card
Thank you for your support!

AMOUNT

25.00 ▼

SEND TO

☐ SEND TO MYSELF

RECIPIENT'S NAME

Friend's Name

RECIPIENT'S EMAIL ADDRESS

Friend's Email Address

☐ TEXT IT (OPTIONAL)

DELIVERY DATE

TITLE

Enter a title

MESSAGE

Enter a personalized message

FROM

SENDER'S NAME

Sender's Name

SENDER'S EMAIL ADDRESS

Sender's Email Address

ADD TO CART

20. If you receive an error, please double check all steps.

COB Test Business

Check Balance

We are sorry!

There are currently no Gift Cards available. Please visit us again soon!