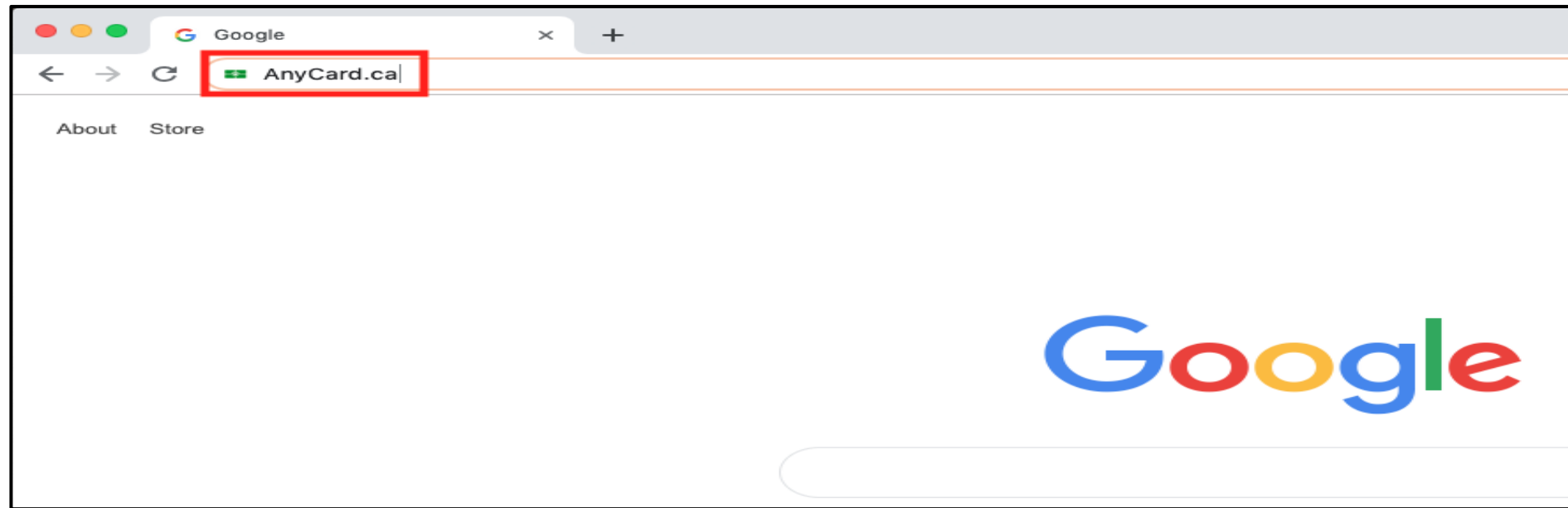


ANYCARD NEIGHBOURHOOD GIFT CARDS

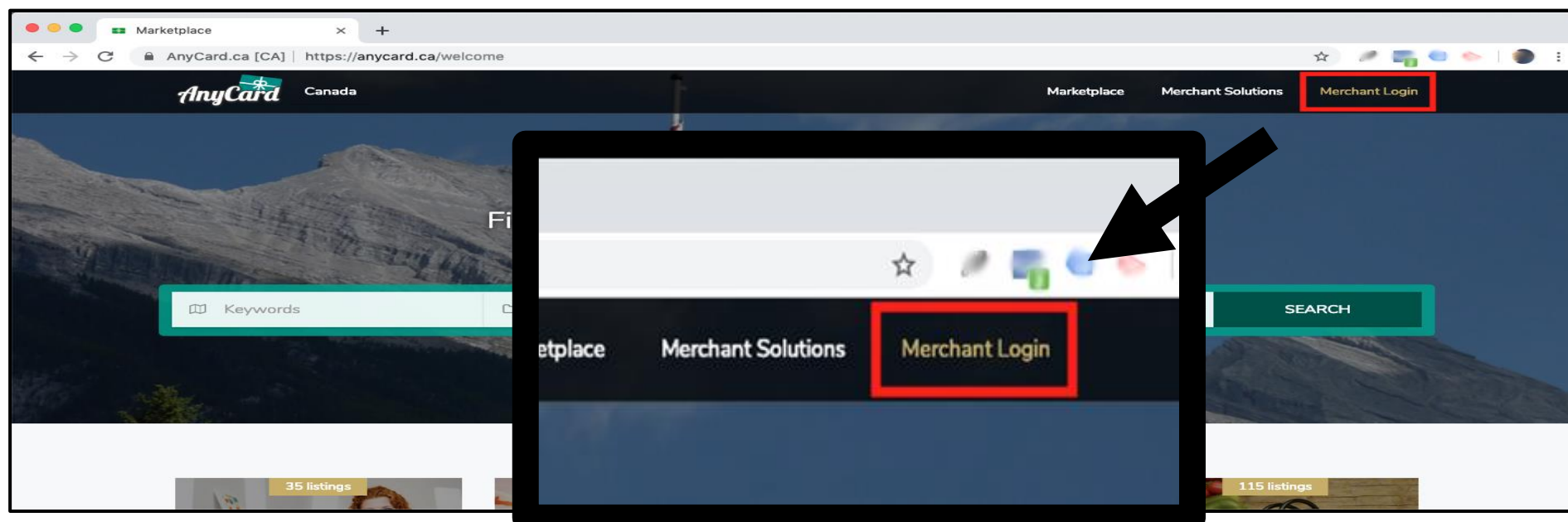
Merchant Manual



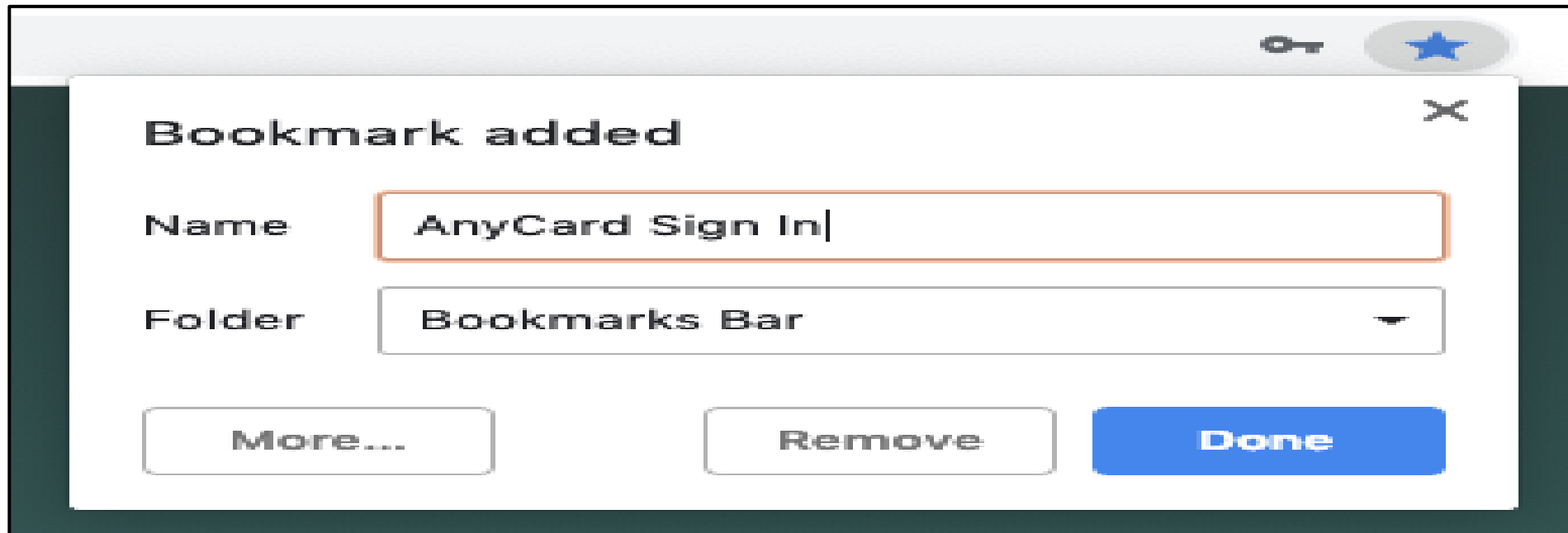
Go to **AnyCard.ca**.



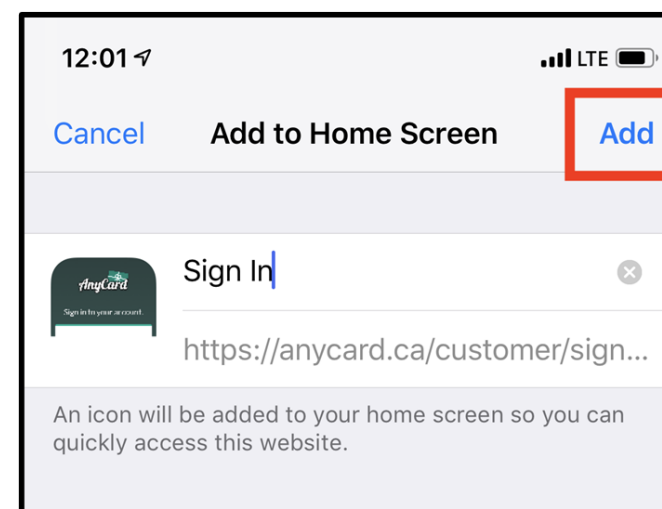
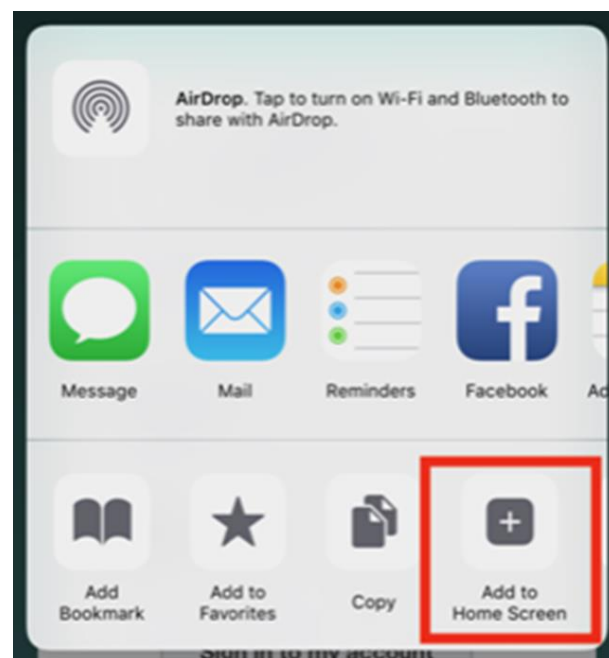
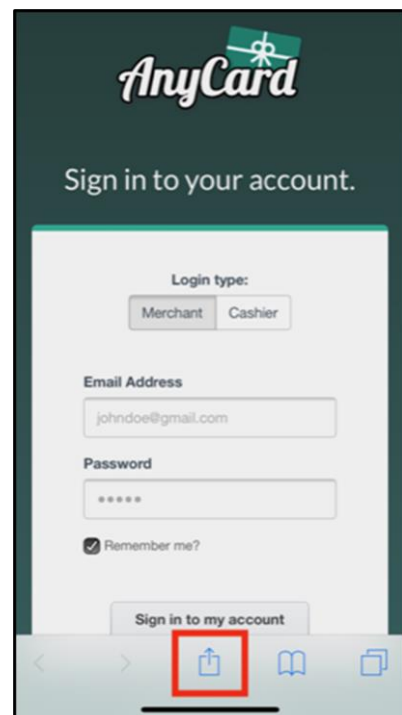
On the top right, click **Merchant Login**.



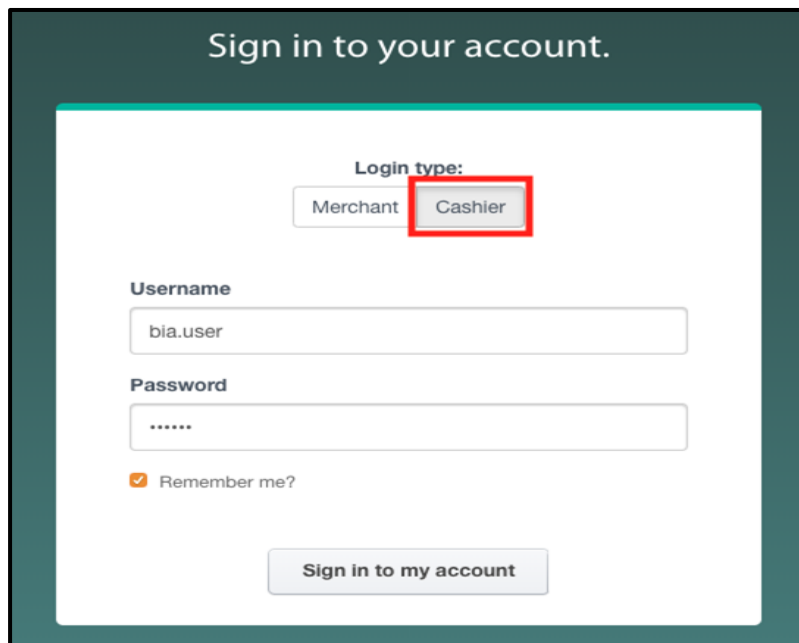
Bookmark the Login page.



OR On mobile, add the page to your **Homescreen**.



Always remember to select **Cashier** as the login type.
Enter your Cashier **Username** and **Password** and sign in.

A screenshot of a sign-in form titled "Sign in to your account." The form has a "Login type:" section with two buttons: "Merchant" and "Cashier". The "Cashier" button is highlighted with a red rectangle. Below this are fields for "Username" (containing "bla.user") and "Password" (containing "*****"). There is a "Remember me?" checkbox which is checked. At the bottom is a "Sign in to my account" button.

Sign in to your account.

Login type:
Merchant Cashier

Username
bla.user

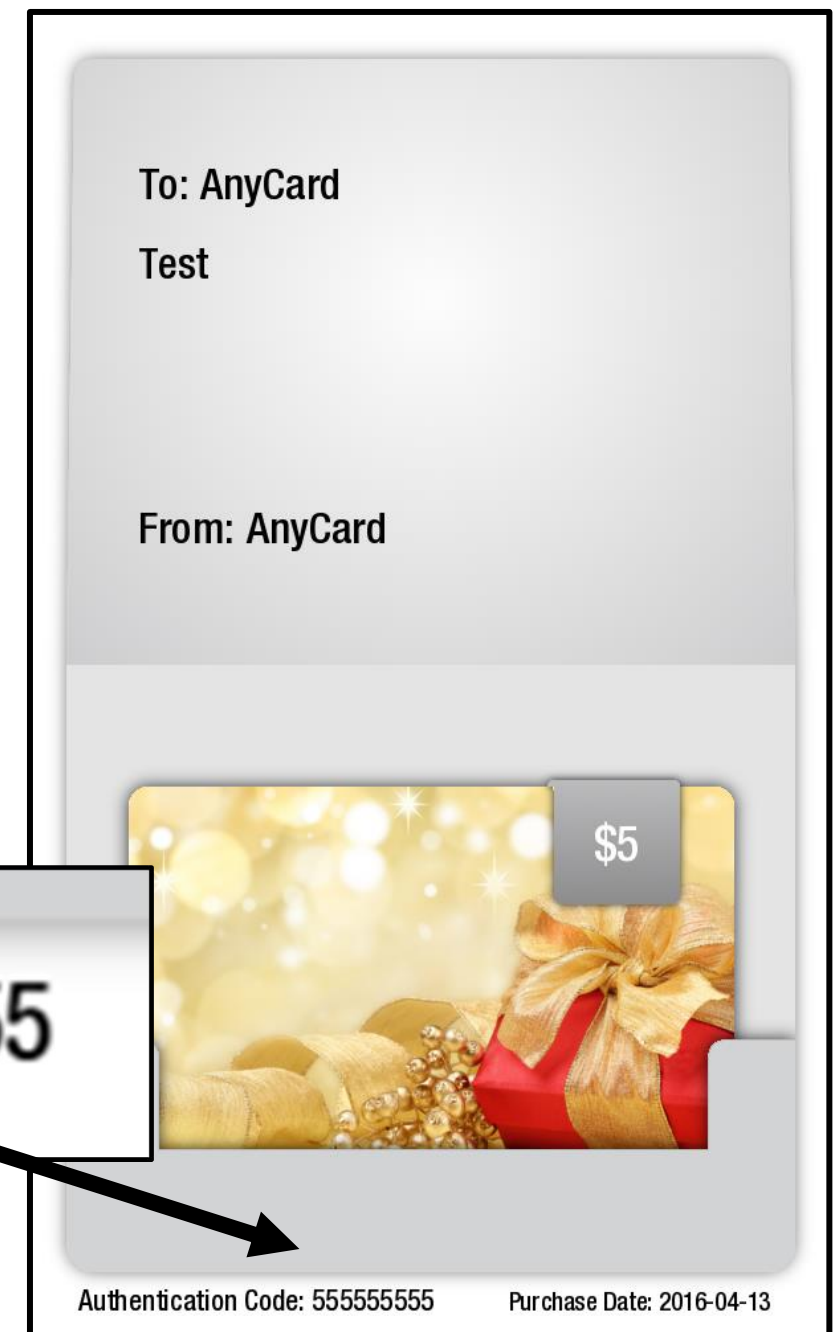
Password

☒ Remember me?

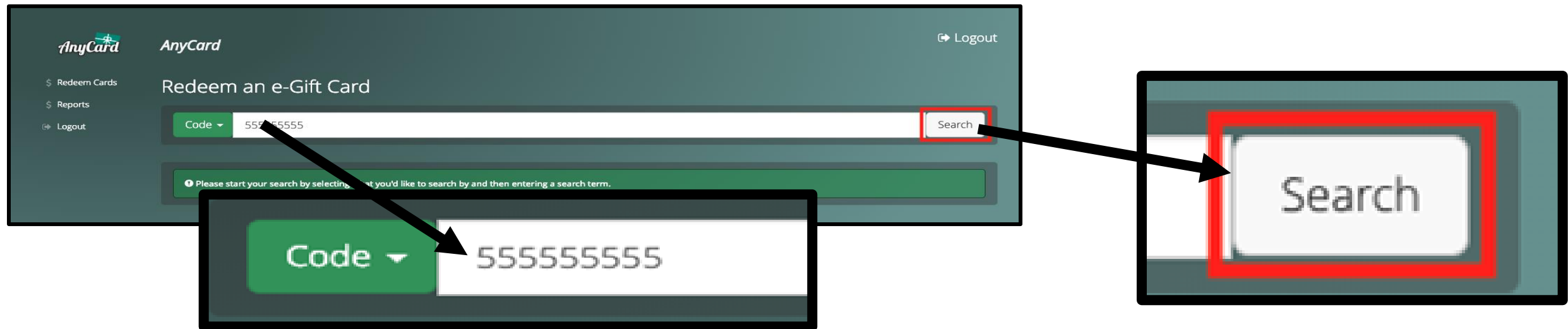
Sign in to my account

Locate the **9 digit Authentication Code**

Authentication Code: 555555555










Enter the **9 digit Authentication Code** and click **Search**.

A screenshot of the "Redeem an e-Gift Card" form. The form has a dark teal header with the "AnyCard" logo and a "Logout" link. Below the header, there's a "Code" dropdown menu with a green arrow pointing down, followed by a text input field containing "555555555". To the right of the input field is a "Search" button. A red box highlights the "Search" button. A black arrow points from the "Search" button to a larger, zoomed-in view of the "Search" button on the right. Another black arrow points from the "Code" dropdown menu to a larger, zoomed-in view of the "Code" dropdown menu and the input field below it.

Scroll down, enter the **Amount** to redeem and click **Process Transaction**.

A screenshot of the "Complete a Transaction" form. The form has a dark teal header with the text "Complete a Transaction". Below the header, there's a "Gift Card Balance" section with a "\$5.00" value. Below that is a "Transaction Amount" section with a "\$ 5" value. A red box highlights the "\$ 5" value. A black arrow points from the "\$ 5" value to a larger, zoomed-in view of the "\$ 5" value on the right. Another black arrow points from the "\$ 5" value to a larger, zoomed-in view of the "Process Transaction" button on the right. The "Process Transaction" button is a green button with white text. Below the "Process Transaction" button is a "Resend Gift Card" link.

Select the correct payment type within your Point of Sale to complete the transaction.

	AMEX
	MasterCard
	Visa
	Debit
	Discover
	Check
	AnyCard

The payment type may be called "AnyCard", or it may be called something else such as "E-Gift Card" or "Other".

Please refer to your Point of Sale provider for information on how to add a custom payment type.

DONE!

At any time, simply click the Chat icon on the bottom right corner to speak to one of our Support agents.



FREQUENTLY ASKED QUESTIONS

These are some of the questions we get asked the most.

Q: How do I get paid?

A: You will be paid via Electronic Funds Transfer (ETF). The funds will be automatically placed into the bank account provided to us.

Q: When do I get paid?

A: After your first redemption we will contact you for your payment information. Going forward, your payment will be sent the Monday following redemption.

Q: I forgot/lost my password, how do I recover it?

A: Contact us via Chat or Email and we will be able to re-send your password.

For any other inquiries, please feel free to contact us directly.

Email: info@anycard.co