COMMUNITY CA$H
MERCHANT REFERENCE GUIDE

MERCHANT PORTAL
After setting your password, you will log into the Merchant Portal here: **apps.conpoto.com**

PORTAL TABS:
Tab 1 – Redeem Certificates

You may manually redeem gift certificates by entering the six or seven-digit alphanumeric code that is located directly below the QR code on the gift certificate (refer to certificate example above - F3GA8Y).

Enter the code, and click "Validate Certificate."

The website will confirm that the code

Enter Certificate Code:

39E34H

Code was already redeemed on 3/1/2014 at MIKES BBQ. It is NOT valid.

VALIDATE CERTIFICATE

is valid. If the certificate has already been redeemed, or is expired, you will be notified immediately, and you should decline the certificate.

Tabs 2 & 3 – Manage Profile & Manage Locations

You will enter your contact, payment and initial location information during the registration process. You may add locations to your profile by clicking "Add Location Row."

Tab 4 – Manage Users

Allows you to add and delete users from your account. The portal will request the user's name, email and role. Their user id will be their email address.

Selecting "Redeem Only" will enable the new user to download the scanning app and redeem codes on the portal and mobile scanning app. Selecting "Merchant Admin" will enable the new user to download the scanning app and have full access the Merchant Portal.

The new user will receive an email with a link to set a password for their account. They will use this user id and password combination with both the mobile apps, and web portal.

Tab 5 – Redemption History:

Allows you to review all Gift Certificates that have been redeemed (either by scanning the QR Code or entering the six or seven-digit code into the web portal).

Start Date:	01/01/2014	End Date:	12/31/2014	SEARCH

Code	Purchase Date	Purchase Membership Org	Redemption Date	Redemption Location	Paid?	Certificate	Value
39E34H	3/1/2014	Membership Org User Documentation	3/1/2014	MIKES BBQ	Yes	$10 MainSTREET Certificate	$10.00
6CRQ6E	3/1/2014	Membership Org User Documentation	3/1/2014	MIKES BBQ	Yes	$20 MainSTREET Certificate	$20.00

Tab 6 – Payment History:

Allows you to review all payments processed by the Chamber. Clicking "View Details PDF" provides detail of each gift certificate that was paid.

Start Date: 01/01/2014	End Date: 12/31/2014	SEARCH	
Merchant	**Payment Date**	**Amount**	**Action**
MIKES BBQ	March 2, 2014 7:22am	$28.50	VIEW DETAILS PDF
	Total:	**$28.50**	

Tab 7 – Change Password:

Allows you to change your password. Any new password will need to be updated on the ConpotoScan app as well.

MOBILE SCANNING APP

Download the "ConpotoScan" mobile application to your iPhone or Android device from either the iOS App Store, or the Google Play Store for Android. You will use the "ConpotoScan" app to redeem gift certificates. There is NO fee to download the app.
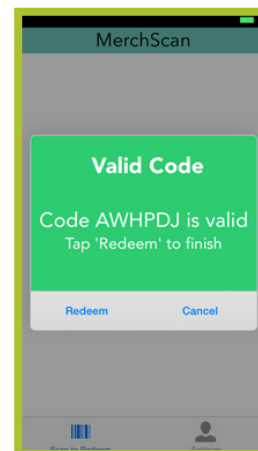
Once the app has been downloaded onto your smart phone, log into "ConpotoScan" with the SAME username and password as the Merchant Portal.

Example certificate a customer will present at purchase

Scanning the QR Code using the ConpotoScan App will redeem the Gift Certificate and prompt the Chamber to process your payment:
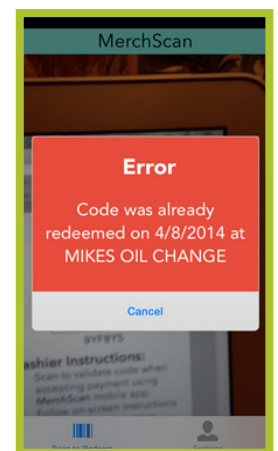
1. Open the ConpotoScan App on your iPhone or Android smartphone

2. Select "Scan to Redeem" in the lower left corner.

3. Scan the QR Code

4. The App will notify you if the Gift Certificate is valid, or if the Gift Certificate has already been used.

5. If it is valid, select "Redeem" to complete the transaction.

Valid Certificate

Certificate Has Been Used

TECHNICAL SUPPORT

If you have questions about the technology or mobile applications, please contact our Community Cash partner Conpoto:

Email: support@conpoto.zendesk.com
Phone: 866-980-9531