

# COMMUNITY CASH REDEMPTION GUIDE

## Conpoto Scan App Method

- 1) Open "Conpoto Scan" app from your smartphone or tablet (app can be downloaded from the App Store)
- 2) Login with Username and Password
- 3) Scan the QR code on the certificate -OR- Use "Enter Code" to enter the 6 or 7 digit code on the certificate

## Conpoto Merchant Portal Method

- 1) Go to [apps.conpoto.com](https://apps.conpoto.com) from smartphone, tablet or computer
- 2) Login to the Merchant Portal with Username and Password
- 3) Enter the 6 or 7 digit code on the certificate

## Reference Tips

Not sure if a certificate is valid? Don't worry! The software will confirm whether the certificate is valid or invalid.

Remember - certificates are single use. Check the options below for how your business will handle change:

- Give change in the form of a giftcard
- Give change back in cash
- No change given, certificate must be used in full

Username: \_\_\_\_\_ Password: \_\_\_\_\_