

COMMUNITY CASH REDEMPTION GUIDE

MerchScan App Method

- 1) Open "MerchScan" 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 digit code on the certificate

Conpoto Merchant Portal Method

- 1) Go to www.conpoto.com from smartphone, tablet or computer
- 2) Login to the Merchant Portal with Username and Password
- 3) Enter the 6 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: _____