



A Greater Vancouver Chamber Program

Powered By:  conpoto

SPEND IT LOCAL eGift Certificates Reference Guide

Questions

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

Email: support@conpoto.zendesk.com

Phone: 866-980-9531

Merchant Portal

After setting your password, you will log into the Merchant Portal from the following website: apps.conpoto.com

Validate Practice Codes

You can practice validating with the practices codes below.

Enter **ABC1234** in both the app and desktop portal to see how a 'good' code is accepted.

Enter **DEF5678** in both the app and desktop portal to see how a 'bad' code is rejected.

Please note, this practice code will not tell you where or when the certificate was used. A live certificate will alert you of when and where the certificate was used.

Mobile Scanning Apps

Download the "Conpoto Scan" mobile application to your iPhone or Android device from the iOS App Store, or the Google Play Store for Android. You will use the "Conpoto Scan" app to redeem community currency. There is NO fee to download the app.

Once the app has been downloaded onto your smart phone or tablet, log into "Conpoto Scan" with the SAME username and password as the Merchant Portal.



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Gift Certificate & Redeeming with Conpoto Scan App

Below is a representative example of a gift certificate that a customer will present at the time of purchase:



"Conpoto Scan" Mobile Redemption App

You can scan the QR code or enter the seven digit alphanumeric code to redeem a certificate using the Conpoto Scan app. Both will redeem the community currency and prompt the hosting organization to process your payment.

Scanning the QR Code:

1. Open the Conpoto Scan App on your iPhone or Android smart phone/tablet
2. Select "Scan" in the lower left corner.
3. Scan the QR Code
4. If it is valid, click on "Redeem" to complete the transaction and then "Ok"

Entering the six digit alphanumeric code:

1. Open the Conpoto Scan App on your iPhone or Android smart phone/tablet
2. Select "Enter Code" from the lower right corner
3. Enter the seven digit code and click validate
4. If it is valid, click on "Redeem" to complete the transaction and then "Ok"

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

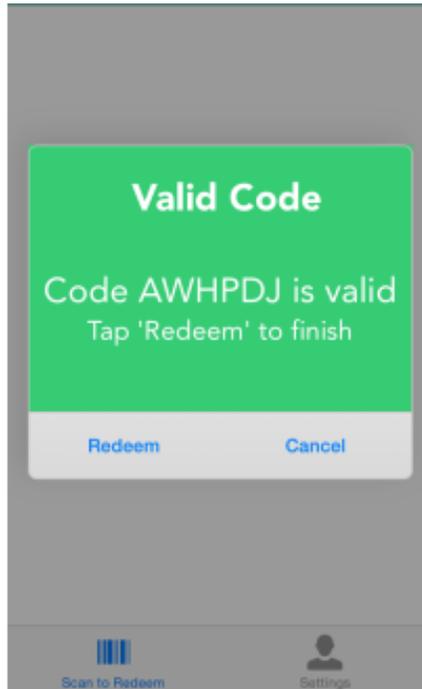
<https://www.vancouverusa.com/business-owners/spend-it-local-for-merchants/>



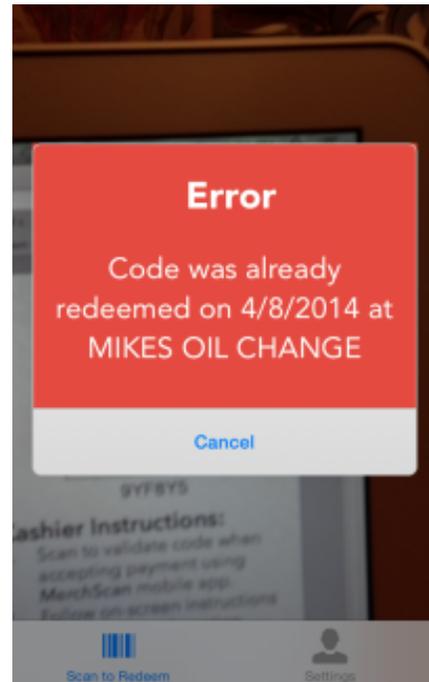
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Valid Certificate



Certificate Already Used



Merchant Portal

The Merchant Portal (<http://apps.conpoto.com/>) has five main menu options:

Dashboard:

Quick snapshot of the overall program and your redemptions.

Redeem

Enter the seven digit alphanumeric code, and click "Validate Code" to redeem a gift certificate. The website will confirm that the code is valid, or alert if the code has already been used, or is expired and should be declined.



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Merchant Portal Powered by conpoto

MERCHANT ONE Redeem Reports Settings Help

Hi, JOHN SMITH

Redeem

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Code was already fully redeemed on 7/8/2015 02:17 PM at MERCHANT ONE. It is NOT valid.

T9BP3Y

Validate Code

Reports:

- *Redemption History* - Enables you to search & view all Gift Certificates that have been redeemed at your location(s).

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MERCHANT ONE Redeem Reports Settings Help

Hi, JOHN SMITH

Redemption Report Redemption Report Payment Report

Start Date End Date

Code	Purchase Date	Purchased From	Redemption Date	Redemption Location	Paid?	Certificate	Redemption Amt
T9BP3Y	10/12/2014	West Coast Chamber	7/8/2015	HOPS AT 84 EAST	Yes	\$5 WEST COAST CASH	\$5.00
QH4Y84	10/12/2014	West Coast Chamber	7/8/2015	HOPS AT 84 EAST	Yes	\$5 WEST COAST CASH	\$5.00

- *Payment History* - Enables you to search & view all payments you have received from a Membership Org. Click "View Details PDF" to see more about each gift certificate that was paid.

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MERCHANT ONE Redeem Reports Settings Help

Hi, JOHN SMITH

Payment Report Redemption Report Payment Report

Start Date End Date

Paid By	Payment Date	Amount	Action
West Coast Chamber	July 13, 2015 8:44am	\$230.00	<input type="button" value="View Details PDF"/>
West Coast Chamber	June 22, 2015 3:37pm	\$13.80	<input type="button" value="View Details PDF"/>
West Coast Chamber	June 21, 2015 3:36pm	\$18.40	<input type="button" value="View Details PDF"/>
Total:		\$262.20	

Administration:

Settings (links to profile, location and users are on right side of screen):

- *Profile* - Enables you to view and edit key contact and payment information. Click "Save Profile" if changes are made.

<https://www.vancouverusa.com/business-owners/spend-it-local-for-merchants/>



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- *Locations* - Enables you to verify, add or delete location information. Select "Add Location Row" and fill in the fields to include a new location. Click "Save Changes" when finished adding, updating, or removing locations.
- *Users* - Enables you to edit and add users. Click "New User" and enter the user's name and email when prompted. Then Click "Save User". New users will have the ability to redeem only, with no access to reports or settings.

Change Password:

Click on the profile (upper right corner of screen) to access your User Profile where you can change your password, update your name, or set a default location (if you have more than one location configured). This menu will also let you logout of the portal.