



ST ALBANS GIFT CARD

USER GUIDE

Taking payments with a St Albans Gift Card is

as simple as taking any other card payment.

GET STARTED WITH THE ST ALBANS GIFT CARD

To accept the St Albans Gift Card, you will need to process a declined transaction through your card terminal. This enables us to pick up your Merchant ID and add it to a list of approved Merchant ID's. You do not need to install any software or additional hardware to accept the Gift Card. **If installing a new terminal, this will require relinking. Email admin@stalbansbid.com to re-link your business to the programme.**

CARD MACHINE WITH SWIPE FACILITY:

Swipe the Gift Card through the machine and the sales value will be deducted from the card balance.

CARD MACHINE WITHOUT A SWIPE FACILITY:

Enter the card number, expiry and CVV on your terminal to complete the sale, as you would when taking a payment over the phone.

ONLINE TRANSACTIONS:

If you take payments online, the customer enters the card number, expiry date and CVV on the payment page just like they would with any other debit or credit card.

ALL SYSTEMS:

In each of the instances described, the Gift Card transaction goes through like any other card sale. The customer's balance on the card is reduced by the amount of the sale and you receive the money just like you would for any other card payment.

IZETTLER:

1. Log into your iZettle Go app and activate the Payment Links feature in Settings.
2. Add the customer's products to your basket and select "Send Link" when you checkout.
3. Fill in your customer's name, description or a reference number.
4. Choose how to send the link: SMS, email or any messaging app installed on your device (Facebook Messenger, WhatsApp, etc).
5. Send the link and wait for your customer to pay.

SQUARE:

Square allows you to swipe magnetic stripe payment cards (without a chip) on your mobile device. The Square Reader for magnetic stripe cards included with your Square Reader is compatible with the latest version of the Square app on any supported device.

1. Open the Square app and firmly plug the card reader into the device's headset jack until you hear a 'click'.
2. Add items to the basket or tap the keypad icon to add custom amounts followed by the + sign. If you're using a supported barcode scanner, you can scan an item's barcode with an SKU saved to your item library.
3. Tap an item in the basket to add a description, create modifications, change the quantity, and apply tax (if applicable). Note: At least £1.00 needs to be charged to process a card payment.
4. Swipe the card smoothly and quickly through the reader with the magnetic strip facing the thick side of the reader.

SUMUP:

1. Log in to your SumUp App and enter the payment amount and a description (optional) or select an item from your products. Then tap "Charge". Note: We recommend that you enter a description as this will remind the customer of the transaction later and help you to avoid chargebacks.
2. For payment method, select "Payment Links".
3. You'll then be given the following options to share the payment link to your customer:
 - Show QR code: Your customer scans your business' QR code from your mobile using the camera of their smartphone.
 - Share payment link: Your customer receives the link via email, WhatsApp or any other messaging platform installed on your device.
 - Send via SMS: The link is shared with your customer via text message.
4. After your customer has entered their credit card details and confirmed the transaction, you should see that the transaction has been approved.

