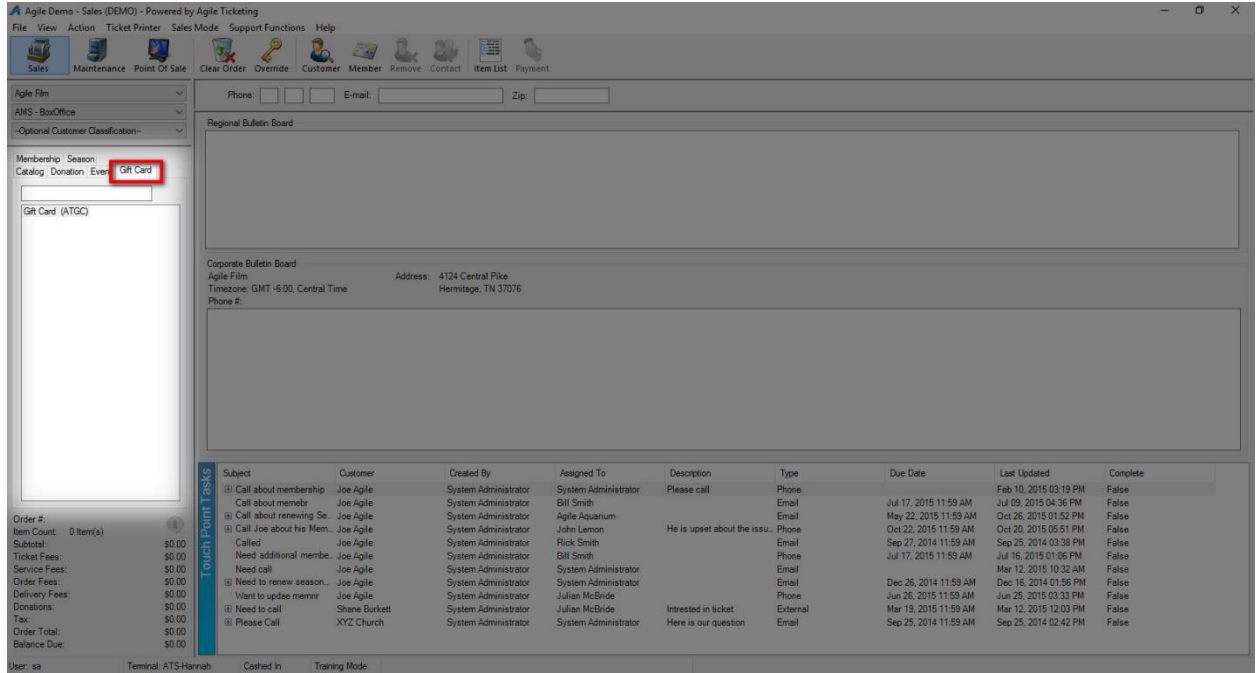


# Recharge A Gift Card

1. In Sales click the **Gift Card** tab.



2. Select your **Gift Card Program**.

3. In the **Recharge Amount** area, enter the monetary amount to be placed on the card.

Name	Sales Line Type
Film Cash	Gift Card

**Gift Card Amount**

+ 0 \$10.00

+ 0 \$20.00

+ 0 \$30.00

0 Enter Amount

40.00 Re-Charge Amount

4. Click **Add** in the bottom corner.
5. A pop-up will appear. Swipe the card or enter the gift card number.

Click **Ok**.

Gift Card Lookup

Number 3086090239128012

PIN 4807

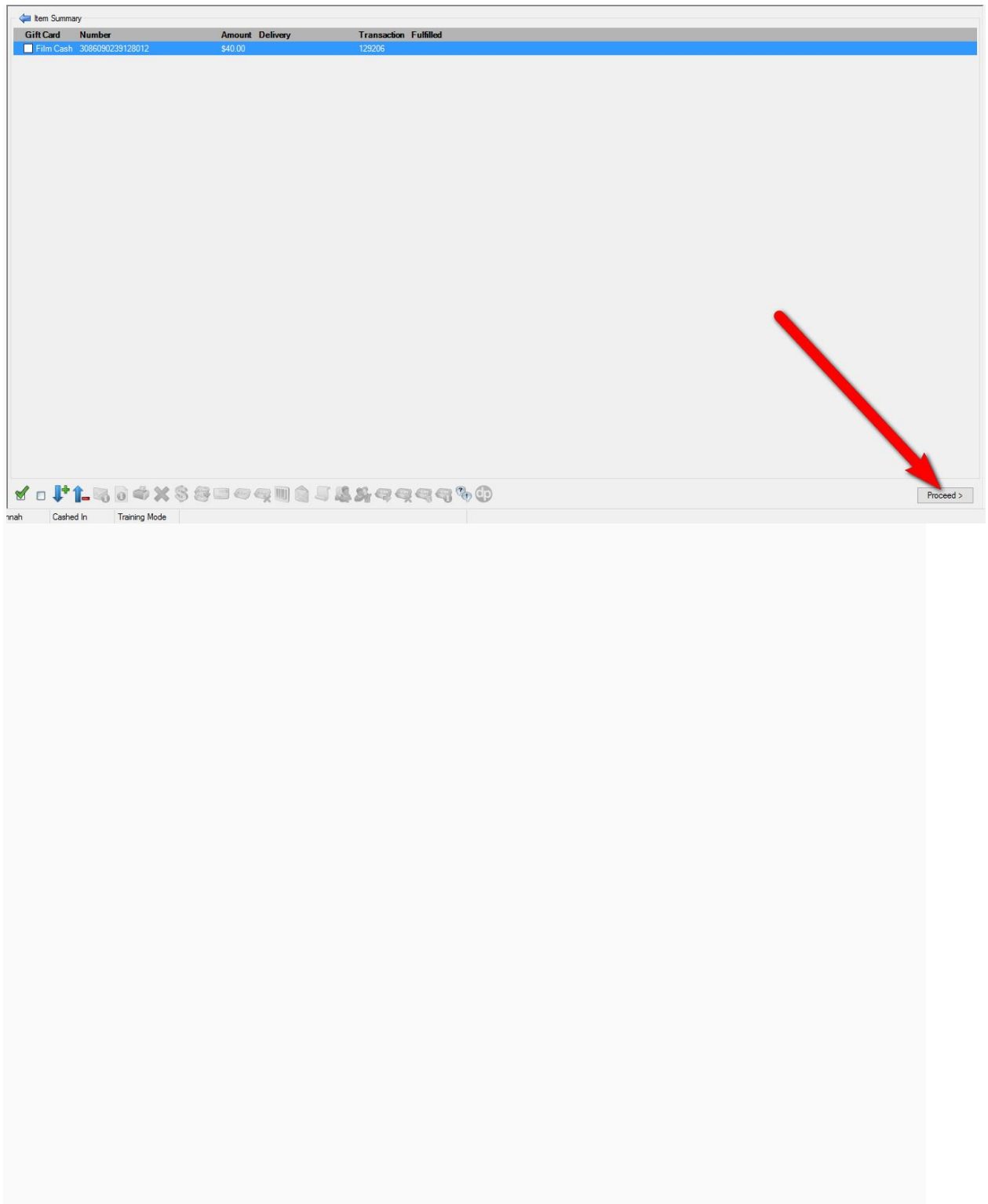
Current Balance: \$0.00

Search

Active

OK Cancel

6. Confirm the amount on the **Item Summary** page. If everything looks correct, click **Proceed**.



7. In the **Payment Screen**, process the payment and click **Apply Payment**.

Payment Information

Amount

Cash

(Choose Method)

- Cash
- Discover
- Gift Card - Film Cash
- MasterCard
- Visa

Expiration Date

(Mo.)  (Year)

Security Code

Training Mode Active

Summary Info

Transaction Number: 129206

Subtotal:	\$40.00
Delivery Fees:	\$0.00
Donations:	\$0.00
Tax:	\$0.00
Total:	\$40.00
Minimum Due:	\$40.00

Payment Total:  
Current Balance Due:

