Recharge A Gift Card

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



1. Select your **Gift Card Program**.
2. In the **Recharge Amount** area, enter the monetary amount to be placed on the card.



1. Click **Add** in the bottom corner.
2. A pop-up will appear. Swipe the card or enter the gift card number. Click **Ok**.                                          
3. Confirm the amount on the **Item Summary** page. If everything looks correct, click **Proceed**.



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

