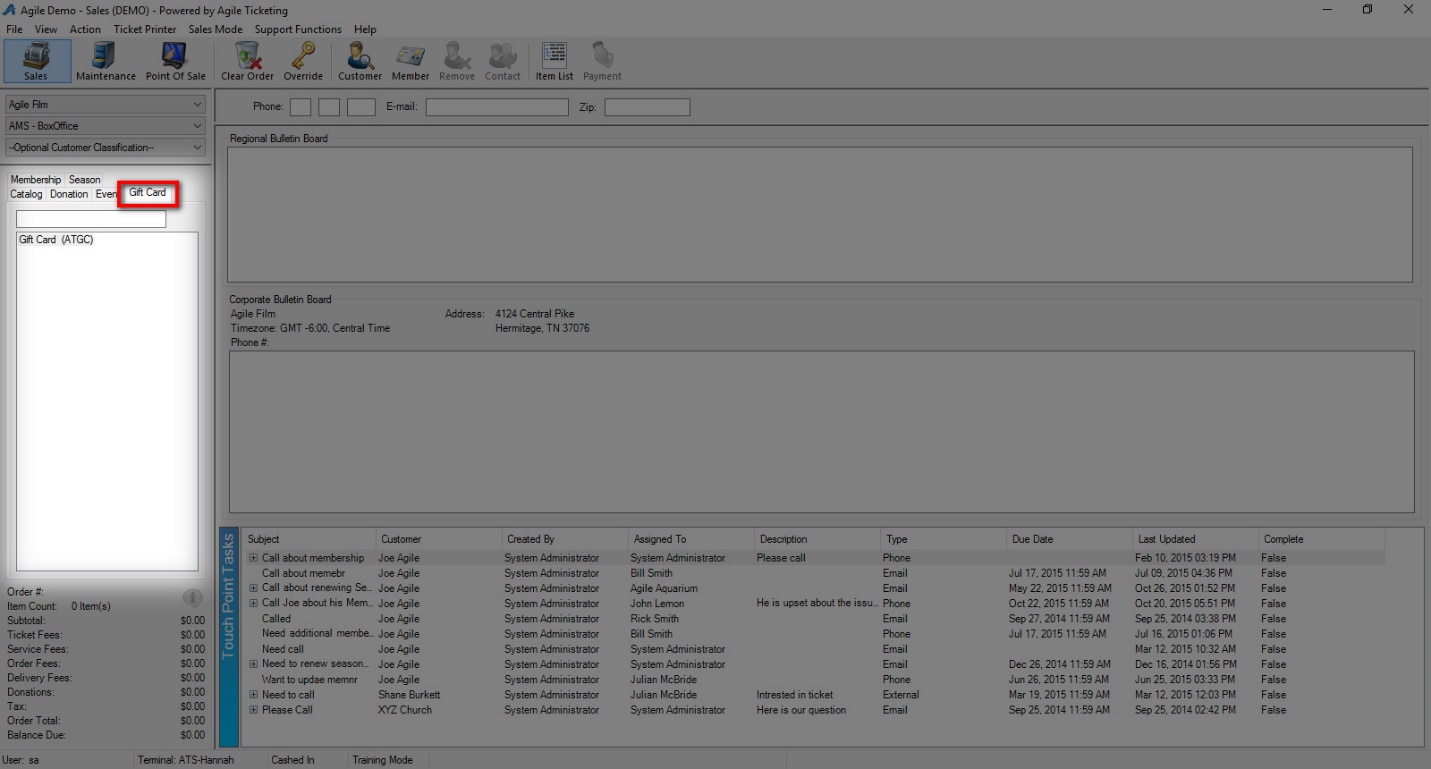
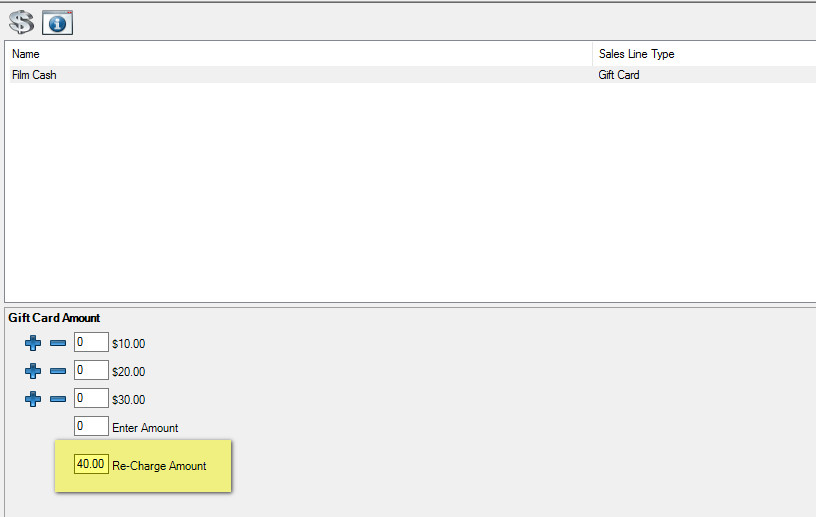
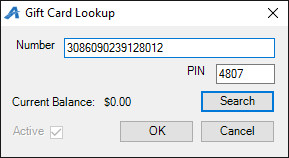
Recharge A Gift Card

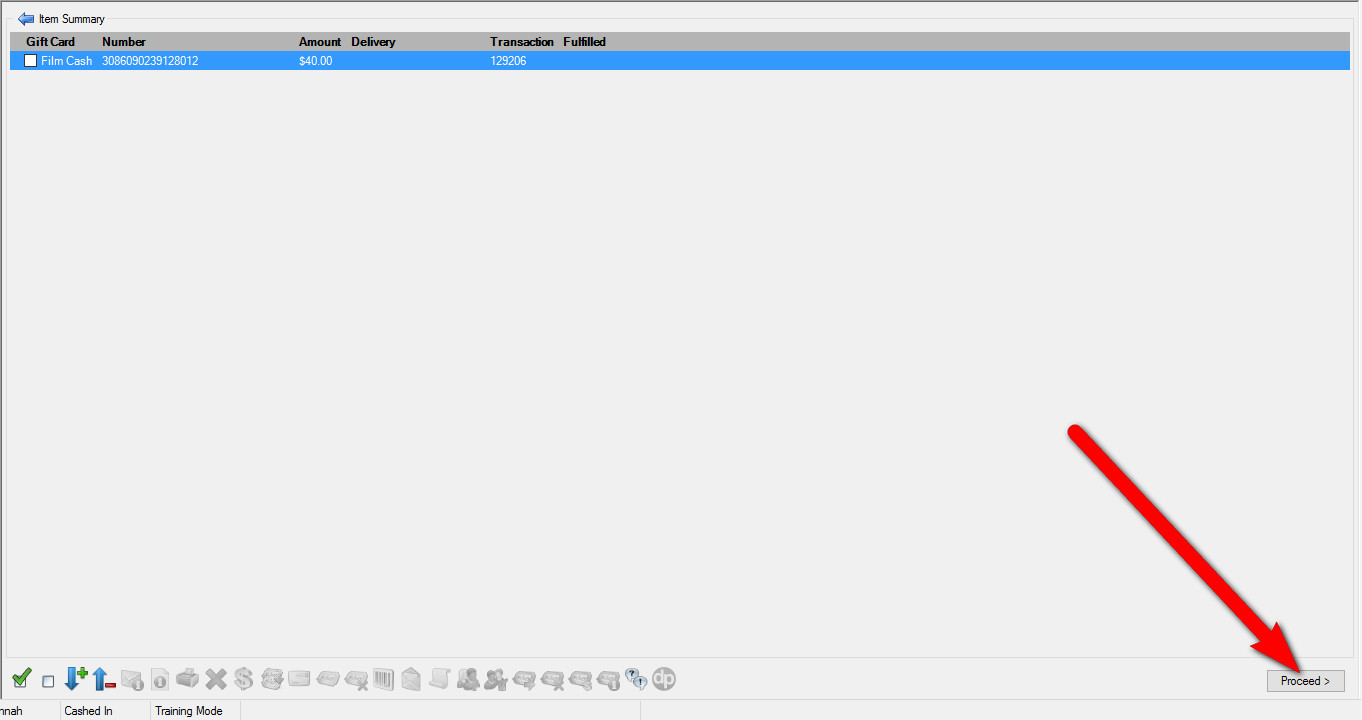
1. In **Sales** click the**Gift Card** tab.

[](https://support.agiletix.com/hc/en-us/article_attachments/203195663/Gift_Card_Tab.jpg)

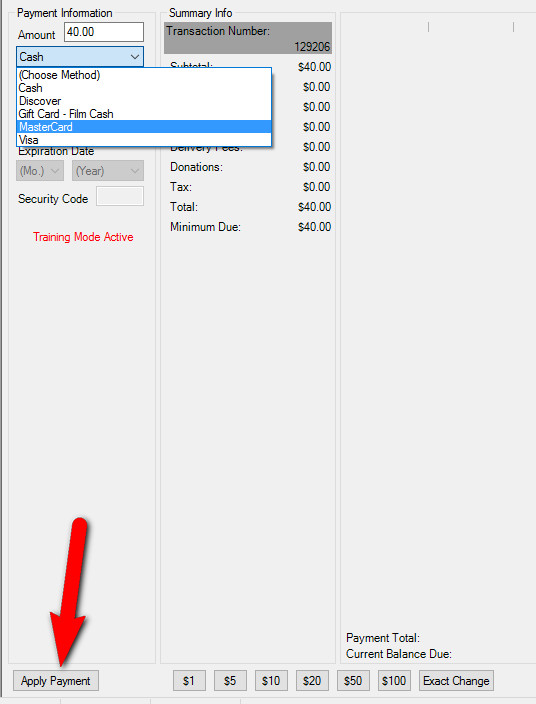
1. Select your **Gift Card Program**.
2. In the **Recharge Amount** area, enter the monetary amount to be placed on the card.

[](https://support.agiletix.com/hc/en-us/article_attachments/203046486/Re_Charge_amount_2.jpg)

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**.

[](https://support.agiletix.com/hc/en-us/article_attachments/203046476/Item_Summary_4.jpg)

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

[](https://support.agiletix.com/hc/en-us/article_attachments/203195673/Apply_Payment.jpg)