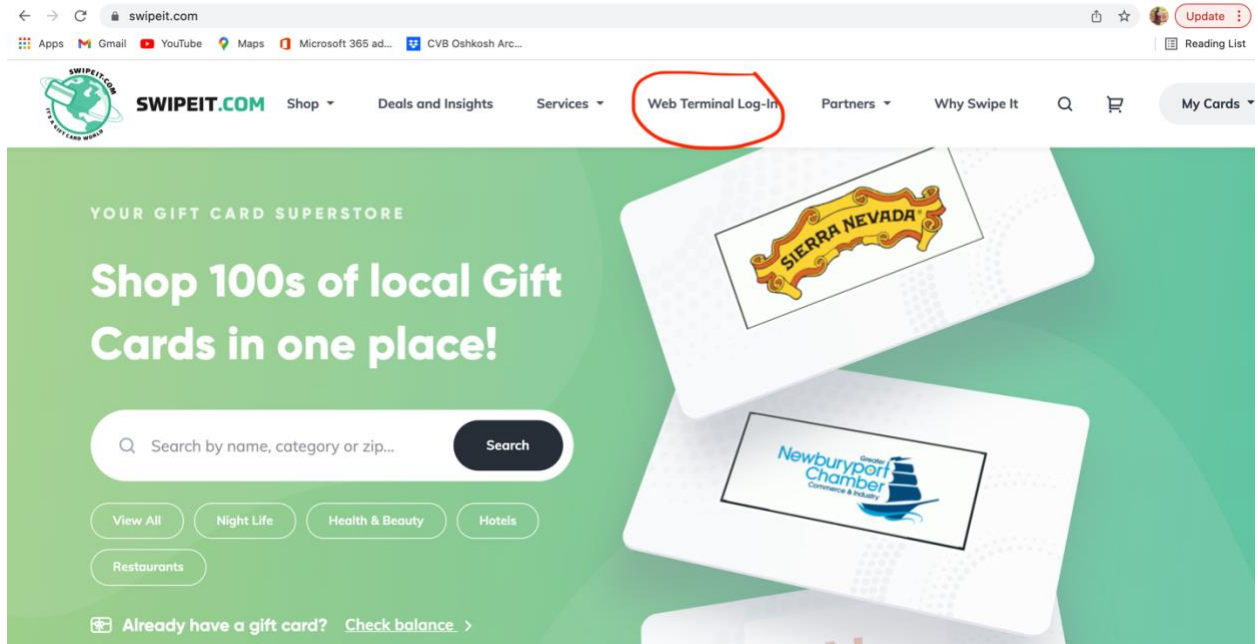


BID GIFT CARD INSTRUCTIONS

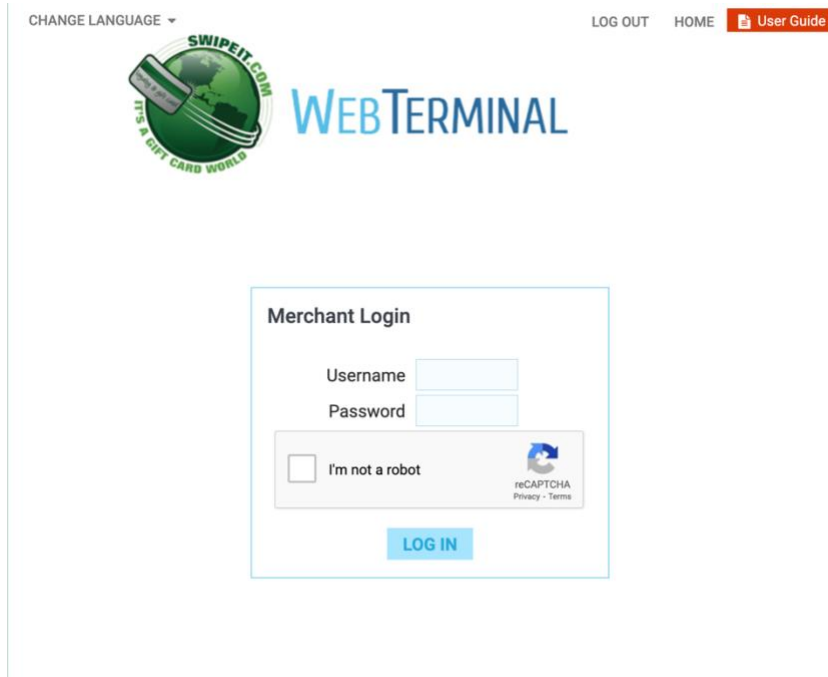
Username:

Password:

Open your browser and go to swipeit.com.



Enter your username and password.



To run a card, go to 'sale' and enter the card number and the total amount.

CHANGE LANGUAGE ▾ LOG OUT HOME [User Guide](#)

SWIPEIT.COM
IT'S A GIFT CARD WORLD

WEB TERMINAL

TRANSACTIONS REPORTS BATCH MAINTENANCE CONFIGURATION

GIFT

SALE TIP CREDIT/ACTIVATION REFUND VOID INQUIRY

Sale

The **Sale** function is used when the customer wishes to make a purchase using funds stored on their gift card. The amount is deducted from their available balance.

Card Number

Amount

Include cardholder information

To check how much is on the gift card, click 'inquiry' and enter the card number.

CHANGE LANGUAGE ▾ LOG OUT HOME [User Guide](#)

SWIPEIT.COM
IT'S A GIFT CARD WORLD

WEB TERMINAL

TRANSACTIONS REPORTS BATCH MAINTENANCE CONFIGURATION

GIFT

SALE TIP CREDIT/ACTIVATION REFUND VOID INQUIRY

Inquiry

The **Inquiry** function allows you to check the current balance on a gift card.

Card Number

Merchant statements are sent to the BID each night. Totals are counted each week and a check is cut by the BID and sent to businesses every Friday. Questions? Call Jessie Meidl at 920-303-9200 or email jessie@downtownshkosh.com.