

Defining a Gift Card Batch

When creating a batch of gift cards, there are a number of features that can make the process easier, as well as a number of parameters and choices that need to be defined before issuance.

To define your gift card batch, complete the following steps:

1. On the Issue Prepaid/Gift Cards page, select the Gift Card Type:
 - **e-Card** – This is an electronic gift card, while the other two choices are for physical cards.
 - **Prepaid / Gift (non-reloadable, non-refundable)**
 - **Prepaid / Gift (reloadable)**

The screenshot displays the 'Issue Prepaid/Gift Cards' interface. At the top, there's a navigation bar with 'Shift4 PAYMENTS | Lighthouse Transaction Manager' and a user profile 'Welcome, dweaver (Acct #24) | Sign Out'. Below the navigation, there are tabs for 'Transactions', 'Periodic Billing', 'It's Your Card', '4Go', 'Settings', 'User', and 'Help'. The main content area is titled 'Merchants' and contains a search bar. The form itself is divided into several sections:

- Gift Card Type:** Three radio buttons: 'e-Card', 'Prepaid / Gift (non-reloadable, non-refundable)', and 'Prepaid / Gift (reloadable)' (which is selected).
- Number of Cards:** A text input field containing '100'.
- Group:** A dropdown menu showing '00 - Unclassified'.
- OR**
- Import CSV:** A 'Choose File' button and the text 'No file chosen'.
- Preset Card Value:** An empty text input field.
- Expires:** A text input field followed by '(months)'. Below it are three radio buttons: 'from Activation', 'from Activation or Last Usage', and 'Expires on this Date:' (which is selected).
- Monthly Fee:** An empty text input field.
- Fee Delay:** A text input field followed by '(months)'. Below it are three radio buttons: 'from Today', 'from Activation', and 'from Activation or Last Usage' (which is selected).
- Maximum Fee Balance:** An empty text input field.
- Card Security Code:** Three radio buttons: 'All purchases', 'Manually keyed purchases', and 'Never' (which is selected).
- Other Options:** A checkbox for 'Preactivated'.
- Issued To:** A dropdown menu showing 'Unissued (in stock)'.
- Restrictions:** Two checkboxes: '0001 - Cash Rebates' and '0002 - Special Offer Card'. Below them is a 'Clear Restrictions' link.

 On the right side of the form, there are two informational boxes:

- Instructions:** A paragraph explaining that the page allows importing gift cards from a CSV file and that optional data in the CSV will override any field data shown on the screen.
- Column Name Descriptions:** A list of supported columns: 'CardNumber (Required) - Gift card number.', 'SecurityCode, CVV2 or Password - Gift card security code.', and 'Balance - Gift card balance.'

 At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

2. Enter additional batch settings:

- To specify the Number of Cards in the batch, enter the number of cards to create. The maximum recommended batch size is 5,000 cards.
- *(Optional)* To distinguish different types of cards, select a Group (if previously set up by your Account Administrator). For example: comp cards, promotional cards, reward cards, and gift cards.
- 3. *(Optional)* Next to Import CSV, depending on your browser, click **Browse** or **Choose File** to import an existing batch from a CSV file.



Requirement: The first line of the CSV file must contain column headers and, at a minimum, a column named "CardNumber". Optional columns for import are "Balance" and "CVV2". "Password" may be used instead of "CVV2". Additional columns may be present, but will not be imported.



WARNING! Any data included in the CSV file used for import will override any field configurations on the Issue Prepaid/Gift Cards page. For more information on the Import CSV feature, refer to the *Importing Card Numbers* document located in Lighthouse Transaction Manager Help.

4. Configure additional card parameters:

- *(Optional)* In the Preset Card Value field, enter a dollar value for each card in the batch. The default setting is blank.
- *(Optional)* In the Expires field, enter the number of months the cards in the batch will be active and select an option for when the timer will begin:
 - **from Activation**
 - **from Activation or Last Usage**
 - **Expires on this Date**
 - If you selected Expires on this Date, click in the field and select the desired date that all cards issued in the batch will expire. This feature will not work if you are importing card numbers.
- *(Optional)* In the Monthly Fee field, enter a fee amount. The default setting is blank.



Note: Some states allow merchants to charge a service fee, which is normally considered additional income. Review the escheatment laws for your state before setting up any service fees.

- *(Optional)* In the Fee Delay field, enter the number of months to lapse before charging a fee and select an option for when the timer will begin:

- **from Today**
- **from Activation**
- **from Activation or Last Usage**
- *(Optional)* In the Maximum Fee Balance field, enter a fee amount to set a balance amount for the application of card fees. Fees will begin when the balance is equal to or less than this amount.
- Select the desired Card Security Code setting:
 - **All purchases** – The Card Security Code will be required each time the gift card is used.
 - **Manually keyed purchases** – The Card Security Code will only be required if the card number is manually entered, such as an online purchase.
 - **Never** – The Card Security Code is never required. This is the default.
- *(Optional)* From the Other Options area, you have the option of selecting **Preactivated** to activate every card in the batch upon issuance. The default is to leave the Preactivated option cleared.
 - If you chose to preactivate your batch of cards, select the merchant the batch will be issued to from the Issued To list. If you did not choose to preactivate your cards, this option may be left blank for general use among multiple merchants.
- *(Optional)* From the Restrictions area, select any desired restrictions.



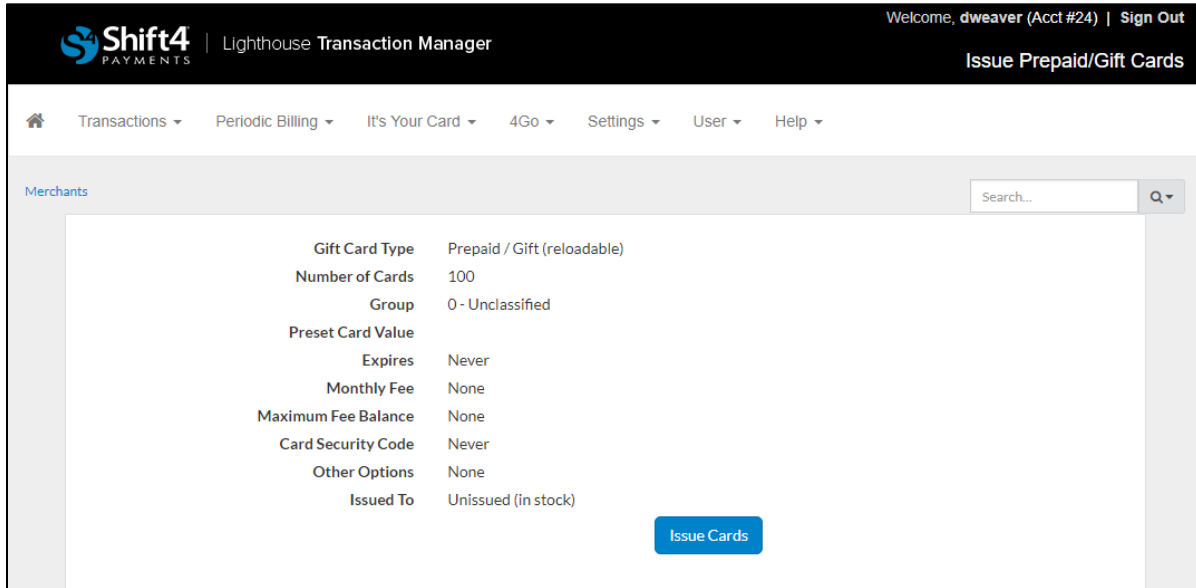
Note: Restrictions are created by an administrator under **It's Your Card > Restriction Maintenance**. For example, if a serial/account with multiple merchants (such as a spa, gift shop, and restaurant) wanted customers to only be able to use gift cards at the restaurant and gift shop, but not the spa, a restriction might be created called "Non-Spa." When selected, the restriction would exclude any of the gift cards issued in the batch from being used at the spa.

5. When you have finished making your configurations, click **Submit**.
6. Continue to the *Verifying Gift Card Issuance* section.

Verifying Gift Card Issuance

The Issue Prepaid/Gift Cards verification page opens after creating a gift card batch. Be sure to review the batch information displayed on the Issue Prepaid/Gift Cards verification page.

Once you have verified the batch information is correct, click **Issue Cards**. Use the back button on your browser to return to the Issue Prepaid/Gift Cards page if changes are needed.



After issuing the card batch, a banner displays at the top of the page confirming the gift card batch creation. It includes the number of cards created as well as the value of each card issued.

To create a file with the batch details for use outside of your Lighthouse Transaction Manager account, click the **Download CSV Delimited File** or **Download TAB Delimited File** link.

Using Gift Card Batches

IT'S YOUR CARD® (IYC) issues cards in logical batches. Batches are limited to 5,000 cards in a single batch; however, there is no limit on the number of batches that can be created. The intent of the batch size limitation is to keep the cards in workable groups for embossing, encoding runs, and inventory control purposes.

Issued batches can be exported for encoding gift cards or printing gift certificates. IYC can export the data in a CSV (comma separated variable) or TAB delimited format. Both formats export the same data columns and terminate each row with a CR/LF (carriage return/line feed). The only differences are how the columns are separated and whether or not string columns are quoted. Abbreviated examples of the two formats are shown below.

CSV Sample

	A	B	C	D	E	F	G	H	I	J
1	CardID	Status	CardNumberFormatted	CardHolderName	Expires	Balance	Track1	Track2	CVV2	
2	699	Inactive	0880 2406 4773 9314			0.00	B088024067739314	088024064	8000	
3	700	Inactive	0880 2431 6355 1329			0.00	B0880243163551329	088024316	5376	
4	701	Inactive	0880 2466 7927 3239			0.00	B0880246679273239	088024667	6205	
5	702	Inactive	0880 2491 9509 5144			0.00	B0880249195095144	088024919	7314	
6	703	Inactive	0880 2427 0280 8059			0.00	B0880242702808059	088024270	1821	
7	704	Inactive	0880 2452 2852 0066			0.00	B0880245228520066	088024522	1579	
8	705	Inactive	0880 2487 3434 2967			0.00	B0880248734342967	088024873	1031	
9	706	Inactive	0880 2413 5016 4872			0.00	B0880241350164872	088024135	3372	
10	707	Inactive	0880 2448 6687 6781			0.00	B0880244866876781	088024486	5836	
11	708	Inactive	0880 2473 8269 8696			0.00	B0880247382698696	088024738	1839	
12										

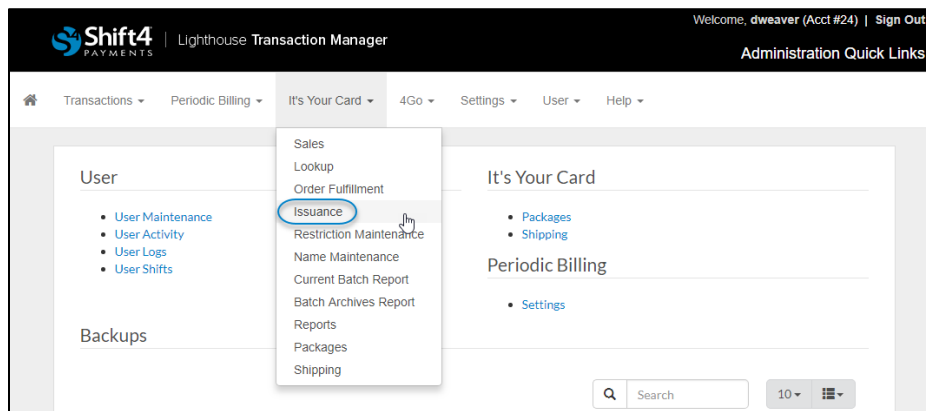
TAB Delimited Sample

CardID	Status	CardNumberFormatted	CardholderName	Expires	Balance	Track1	Track2	CVV2	
699	Inactive	0880 2406 4773 9314			00.00	B088024067739314	A431234360000000	0880240647739314=431234360000000	8000
700	Inactive	0880 2431 6355 1329			00.00	B0880243163551329	A431255510000000	0880243163551329=431255510000000	5376
701	Inactive	0880 2466 7927 3239			00.00	B0880246679273239	A431272350000000	0880246679273239=431272350000000	6205
702	Inactive	0880 2491 9509 5144			00.00	B0880249195095144	A431253860000000	0880249195095144=431253860000000	7314
703	Inactive	0880 2427 0280 8059			00.00	B0880242702808059	A431221400000000	0880242702808059=431221400000000	1821
704	Inactive	0880 2452 2852 0066			00.00	B0880245228520066	A431285050000000	0880245228520066=431285050000000	1579
705	Inactive	0880 2487 3434 2967			00.00	B0880248734342967	A431240330000000	0880248734342967=431240330000000	1031
706	Inactive	0880 2413 5016 4872			00.00	B0880241350164872	A431227690000000	0880241350164872=431227690000000	3372
707	Inactive	0880 2448 6687 6781			00.00	B0880244866876781	A431268200000000	0880244866876781=431268200000000	5836
708	Inactive	0880 2473 8269 8696			00.00	B0880247382698696	A431298820000000	0880247382698696=431298820000000	1839

Viewing Batch Information

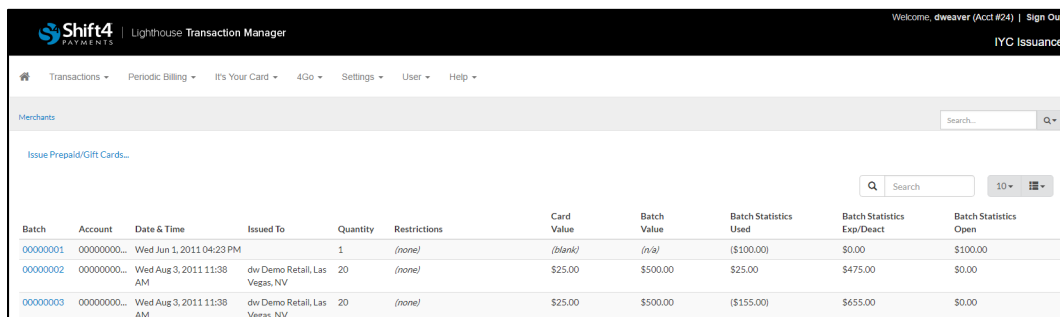
Gift card batches are displayed on the IYC Issuance page. To access the page, complete the following steps:

1. From the menu, select **It's Your Card > Issuance**.



2. The IYC Issuance page displays the following information:

- Batch – A sequential number assigned to each batch, and the link directs the user to the Gift Card Batch page where the batch's details can be viewed.
- Account – A unique identifier that distinguishes one company or enterprise from another.
- Date & Time – An automatic date and time stamp indicating when the batch was created.
- Issued To – Each batch of cards can be assigned to individual merchants or left unissued until activated.
- Quantity – The number of cards issued within each batch.
- Restrictions – Displays any restriction selected when creating the batch.
- Card Value – The dollar value of each card in the batch with a preset value.
- Batch Value – The total dollar value of all cards in the batch with a preset value.
- Batch Statistics – The batch's detailed usage is displayed. Three categories are provided:
 - Used – The total, settled dollar amount used by the gift card holder.
 - Exp/Deact – The total dollar amount that has expired or been deactivated.
 - Open – The total dollar amount that remains unsettled for the batch.



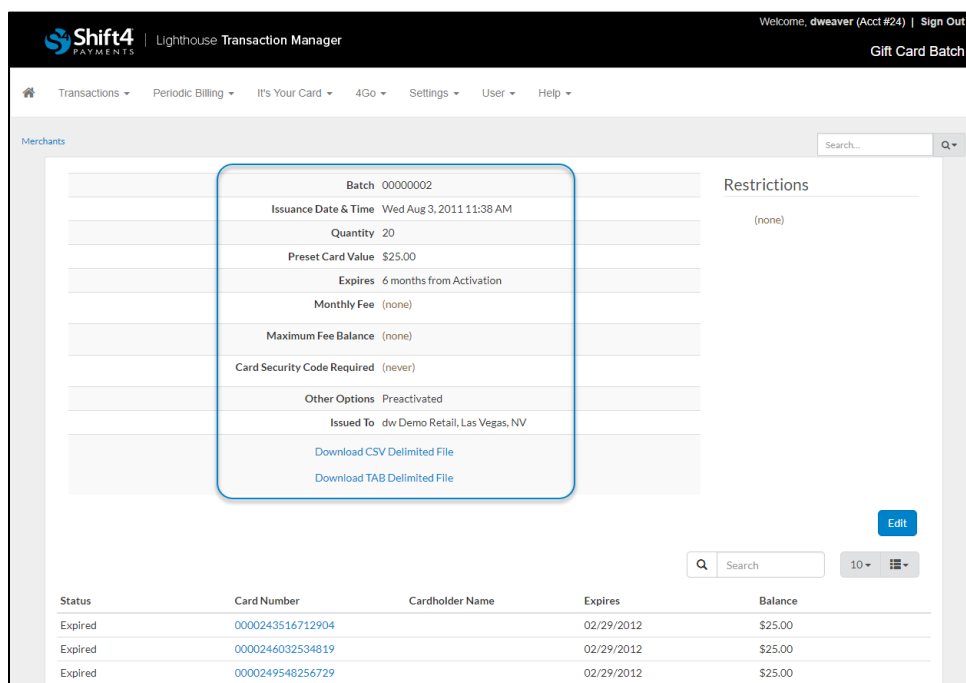
The screenshot shows the 'IYC Issuance' page in the Shift4 Lighthouse Transaction Manager. It features a search bar for 'Merchants' and a table of issued gift card batches. The table has columns for Batch, Account, Date & Time, Issued To, Quantity, Restrictions, Card Value, Batch Value, Batch Statistics Used, Batch Statistics Exp/Deact, and Batch Statistics Open.

Batch	Account	Date & Time	Issued To	Quantity	Restrictions	Card Value	Batch Value	Batch Statistics Used	Batch Statistics Exp/Deact	Batch Statistics Open
00000001	00000000...	Wed Jun 1, 2011 04:23 PM		1	(none)	(blank)	(n/a)	(\$100.00)	\$0.00	\$100.00
00000002	00000000...	Wed Aug 3, 2011 11:38 AM	dvr Demo Retail, Las Vegas, NV	20	(none)	\$25.00	\$500.00	\$25.00	\$475.00	\$0.00
00000003	00000000...	Wed Aug 3, 2011 11:38 AM	dvr Demo Retail, Las Vegas, NV	20	(none)	\$25.00	\$500.00	(\$155.00)	\$655.00	\$0.00

Batch Information

The Gift Card Batch page includes the following information for each batch:

- Batch – The ID number assigned to the batch of gift cards.
- Issuance Date & Time – An automatic date and time stamp indicating when the batch was created.
- Quantity – The number of gift cards in the batch.
- Preset Card Value – The dollar value of each card in the batch with a preset value.
- Expires – Any card expiration constraints set during issuance. For example, if Expires on this Date is selected, the expiration date will be displayed under the Expires column. Another example might be if a value was entered in the Expires field with from Activation selected, a date would be displayed when the card was sold indicating when the card would expire.
- Monthly Fee – Any monthly expiration fees or constraints set during issuance.
- Maximum Fee Balance – The fee will only be applied when the card balance is equal to or less than this amount.
- Card Security Code Required – Any Card Security Code requirements set during issuance.
- Other Options – Additional options selected for the batch.
- Issued To – Each batch of cards can be assigned to an individual merchant or left unissued until activated.
- Download [CSV or TAB] Delimited File – Batch information can be exported for encoding gift cards or printing gift certificates. Export formats include the same data; the only difference is how the columns are separated and whether or not string columns are quoted. Selectable options include **Download CSV Delimited File** and **Download TAB Delimited File**.
- Restrictions – Any restrictions set when the batch was created.



The screenshot displays the 'Gift Card Batch' page in the Shift4 Lighthouse Transaction Manager. The page header includes the Shift4 logo, 'Lighthouse Transaction Manager', and user information: 'Welcome, dweaver (Acct #24) | Sign Out'. A navigation menu contains 'Transactions', 'Periodic Billing', 'It's Your Card', '4Go', 'Settings', 'User', and 'Help'. The main content area is titled 'Merchants' and features a search bar. A central panel displays the following batch details:

- Batch: 00000002
- Issuance Date & Time: Wed Aug 3, 2011 11:38 AM
- Quantity: 20
- Preset Card Value: \$25.00
- Expires: 6 months from Activation
- Monthly Fee: (none)
- Maximum Fee Balance: (none)
- Card Security Code Required: (never)
- Other Options: Preactivated
- Issued To: dw Demo Retail, Las Vegas, NV

Below these details are two links: 'Download CSV Delimited File' and 'Download TAB Delimited File'. To the right, a 'Restrictions' section shows '(none)'. An 'Edit' button is located at the bottom right of the details panel. At the bottom of the page, there is a search bar and a table with the following data:

Status	Card Number	Cardholder Name	Expires	Balance
Expired	0000243516712904		02/29/2012	\$25.00
Expired	0000246032534819		02/29/2012	\$25.00
Expired	0000249548256729		02/29/2012	\$25.00

Card Information

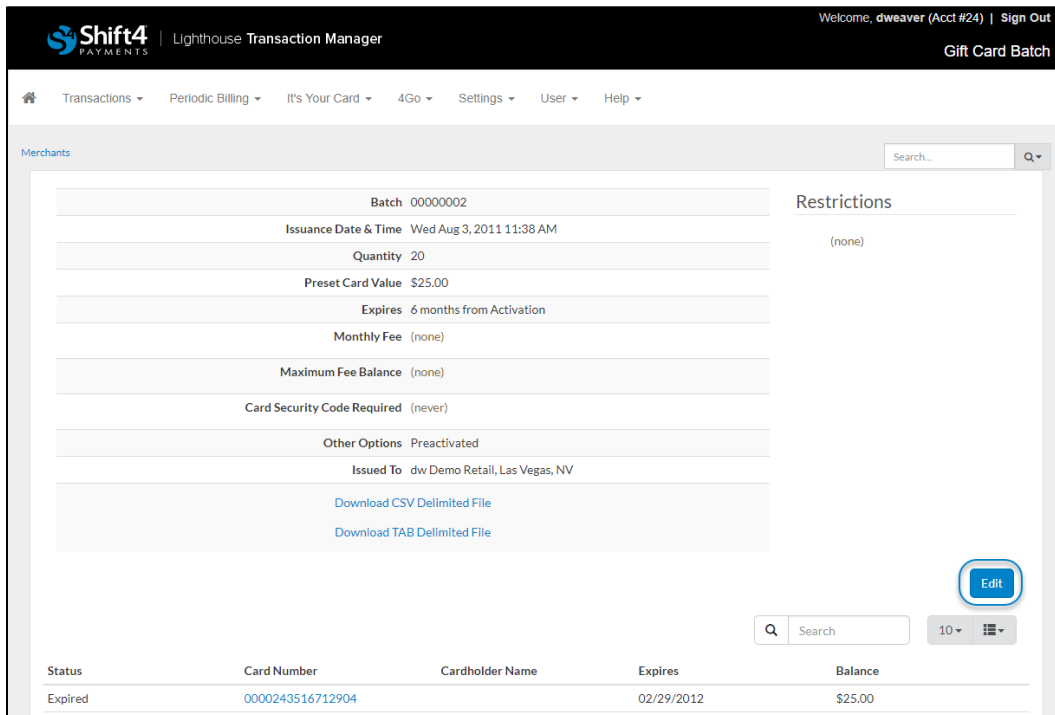
The Gift Card Batch page also provides basic information about each individual card in the batch. The Gift Card Batch page includes the following information for each card:

- Status – The current status of the card. The possible statuses include Active, Inactive, Expired, or Deactivated.
- Card Number – The gift card number. Click the card number to view detailed information about each card.
- Cardholder Name – The name of the person to whom the card is issued. Cardholder Name only displays if the information was added at purchase.
- Expires – Any defined expiration date will be displayed.
- Balance – The current unsettled balance on the card. (This does not reflect a balance on hold.)
- Notes – If the card has been deactivated, the selected reason for deactivation is displayed here.

Editing a Gift Card Batch

To globally edit settings for an entire batch of gift cards, complete the following steps:

1. From the menu, select **It's Your Card > Issuance**.
2. On the IYC Issuance page, select the desired batch.
3. On the Gift Card Batch page, click **Edit**.



The screenshot displays the 'Gift Card Batch' page in the Shift4 Lighthouse Transaction Manager. The page header includes the Shift4 logo, 'Lighthouse Transaction Manager', and user information: 'Welcome, dweaver (Acct #24) | Sign Out'. The page title is 'Gift Card Batch'. A navigation menu includes 'Transactions', 'Periodic Billing', 'It's Your Card', '4Go', 'Settings', 'User', and 'Help'. A search bar is located in the top right corner.

The main content area shows details for a specific batch:

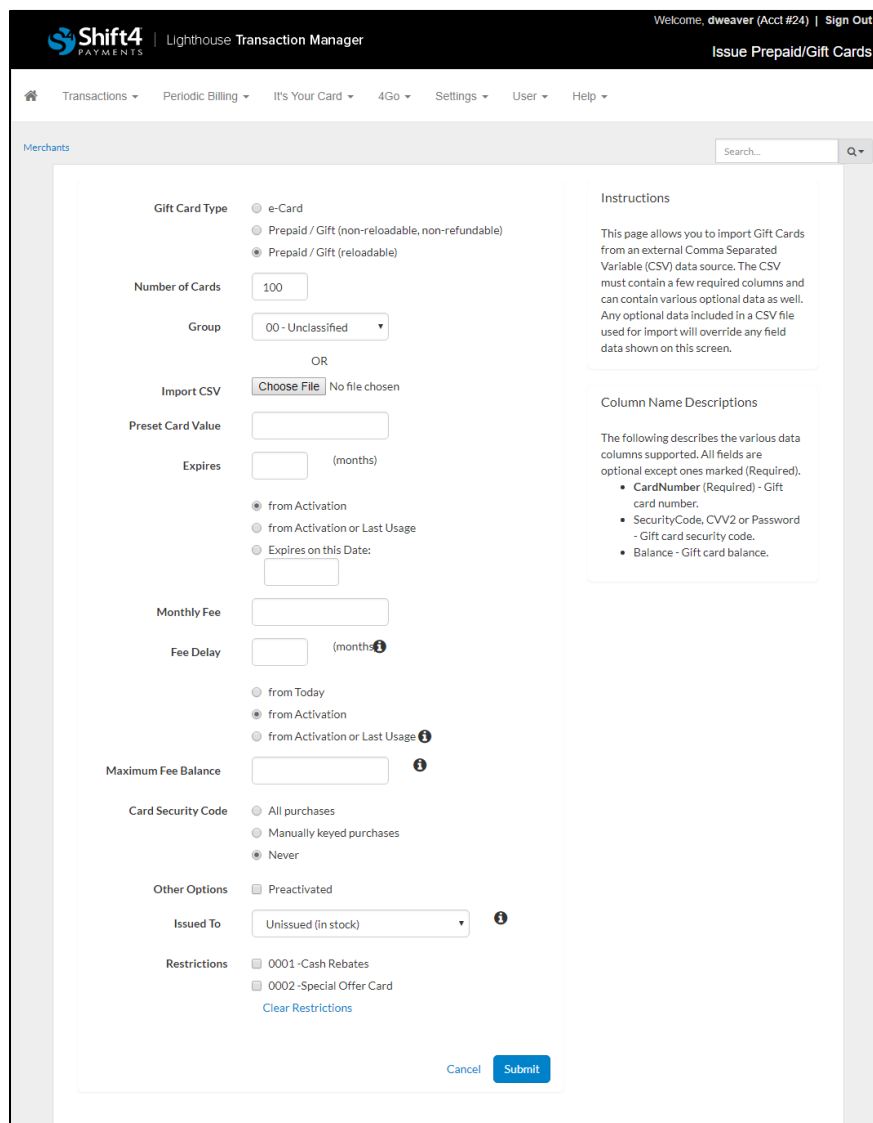
- Batch:** 00000002
- Issuance Date & Time:** Wed Aug 3, 2011 11:38 AM
- Quantity:** 20
- Preset Card Value:** \$25.00
- Expires:** 6 months from Activation
- Monthly Fee:** (none)
- Maximum Fee Balance:** (none)
- Card Security Code Required:** (never)
- Other Options:** Preactivated
- Issued To:** dw Demo Retail, Las Vegas, NV

There are two links for downloading files: 'Download CSV Delimited File' and 'Download TAB Delimited File'. An 'Edit' button is visible in the bottom right corner of the details section.

At the bottom of the page, there is a table with the following columns: Status, Card Number, Cardholder Name, Expires, and Balance.

Status	Card Number	Cardholder Name	Expires	Balance
Expired	0000243516712904		02/29/2012	\$25.00

4. Many of the same options available when issuing a batch are also available for editing. Make any desired changes to the batch.
 - Two options that are not available when issuing cards but are available when editing cards are located in the Edit All Cards section.
 - **Blank out Card Security Code** – This option allows you to blank out all of the card security code numbers that may have been uploaded or previously defined in the batch.
 - **Blank out Swipe Signature** - This option allows you to blank out any signature swipe data that was uploaded or predefined for all cards in the batch.
5. When you have made your changes, click **Submit**.



The screenshot shows the 'Issue Prepaid/Gift Cards' form in the Shift4 Lighthouse Transaction Manager. The form is divided into several sections:

- Gift Card Type:** Radio buttons for 'e-Card', 'Prepaid / Gift (non-reloadable, non-refundable)', and 'Prepaid / Gift (reloadable)'. 'Prepaid / Gift (reloadable)' is selected.
- Number of Cards:** Text input field containing '100'.
- Group:** Dropdown menu showing '00 - Unclassified'.
- OR**
- Import CSV:** 'Choose File' button and 'No file chosen' text.
- Preset Card Value:** Text input field.
- Expires:** Text input field followed by '(months)'. Radio buttons for 'from Activation', 'from Activation or Last Usage', and 'Expires on this Date:'. 'from Activation' is selected.
- Monthly Fee:** Text input field.
- Fee Delay:** Text input field followed by '(months)'. Radio buttons for 'from Today', 'from Activation', and 'from Activation or Last Usage'. 'from Activation' is selected.
- Maximum Fee Balance:** Text input field.
- Card Security Code:** Radio buttons for 'All purchases', 'Manually keyed purchases', and 'Never'. 'Never' is selected.
- Other Options:** 'Preactivated' checkbox.
- Issued To:** Dropdown menu showing 'Unissued (in stock)'.
- Restrictions:** Checkboxes for '0001 -Cash Rebates' and '0002 -Special Offer Card'. A 'Clear Restrictions' link is below.

On the right side, there is an 'Instructions' section and a 'Column Name Descriptions' section. The 'Instructions' section explains that the page allows importing Gift Cards from a CSV file. The 'Column Name Descriptions' section lists required and optional columns: CardNumber (Required), SecurityCode, CVV2 or Password, and Balance.

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.



Note: If Expires on this Date was configured for the batch, it cannot be changed by editing the batch. However, the date can be changed when editing an individual card.

6. *(If applicable)* After clicking **Submit** with Blank out Card Security Code or Blank out Swipe Signature selected, the message displayed below will appear. Click **Ok** to save your changes. If you download the CSV file after saving your changes, you will notice that both the track data fields and the card security code data are now blank.

