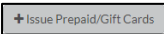


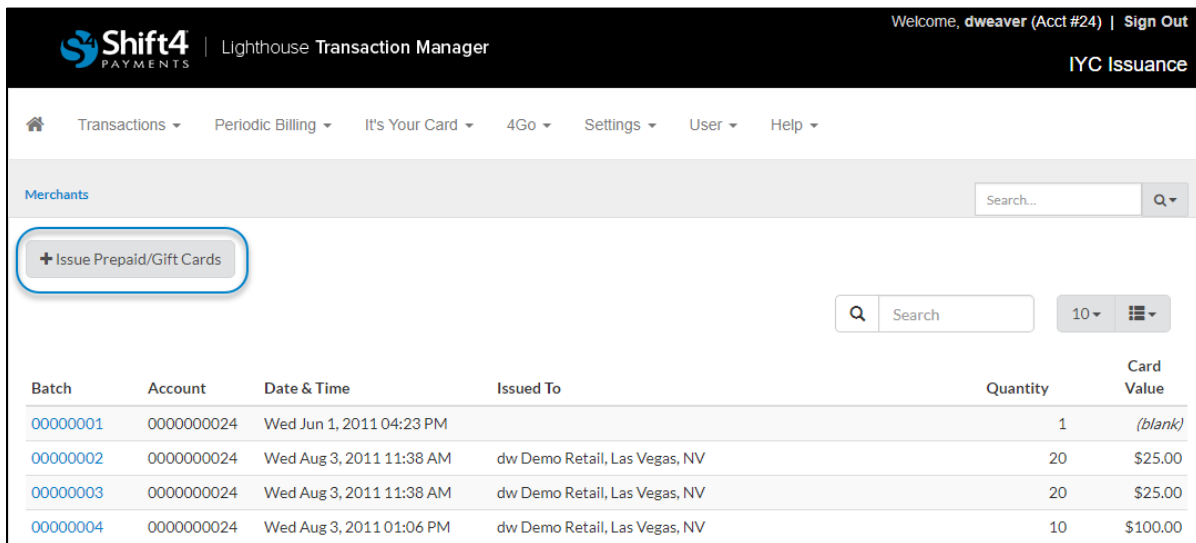
Importing Card Numbers

If a merchant has pre-existing gift cards, the card numbers can be imported into Lighthouse Transaction Manager to be used as IT'S YOUR CARD® (IYC) card numbers; or, if a merchant wants to issue a batch of IYC gift cards with card information supplied by a gift card manufacturer, it is also possible to import the gift card data into Lighthouse Transaction Manager.

Importing Preexisting Card Numbers into Lighthouse Transaction Manager

The Issue Prepaid/Gift Cards page allows for the importation of pre-existing gift card numbers for issuance. To import a batch of pre-existing gift cards, complete the following steps:

1. From the menu, select **Transactions > Select Merchant**.
2. On the Select Merchant page, select the merchant the gift card batch will be imported into. If needed, click **Submit**.
3. From the menu, select **It's Your Card > Issuance**.
4. On the IYC Issuance page, click .

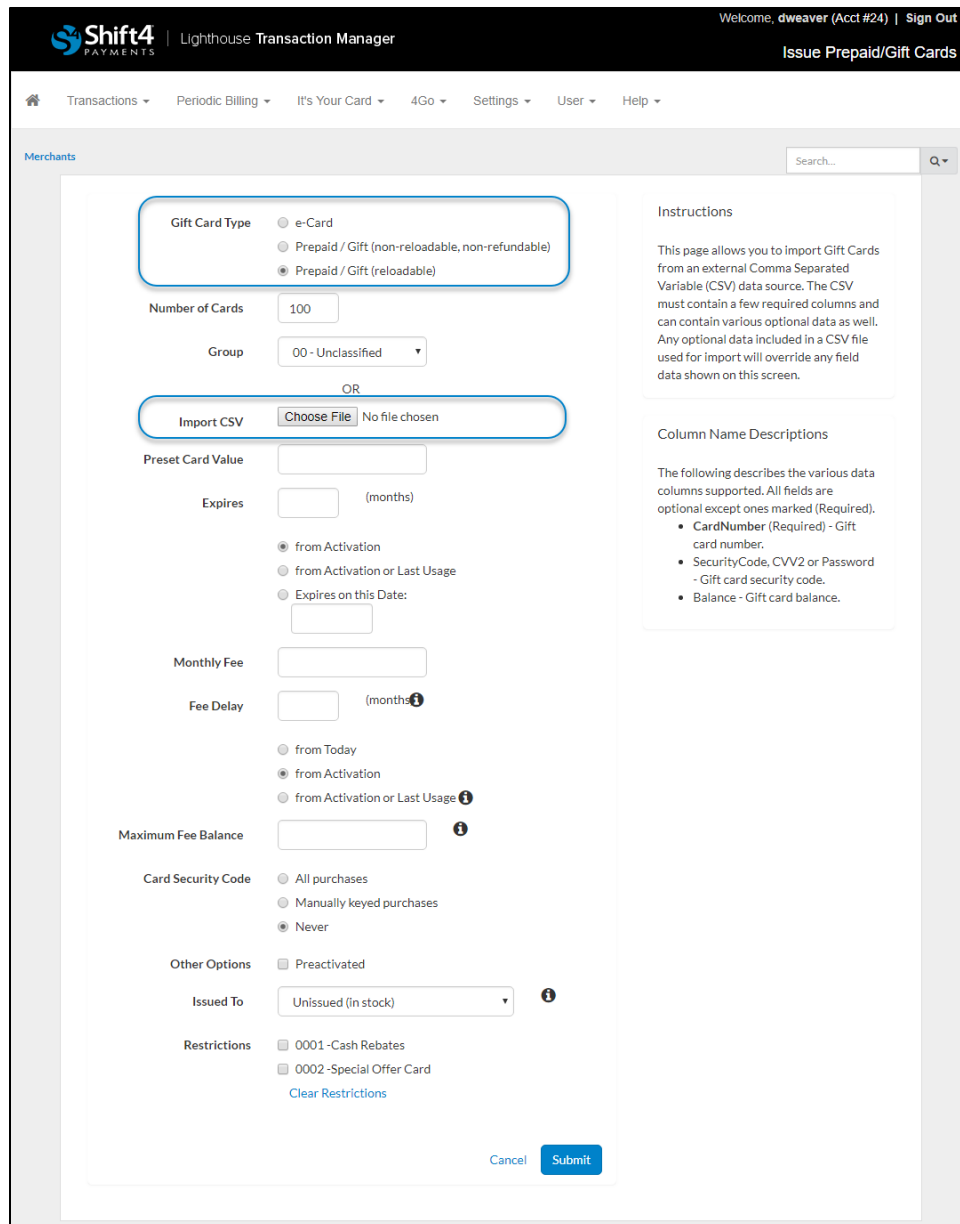


The screenshot shows the 'IYC Issuance' page in the Shift4 Lighthouse Transaction Manager. The page includes a navigation menu with options like Transactions, Periodic Billing, It's Your Card, 4Go, Settings, User, and Help. A search bar is present for finding merchants. A button labeled '+ Issue Prepaid/Gift Cards' is highlighted with a blue circle. Below this, there is a table with columns for Batch, Account, Date & Time, Issued To, Quantity, and Card Value. The table contains four rows of data representing issued cards.

Batch	Account	Date & Time	Issued To	Quantity	Card Value
00000001	0000000024	Wed Jun 1, 2011 04:23 PM		1	(blank)
00000002	0000000024	Wed Aug 3, 2011 11:38 AM	dw Demo Retail, Las Vegas, NV	20	\$25.00
00000003	0000000024	Wed Aug 3, 2011 11:38 AM	dw Demo Retail, Las Vegas, NV	20	\$25.00
00000004	0000000024	Wed Aug 3, 2011 01:06 PM	dw Demo Retail, Las Vegas, NV	10	\$100.00

5. On the Issue Prepaid/Gift Cards page, configure the following options:

- Select the Gift Card Type.
- Leave Number of Cards blank. This data will be supplied by the uploaded file.
- *(Optional)* Select a Group.
- *(Optional)* Complete any other fields you require.



The screenshot displays the 'Issue Prepaid/Gift Cards' configuration page in the Shift4 Lighthouse Transaction Manager. The page is titled 'Issue Prepaid/Gift Cards' and includes a search bar and navigation menu. The main content area is divided into two columns. The left column contains the configuration options, and the right column contains instructions and column name descriptions.

Gift Card Type: Radio buttons for e-Card, Prepaid / Gift (non-reloadable, non-refundable), and Prepaid / Gift (reloadable). The 'Prepaid / Gift (reloadable)' option is selected.

Number of Cards: Text input field with the value '100'.

Group: Dropdown menu with the value '00 - Unclassified'.

OR

Import CSV: 'Choose File' button and 'No file chosen' text.

Preset Card Value: Text input field.

Expires: Text input field with '(months)' label. Radio buttons for 'from Activation' (selected), 'from Activation or Last Usage', and 'Expires on this Date:'. Below 'Expires on this Date' is a text input field.

Monthly Fee: Text input field.

Fee Delay: Text input field with '(months)' label. Radio buttons for 'from Today', 'from Activation' (selected), and 'from Activation or Last Usage'.

Maximum Fee Balance: Text input field.

Card Security Code: Radio buttons for 'All purchases', 'Manually keyed purchases', and 'Never' (selected).

Other Options: 'Preactivated' checkbox.

Issued To: Dropdown menu with the value 'Unissued (in stock)'.

Restrictions: '0001 - Cash Rebates' and '0002 - Special Offer Card' checkboxes. A 'Clear Restrictions' link is below.

Instructions: Text explaining that the page allows importing gift cards from an external CSV data source. It notes that the CSV must contain required columns and that optional data in a CSV file will override any field data shown on the screen.

Column Name Descriptions: Text explaining that the following describes various data columns supported. All fields are optional except ones marked (Required). The list includes: CardNumber (Required) - Gift card number, SecurityCode, CVV2 or Password - Gift card security code, and Balance - Gift card balance.

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



WARNING! Any data included in the CSV file used for import will override any field configurations on the Issue Prepaid/Gift Cards page, and Expires on this Date settings will not work when importing card numbers.

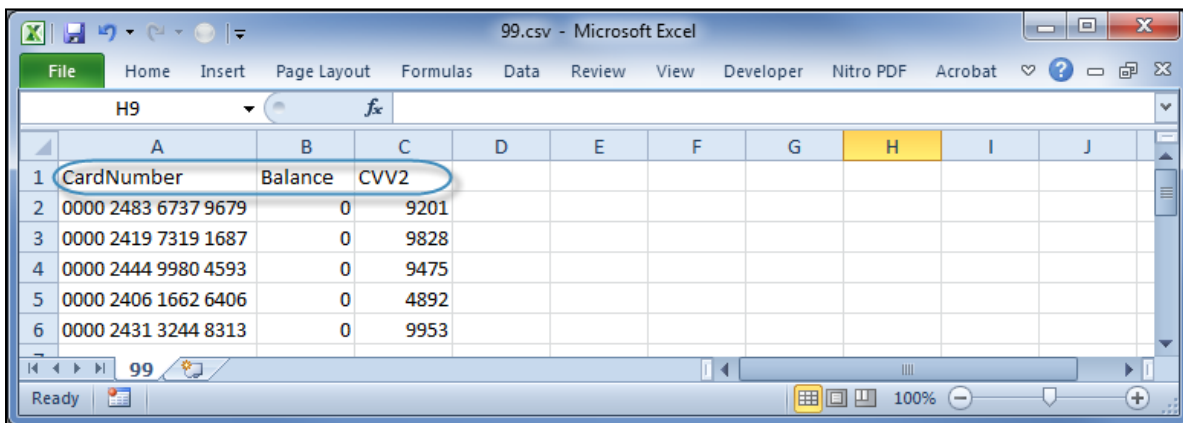


Tip: The *Creating Gift Card Batches* document in Lighthouse Transaction Manager Help reviews the fields displayed on the Issue Prepaid/Gift Cards page.

- On the Issue Prepaid/Gift Cards page, read the Instructions and Column Name Descriptions content and make any changes to the CSV file.



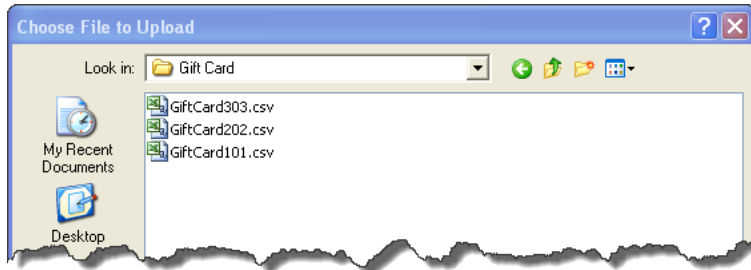
Requirement: The first line of the CSV file must contain column headers and, at a minimum, a column named "CardNumber". Optional columns for import are "Balance" and "CVV2". "Password" may be used instead of "CVV2". Additional columns may be present, but will not be imported.



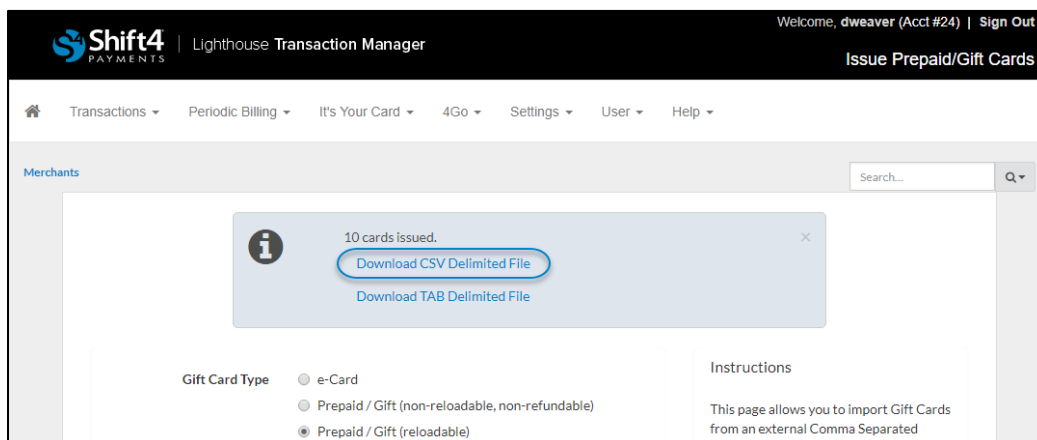
	A	B	C	D	E	F	G	H	I	J
1	CardNumber	Balance	CVV2							
2	0000 2483 6737 9679	0	9201							
3	0000 2419 7319 1687	0	9828							
4	0000 2444 9980 4593	0	9475							
5	0000 2406 1662 6406	0	4892							
6	0000 2431 3244 8313	0	9953							

- On the Issue Prepaid/Gift Cards page, next to Import CSV, click **Browse** or **Choose File** (depending on your browser), and complete the following steps:

- Locate the CSV file to be imported (containing the pre-existing gift card numbers).



- Click **Open**.
8. On the Issue Prepaid/Gift Cards page, click **Submit**.
 9. On the Issue Prepaid/Gift Cards page, click **Issue Cards**.
 10. (Optional) You can download a file of the gift card batch you just created by clicking **Download CSV Delimited File** or **Download TAB Delimited File**.



11. (Optional) To view the batch you just created and verify the content, complete the following steps:
 - From the menu, select **It's Your Card > Issuance**.
 - Locate the batch you just created.
 - Click the Batch number to view the Gift Card Batch page.



Note: Batches are automatically assigned a batch number and displayed from the lowest to the highest. The highest numbers are the most recently created.