

# Passport TERMINAL PROCEDURES

## Earning Points (Issue):

### Inside the Station:

1. Enter (scan) items purchased.
2. When you select the TENDER key you will be prompted KICKBACK Loyalty? (Y/N). "Enter ID." Ask the customer, "Do you have a KickBack card with you today?"
  - a. If they say "no" then select "NO" (cash) key. After you've said, "Let me get you one, it's free!" and they say "no" again.
  - b. If they say "yes", select "YES" (total) key, and then swipe their card, or enter their registered 10-digit phone number.
3. When their receipt prints, it will show their STATUS and any MESSAGES sent by the loyalty system at the bottom of the receipt.
4. Say "Thank you" and (the person's name).



### Outside of the Pump:

1. Customer will be prompted, "Insert your KickBack card, then your method of payment."
2. The customer must insert their rewards card first or enter their registered 10-digit phone number, then their method of payment, in order to get their points.
3. Then when prompted insert/swipe their payment instrument (credit/debit card). Points cannot be awarded after the sale.
4. When the receipt prints it will show their STATUS and any MESSAGES sent by the loyalty system at the bottom of the receipt.

## Spend Their Points (Redeem):

Points can only be redeemed for a purchase – NOT CASH!

1. Enter (scan) purchases into the machine.
2. Select the REDEEM speed key on your machine. This informs the loyalty server that the customer wants to use their points to pay for their purchase today.
3. Select the TENDER key.
4. Swipe the Kickback card. (They must have their Kickback card to make a redemption, they cannot use their registered 10-digit phone number.)
5. The system will AUTOMATICALLY reduce how much they owe (up to the total amount or the maximum number of points available on their card).
6. Be sure to collect any balance still owing on the transaction.
7. Customer must sign the receipt and put it into the till (drawer). It is just like cash when counting and balancing the till at the end of the day. Points cannot be redeemed at the pump. Customers will need to come inside to redeem their points. See above directions for point redemption. This will require the cashier to treat this as a PREPAY/POSTPAY transaction.

## Balance Check (Loyalty Status):

1. Select the LOYALTY STATUS speed key.
2. Have the customer swipe their card or enter their registered 10-digit phone number to check the balance on their card.
3. The receipt will also show details of the last time points were added to their card.

The loyalty system requires access to the Internet. You should learn how to reboot your DSL/Cable modem NOW so when and if you lose Internet service you'll know what to do. If you need assistance, please call toll-free our 24/7 Support at 1/866-236-5600.

# Passport Pos User Manual

**M Mark**

## Passport Pos User Manual:

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