Process to Retrieve Digital Gift Card eCodes

After your first punchout order, you will be sent an email invitation to create a 'Hawk Marketplace' user account. You will need to follow the below steps to retrieve *all* digital gift card eCodes.

Step 1: Create a Hawk Marketplace User Account

- 1. You will be sent a registration email when you place your first virtual order.
- 2. Choose a password.
- 3. Set up a multi-factor authentication.

Create A User A	Account on Hawk Marketplace ketplace <no-reply@hawkmarketplace.com> ⓒ ← Reply 《 Reply All → Forward 1</no-reply@hawkmarketplace.com>
	Hawk Marketplace
	Hello You're now ready to set up an account on Hawk Marketplace. Use the button below to complete your account setup. Note: This link will only be valid for the next 24 hours. COMPLETE ACCOUNT SETUP Thank you, Your partners at Hawk Marketplace This email was automatically generated. Please do not reply.

<u>Step 2</u>: You will receive an email when the order is ready to retrieve.

Hawk Marketplace
EGIFT BULK ORDER COMPLETE
rour eGift buik order 397874991 is now complete. Fo download eGift codes or view your order details, please log in to Hawk Marketplace.
LOG IN TO HAWK MARKETPLACE
Fhank you, ⁄our partners at Hawk Marketplace
This email was automatically generated. Please do not reply.

<u>Step 3</u>: Log in: <u>https://hawkmarketplace.com/login</u>

<u>Step 4</u>: Click on 'Order History' on the left-hand navigation.



<u>Step 5</u>: Select your Order # and click on 'View Details'.

eGift	ORDER NUMBER 362330397	PRODUCT ID 95039945	ORDERED BY	AMOUNT \$ 154.50	DATE 06/07/2024	STATUS In Process	VIEW DETAILS
Product Details	PRODUCT NAME Merchant Virtual	CARDS 1					

Step 6: Click 'Details' in the black navigation bar and click 'Download.'

Order Details 🖨 PRINT 🕿 EMAIL INVO								
VISA Vitual Product Details	ORDER NUMBER 357874559 PRODUCT NAME Digital 12M Visa	PRODUCT ID 95034541 CARDS 1	ORDERED BY Susanna Huang	AMOUNT \$ 15.00	© DATE 04/05/2024	STATUS Complete		
INVOICE AN	D SUMMARY DETAILS							
Number of Total Card	Recipients:1 Value: \$15.00							

<u>Step 7</u>: You will be emailed a security code to gain access to the zip file.

Your download file will require a password to open. Ti password will be emailed to .@virginia.edu	Your download file will require a password to open. The password will be emailed to .@virginia.edu			
password will be emailed to .@virginia.edu	password will be emailed to .@virginia.edu	\wedge	Your download file will require a p	assword to open. The
		• \	password will be emailed to	.@virginia.edu

<u>Step 8</u>: Once you enter that security code, you can successfully download the codes.

Note: You cannot copy and paste this security code, it must be manually entered.

ł	-lawk Marketplace
	FILE DOWNLOAD PASSWORD
Hello	
The password to oper	i virtual_357874559_1712936827552.zip is <mark>knnntkk3</mark>
lf you did not request	this file download, please contact your Account Specialist.
Thank you,	
Your partners at Haw	Marketplace
This email was autom	atically generated. Please do not reply.

Save As			×
← → ∽ ↑ 🖡	> This PC > Downloads > V	Search Downloads	Ą
File name:	virtual_357874559_1717789817842		~
Save as type:	Compressed (zipped) Folder		~
✓ Browse Folders		Save	Cancel

Name	Туре	Compressed size	Password p	Size
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	Password	needed		~
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1	Code	Amount	Proxy Nu	mber											
2	N41Y3RVN	\$15.00	6039530	404251716	507										
3															

- <u>Step 9</u>: Purchasers are responsible for the distribution of e-codes to recipients.
 - *Note:* You, as the Purchaser, cannot assign the retrieval of eGifts to someone else within the order submission process.

For Visa Digital Gift Cards, recipients need to enter the code from Column A in your file at: <u>https://myprepaidcenter.com/home</u>. They click the highlighted tab below and enter their code. They then follow the online steps to register for an account. Instructions are provided on the site for redeeming the code. Please note that they can only use their dollars for online purchases. If you have further questions, please let me know. Thanks.

