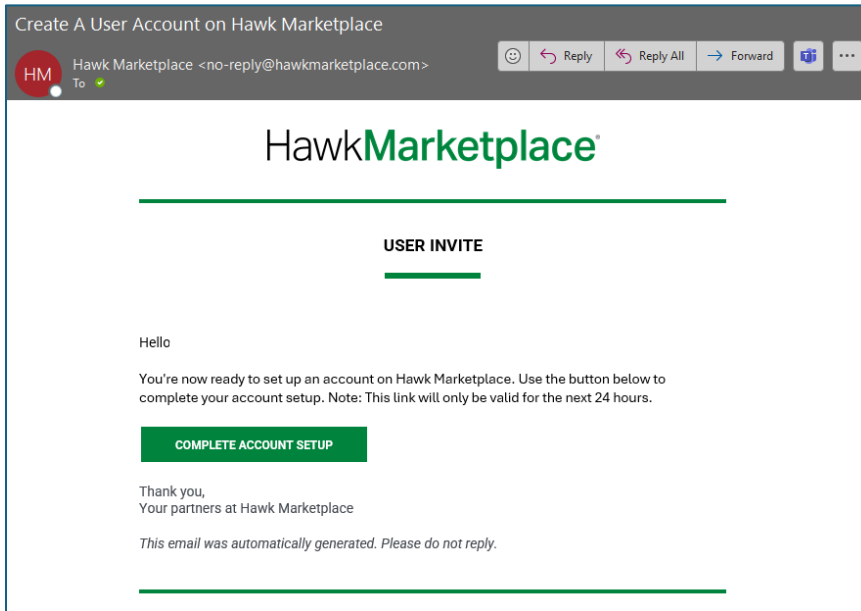


Process to Retrieve Digital Gift Card eCodes

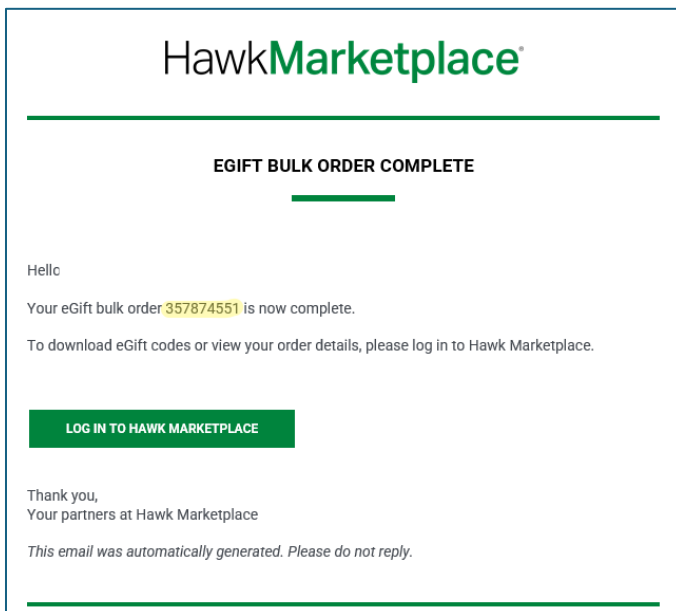
After your first punchout order, you will be sent an email invitation to create a 'Hawk Marketplace' user account. You will need to follow the below steps to retrieve *all* digital gift card eCodes.

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.



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



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

Step 4: Click on 'Order History' on the left-hand navigation.

HawkMarketplace

DASHBOARD ORDER CARD MANAGEMENT ACCOUNT MANAGEMENT SUPPORT REPORTS HELLO DEVON


Quick Links

- Order
- Custom Products
- Ready to order
- Order Spreadsheets
- Order History**
- Reload Cards

Important: Payment and Remittance Information < 1 of 1 >
View All
Effective immediately, this payment info and remittance info should be used. Please make any necessary changes in your system. Thank you.


Give the Reward That Gives Back
When rewarding your employees, customers, or sales teams, you want them to feel excited and delighted. To amplify those great feelings, send

Step 5: Select your Order # and click on 'View Details'.

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

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

Order Details PRINT EMAIL INVOICE

	ORDER NUMBER	PRODUCT ID	ORDERED BY	AMOUNT	DATE	STATUS
	357874559	95034541	Susanna Huang	\$ 15.00	04/05/2024	Complete
Product Details	PRODUCT NAME	CARDS				
	Digital 12M Visa	1				

INVOICE AND SUMMARY DETAILS

Number of Recipients: 1 **DOWNLOAD**


Total Card Value: \$ 15.00

AMOUNT

\$ 15.00

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

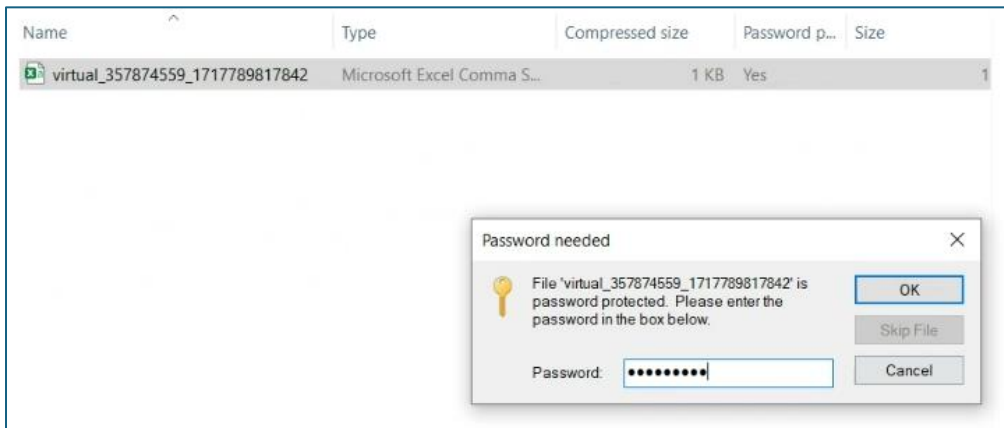
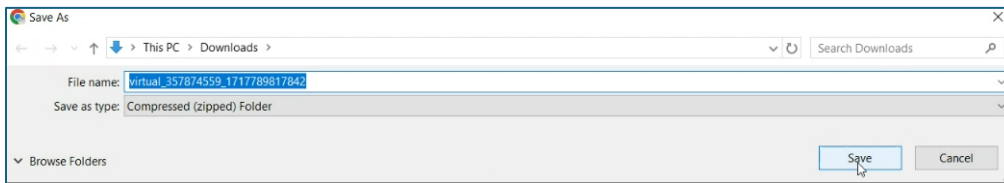
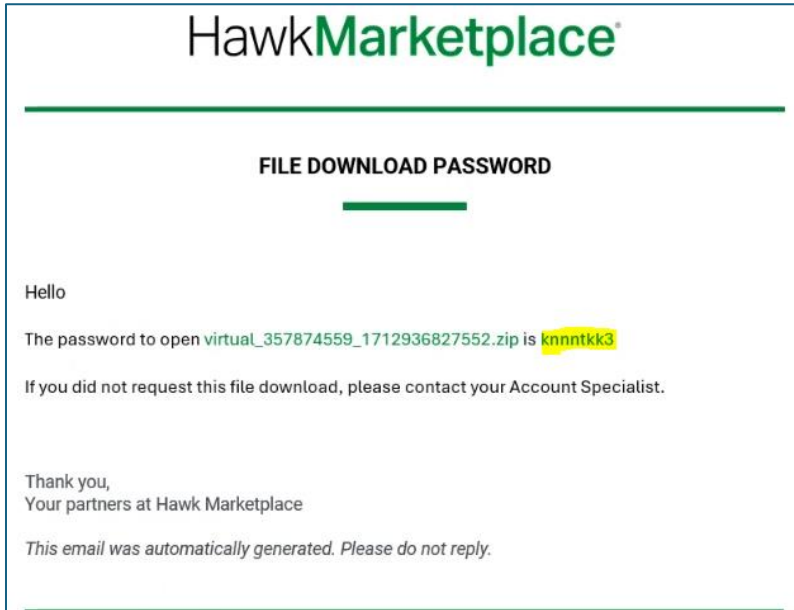
Download File is Password Protected

 Your download file will require a password to open. The password will be emailed to **.@virginia.edu**

DOWNLOAD **CANCEL**

Step 8: 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.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Code	Amount	Proxy Number									
2	N41Y3RVN	\$15.00	6039530404251716507									
3												

Step 9: 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: <https://myprepaidcenter.com/home>. 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.

