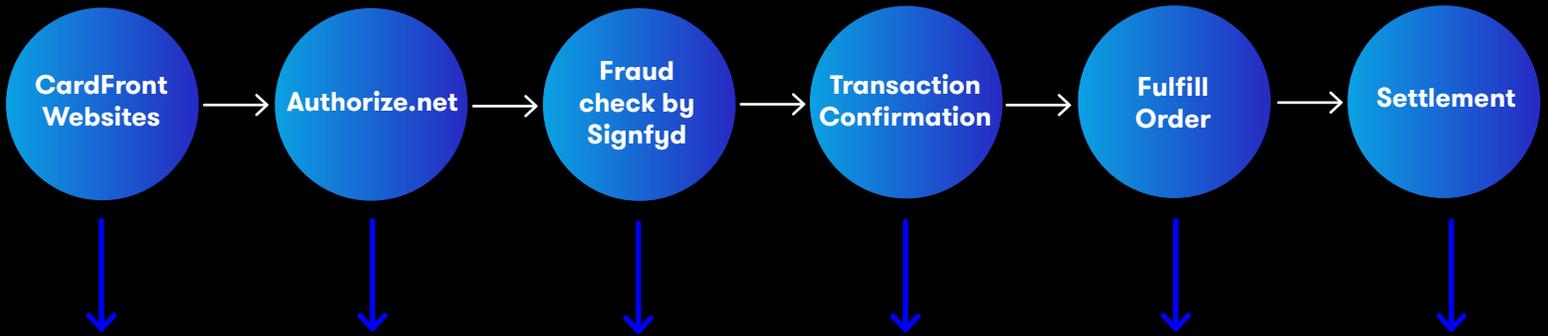




CardFront Process Flow.



1. Customers visit Website.
2. Select Gift Card design and load amount.
3. Select shipping method.
4. Submit Card order.

Authorize.net authorizes the credit card used for payment through the merchant account for AVS approval.

1. Once approved, EML sends the transaction to Signifyd for fraud check.
2. EML receives approval from Signifyd and displays order confirmation page to the consumer on the website.

1. Consumer receives order confirmation email.
 2. Properties receive Card purchased confirmation email notification for fulfillment.*
- * Notification emails must be set up on users' Authorize.net account.

Properties activate Card order and fulfill through CardFront.

Funds move into designated bank account per standard settlement process.
This can take up to 2 days.

CardFront Fulfillment Process.

1. Login to CardSpot.
2. Select the CardFront property.
3. Select the activating location.

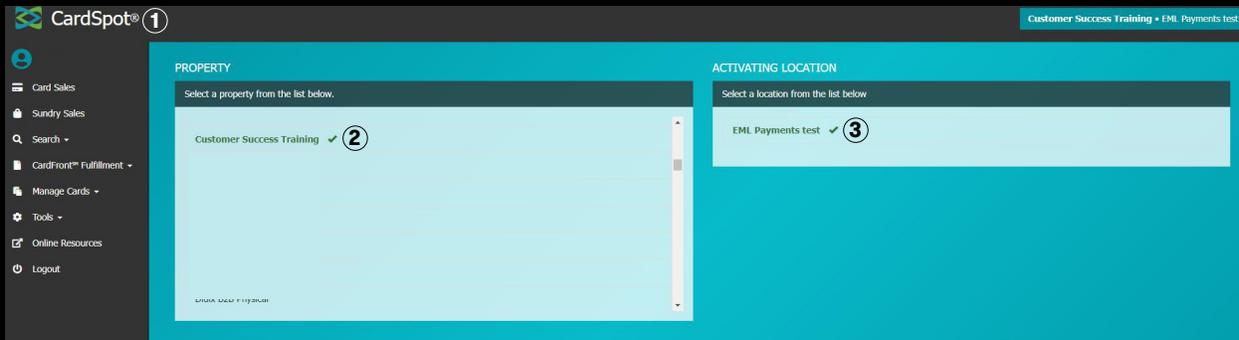


Image 1

4. Click on 'Cardfront Fulfillment' from the left-hand menu, then select 'Consumer'.
5. All outstanding orders will appear under the Order Queue tab.
6. Click on 'Fulfill Order'.

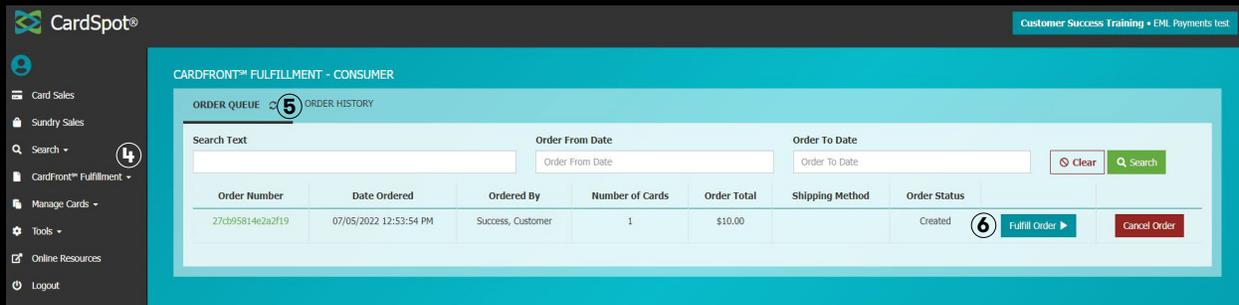


Image 2

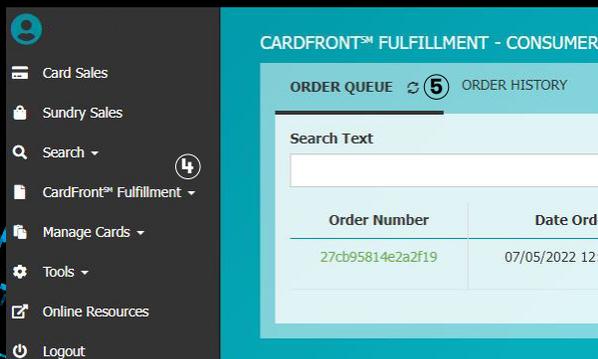


Image 2.1
(detail)

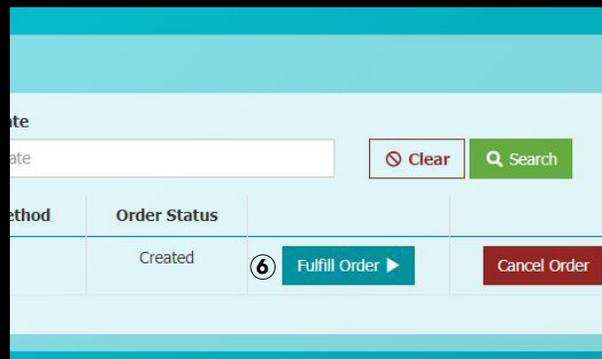


Image 2.2
(detail)

CardFront Fulfillment Process Continued...

7. All the order information will be displayed on the Fulfillment screen (see Image 3) such as Order Number, Date Ordered, Shipping Method, or On-site pickup.
8. Click your cursor into the 'Card Number' field.
9. Swipe a Card for fulfillment. The Card number should appear in the 'Card Number' field.
10. Click the 'Add' Button.

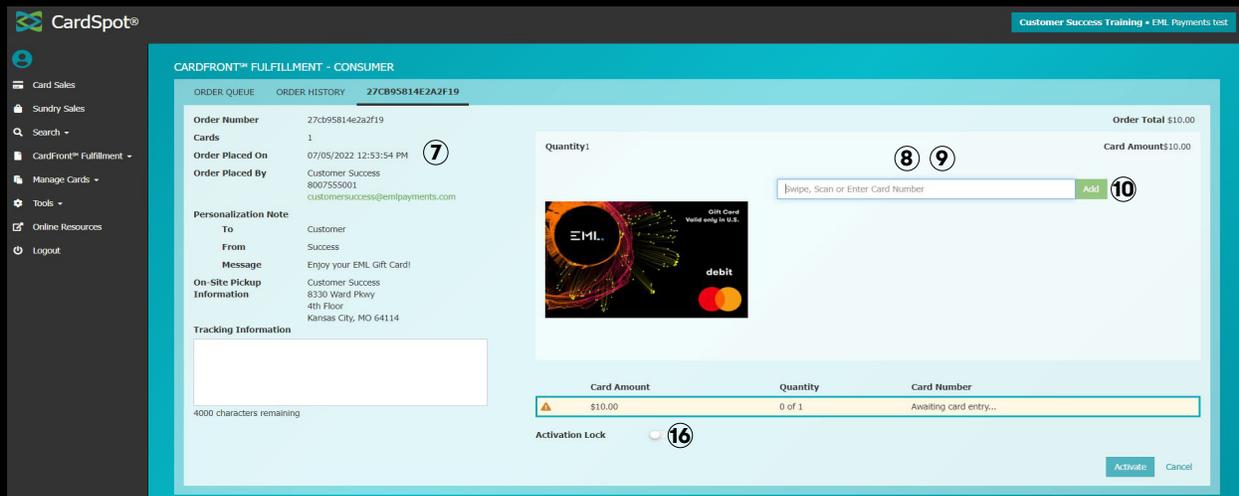


Image 3

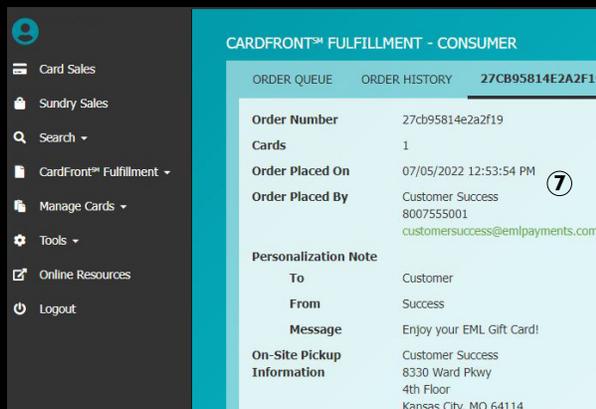


Image 3.1
(detail)

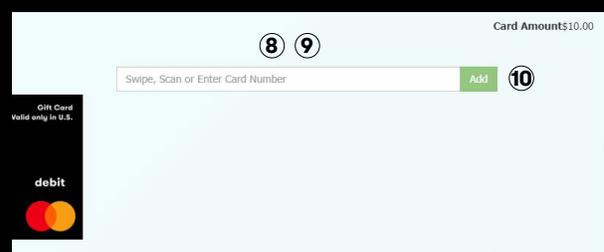


Image 3.2
(detail)

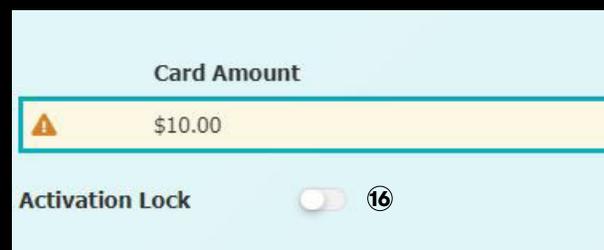


Image 3.3
(detail)

CardFront Fulfillment Process Continued...

11. A green check mark will appear next to the Card Amount and the Card Number will populate in the Card Number column.
12. Click the 'Activate' button.

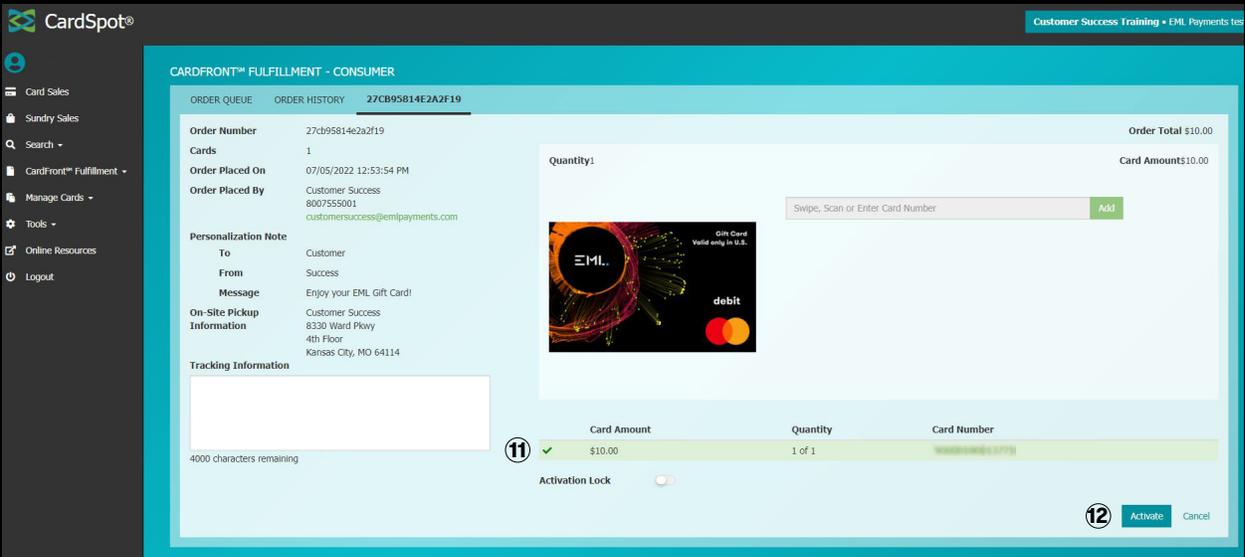


Image 4

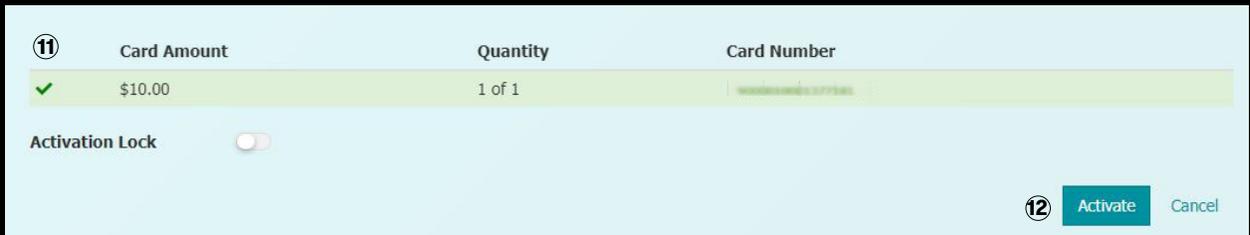


Image 4.1
(detail)

CardFront Fulfillment Process Continued...

13. Card has been activated.
14. Click on 'Print Receipt'.
15. Hand write the customer's personalized message for the order, if applicable. This example in Image 5 shows the message: "Enjoy your EML Gift Card!"
16. Depending on the customer's order preference, ship their order or notify the customer it is available for pickup. Include the printed receipt and handwritten message, if applicable, with their order.

If shipping Card orders, it is recommended to Activation Lock the Card during fulfillment (see Image 3) and include steps to unlock it with the customer's order. Most often this instruction is to call Guest Services and provide the Transaction ID from their receipt to unlock the Card.

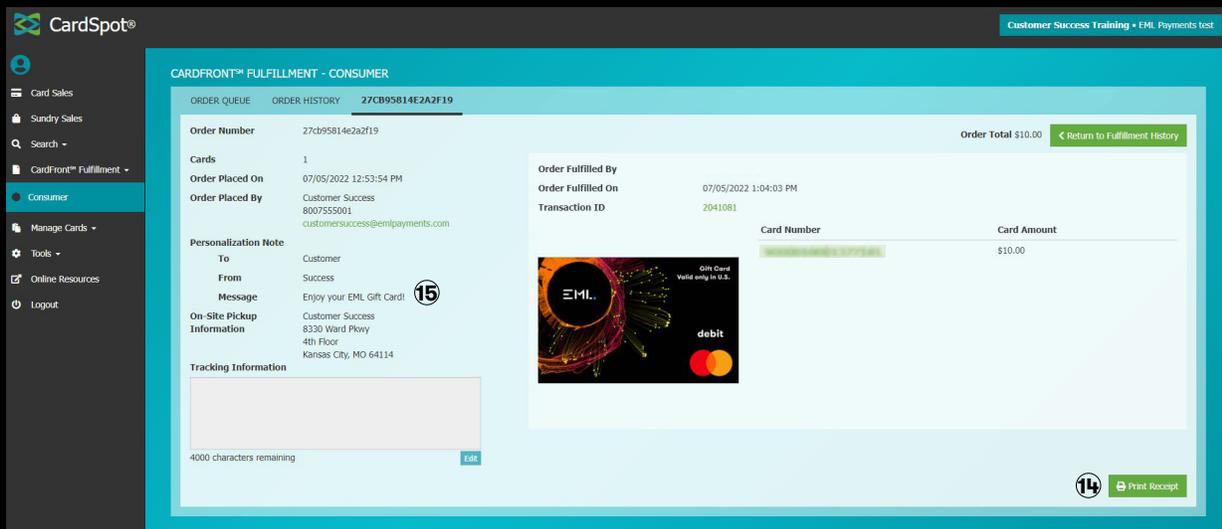


Image 5

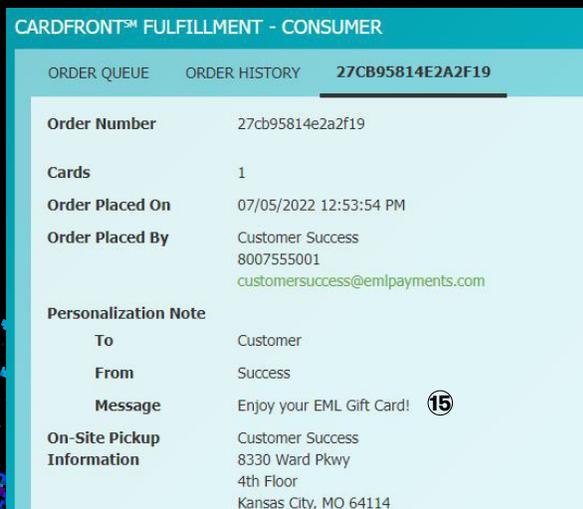


Image 5.1
(detail)

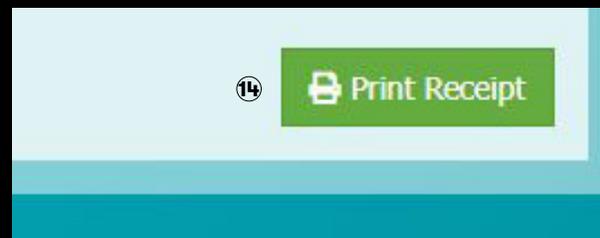


Image 5.2
(detail)

If you have any additional questions or concerns, please reach out to customersuccess@emlpayments.com