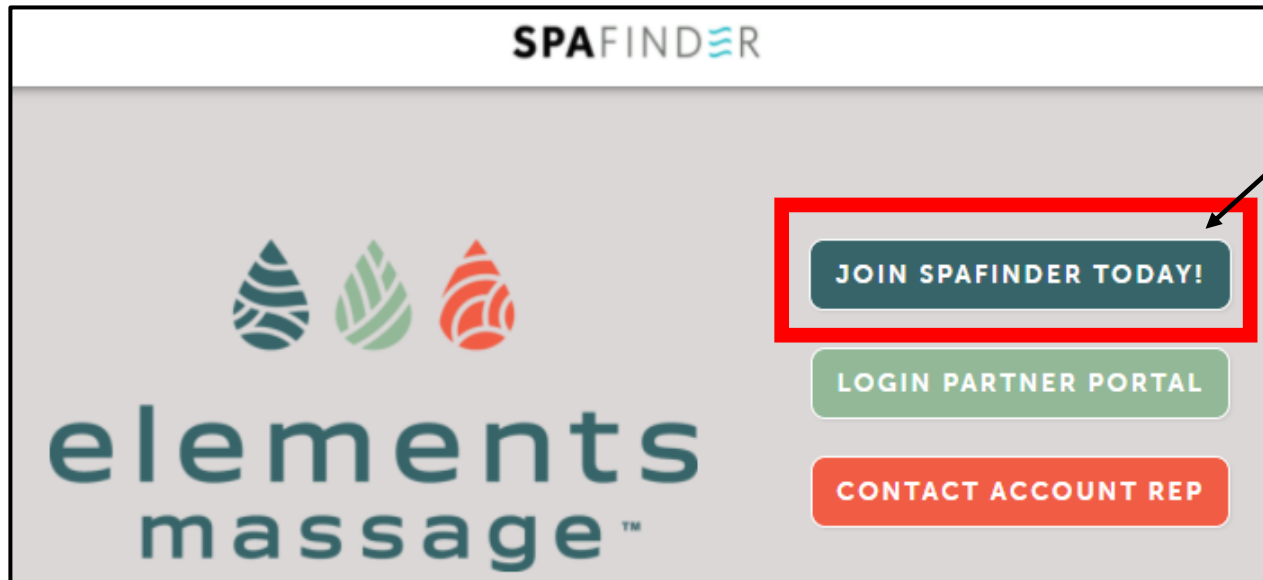


Setting up your Spafinder Account

FOR ELEMENTS MESSAGE

STEP 1

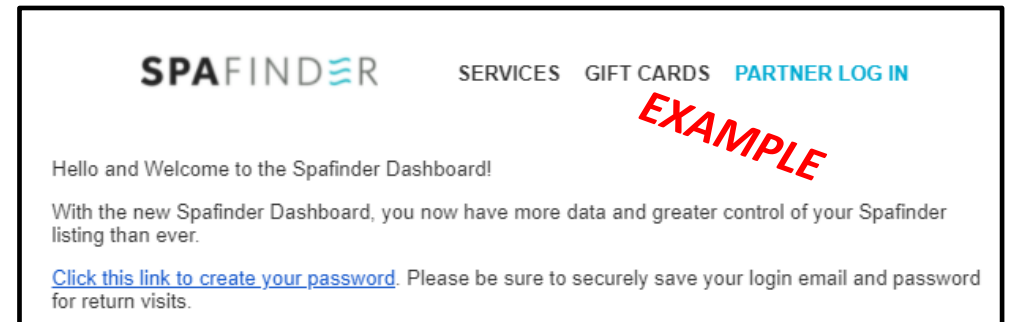
Send us your business information so we can create your Spafinder profile by clicking the **“Join Spafinder Today”** button at the top of Spafinder’s [Elements Massage Landing Page](#)



Click here to sign up and provide Spafinder with your business information.

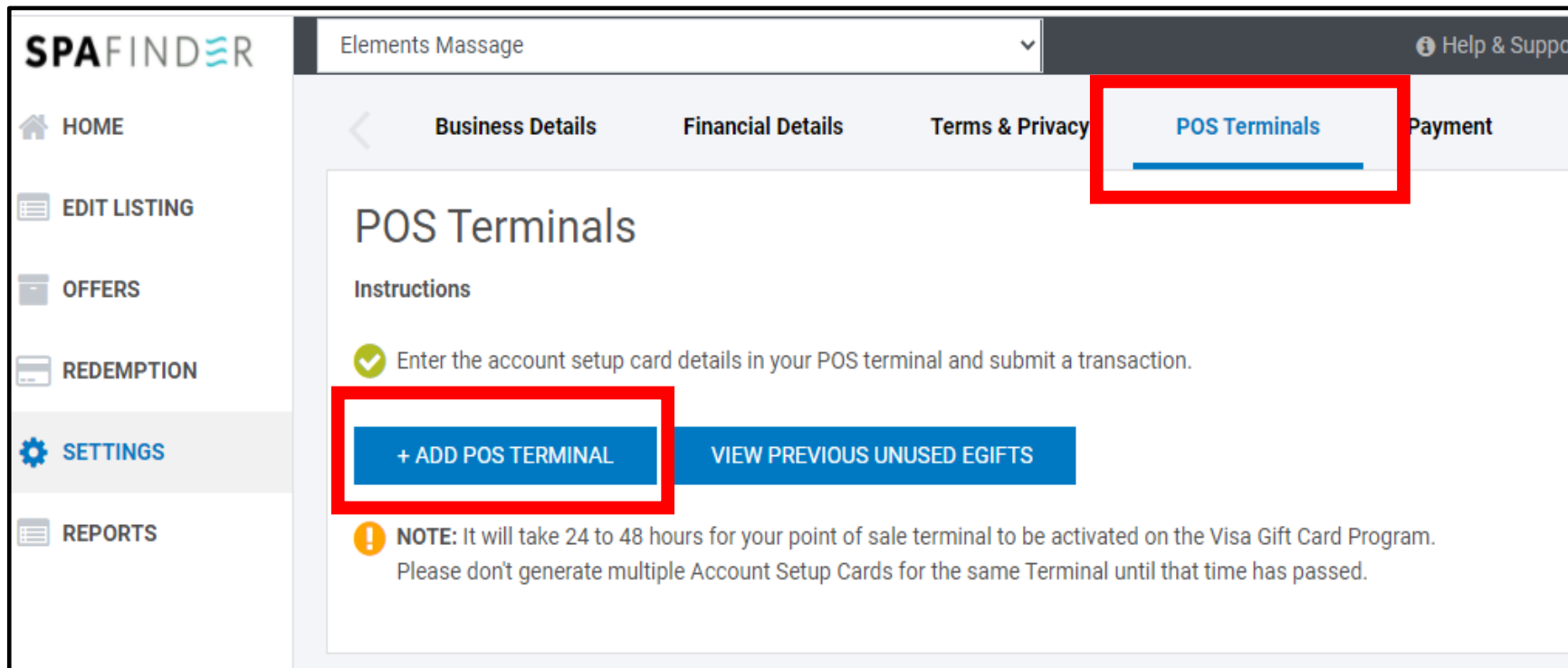
Once you fill out the information form, allow 2-3 business days for us to create your profile. After your profile has been created you will receive an email with instructions to create your password.

www.spafinder.com/pages/partner/elements/



STEP 2

In order to set up your Point of Sale (POS) Terminal so you can begin redeeming Spafinder gift cards you'll need to login to your Spafinder account through the Spafinder Partner Portal click the **+POS TERMINAL** button.



The screenshot shows the Spafinder Partner Portal interface. The top navigation bar includes the Spafinder logo, a dropdown menu for 'Elements Message', and a 'Help & Support' link. Below this is a secondary navigation bar with tabs for 'Business Details', 'Financial Details', 'Terms & Privacy', 'POS Terminals', and 'Payment'. The 'POS Terminals' tab is highlighted with a red box. The main content area is titled 'POS Terminals' and contains an 'Instructions' section with a green checkmark icon and the text: 'Enter the account setup card details in your POS terminal and submit a transaction.' Below the instructions are two blue buttons: '+ ADD POS TERMINAL' and 'VIEW PREVIOUS UNUSED EGIFTS'. The '+ ADD POS TERMINAL' button is highlighted with a red box. At the bottom, there is a yellow warning icon and a note: 'NOTE: It will take 24 to 48 hours for your point of sale terminal to be activated on the Visa Gift Card Program. Please don't generate multiple Account Setup Cards for the same Terminal until that time has passed.'

You'll need to process a set up card through ALL POS Terminals that you accept payment.

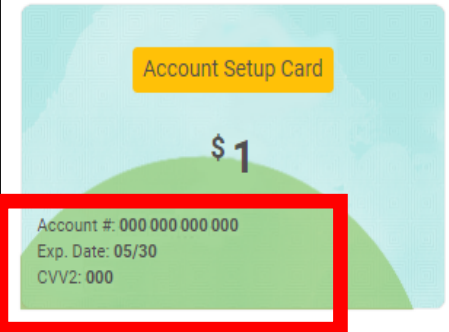
STEP 3

Redeem the Setup Card through your POS system. You'll choose CREDIT CARD as the payment type and manually process through your credit card point of sale just like you would a regular Visa credit card.

Once you've processed the digital set up card through your credit card POS it takes 24 hours for your Spafinder account to be activated and your profile to go live on Spafinder.com. You will receive an email confirmation once your Spafinder account has been activated.

Point of Sales Terminals

Add your point of sales terminals to activate them with the Visa Gift Card Program.



Enter this card information into your Point of Sale.

We request that you follow the steps to complete a transaction with the eCard. The transaction information will help us activate your account on the Visa Gift Card Program.

Steps

- 1 This eCard works just like a credit card.
- 2 Manually enter the card account number shown to the left, transaction amount = \$1.00
- 3 Enter Expiration Date: MM/YY
- 4 Enter the CVV2
- 5 Submit the Transaction

SET UP CARD INFO