ORDERING VOUCHERS & TOP UPS

Follow these quick and easy steps to order vouchers online.

- Log onto your Lyoness account. In the search bar, type the name of the loyalty merchant where you wish, to purchase vouchers.
- 2. Click on the merchant logo.
- 3. Click Order Vouchers.
- 4. In the box next to the loyalty merchant's name, select **Pay Order In Full** and press **Accept**.
- 5. Type in the top up amount in the box marked **Order Value**.
- 6. Select for your order to be sent or to collect from the office.
- 7. Click **Continue** at the bottom of the page.
- 8. Enter your PIN Code in the appropriate box and confirm your order by selecting **Order Now**.

company	gift card or voucher
Arcadia	vouchers
Argos	gift cards
B&Q	gift cards
BHS	vouchers
Boots	gift cards
Costa	gift cards
Halfords	vouchers
Harrods	pre-loaded gift cards
Morrisons	vouchers
M&S	gift cards
New Look	both
Next	pre-loaded gift cards
PC World/Currys	vouchers
Pizza Express	gift cards
Pizza Hut	gift cards
Signet	vouchers
Theatre Tokens	vouchers
Treat Me	vouchers

SHOPPING RULES



I) If you already have funds in your LYONESS purchase account, go straight to point 4.

2) Transfer funds to your LYONESS bank account. Include your ID number in the reference section of the bank transfer;

Lloyds TSB Bank PLC Account number: 25469568 Sort code: 30-96-64

3) The funds will be credited to your LYONESS purchase account.

4) You can order the vouchers and gift cards from the LYONESS store in your web office or by sending us a completed Voucher Order Form.You can get this from the Download section of your web office.

5) The vouchers and gift cards will be posted to you at your registered address. They are insured in transit by LYONESS. If the total value of the vouchers and gift cards is less than $\pounds 200.00$, there is a small charge of $\pounds 1.60$.

6) Your credits will be credited to your LYONESS account immediately after purchasing the vouchers and gift cards.



LYONESS MEMBERS QUICK REFERENCE GUIDE

LYONESS CASHBACK CARD



The only loyalty card that gives you cash back into your bank account weekly!



REGISTRATION

After completion of your registration form, the retailer sends it to LYONESS UK head office. Your account should be created within 10 days of LYONESS receiving your registration.



Once your account

has been created, you will receive an email with your Username, Password and PIN code for use with your LYONESS Web Office.

You can use the temporary Cashback Card from the flyer until your personalised Cashback Card is issued. Please keep the booklet accompanying the registration flyer for future reference.

LYONESS WEB OFFICE

Once you have received an email confirming your registration details, log in to your LYONESS Web Office. You will be taken to the Cockpit Overview page where you access everything to manage your account.

I.) Change the password you have received to something you can remember easily. (Go to the MY LYONESS,

select Password and follow the on-screen instructions.)

2.) Spend some time familiarising yourself with the LYONESS Web Office. You use this to manage all aspects of your LYONESS account, including:



- Enter and update your personal details including your bank account details for transfers.
- Manage the balance in your different accounts.
- Order vouchers and make purchases.
- Download forms.
- Register new members and more!

To view all the LYONESS Loyalty Partners, click Loyalty Partner search in the top left of the Cockpit Overview.

LOYALT

PARTNERS

VOUCHERS/TOP UP CARDS

To find the full list of Loyalty Partners - e.g. Morrisons and Boots - visit the LYONESS website (note that you cannot use your Cashback card at these Loyalty Partner stores). Vouchers and Top Ups can be ordered online through your Web Office.

For ordering process see the ORDERING VOUCHERS & TOP UPS section.

MOBILE VOUCHERS

To purchase Mobile Vouchers, you must have credit in your purchase account in the form of LYONESS Shopping Vouchers. To put credit in your account, follow the SHOPPING RULES section overleaf.



VOUCHER TOP UPS

If you have sufficient funds, payment can be made from your Purchase Account. If not, transfer money into the LYONESS bank account:

Lloyds TSB Bank PLC Account number: 25469568 Sort code: 30-96-64

Please ensure that you include your ID number in the reference section when transferring any funds - this applies to all bank transactions.

SME LOYALTY PARTNERS

You can make a purchase with a Small to Medium Sized Enterprise Loyalty Partner by swiping your Cashback Card.



ONLINE SHOPPING

All online shopping is done through the LYONESS website. You will find an online shopping guide in the Downloads section of your Web Office under the information link.



