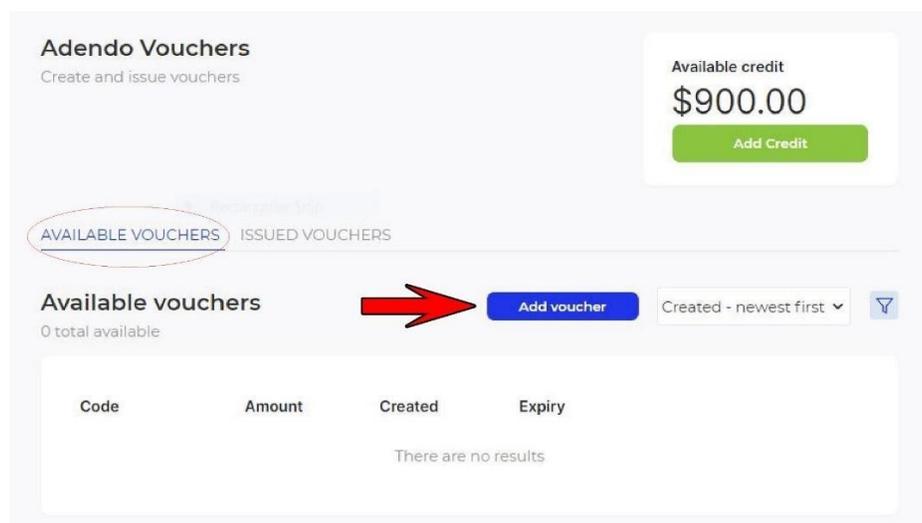


The Adendo Reseller Voucher Program gives you, the reseller, the ability to pre-purchase vouchers that can be given to customers for use on adendo.com.

You will first need to go to <https://app.adendo.com/reseller-login> and create an account. Here you will provide your name (person responsible for creating and issuing vouchers), your company name, email, and phone number.

Add Voucher

To add a new voucher click on the “Add Voucher” button



Create Voucher

When creating a voucher you will be able to choose the following:

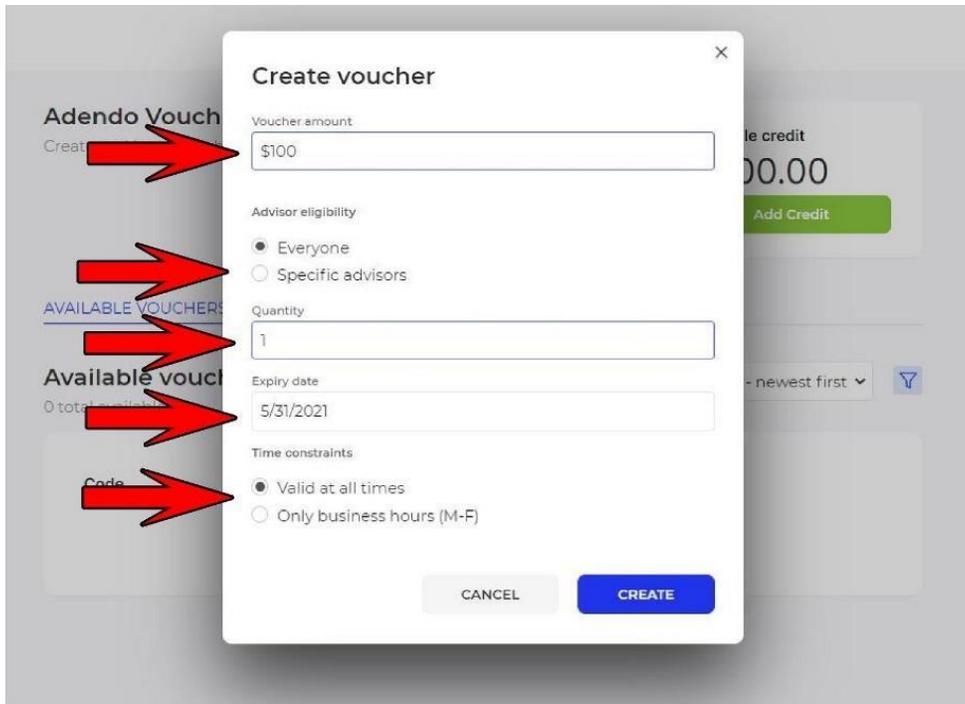
Voucher amount – You can create a voucher for any dollar amount you wish provided you have enough Voucher Credit in your account.

Advisor Eligibility – By selecting “Everyone” the voucher can be used for any Advisor on the adendo platform. By selecting “Specific Advisors” you can select a specific Advisor or Advisors, from the dropdown and the voucher will then be valid only for those Advisors.

Quantity – The default quantity is 1, but you can select any amount you wish, again provided you have enough Voucher Credit in your account.

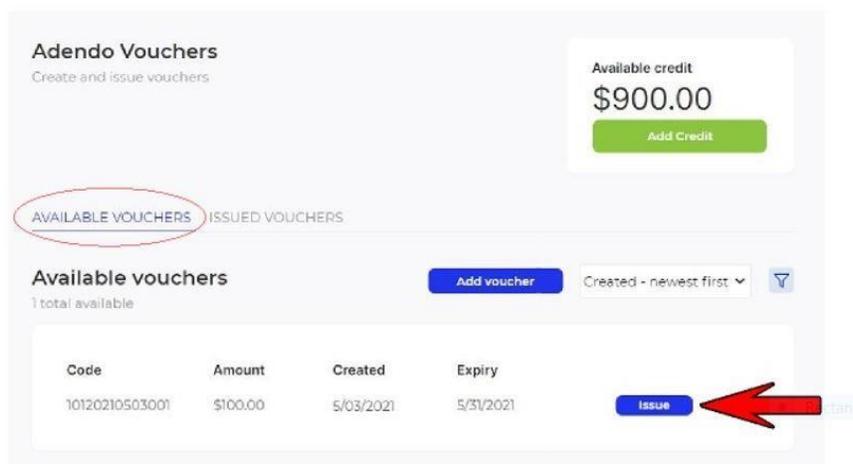
Expiry date – Select the date in which the voucher will expire. Note –If all or part of the voucher balance is not used by the expiry date it will automatically be returned to your Voucher Credit and can be used to issue another voucher.

Time Constraints – By selecting “Valid at all times” the voucher will be valid for any day and any time, provided the Advisor is available. By selecting “Only business hours (M-F)” the voucher will be valid only Monday – Friday, and between the hours you specify.



Issue Voucher

Next click on the "Issue" button. Note – Next to the "Issue" button there are 3 dots. Here you can either edit or delete the voucher.



How to issue a voucher

When issuing a voucher you can select a recipient's first name, last name, company, email, phone number, or reference something such as an event. All these fields are optional so you can select as many as you want, or none if you choose. **Note** – Anyone who has access to the voucher code can use it. Once you have issued a voucher code you will be able to view ISSUED VOUCHERS in your reseller dashboard and search for vouchers based on these data fields. You can also edit the expiry date in this screen. Once you're ready, click confirm.

Note – When you click "CONFIRM" the amount of the voucher will be deducted from your Available Credit and the recipient will receive an automated email or SMS text (or both) provided you entered an email address and/or mobile phone number.

The image shows a screenshot of the 'Issue voucher' modal form. The form is titled 'Issue voucher' and contains the following fields:

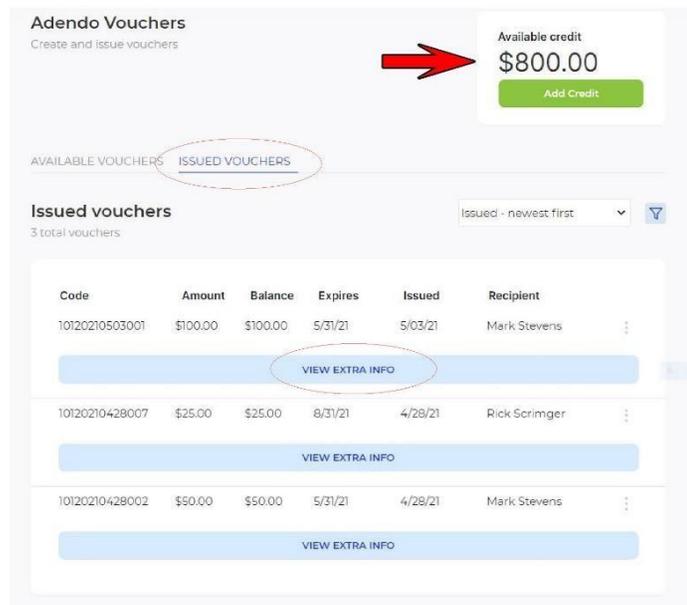
- Recipient first name (optional): Name...
- Recipient last name (optional): Name...
- Recipient company (optional): Company...
- Email address (optional): Email...
- Mobile phone (optional): Mobile...
- Reference (optional): Event...
- Expiry date: 5/31/2021

At the bottom of the form, there are two buttons: 'Cancel' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red circle. Red arrows point from the 'Issue' button in the background to the 'CONFIRM' button in the modal. The background shows the 'Adendo Vouchers' dashboard with a table of available vouchers and an 'Available credit' section showing \$900.00.

View issued vouchers

By clicking on “ISSUED VOUCHERS” you will be able to view all vouchers that have been issued. You will see the 14-digit voucher code, original voucher amount, current voucher balance, expiration date, issue date, and the recipients first and last name, provided you entered that information. By clicking on the 3 dots you can either edit or delete the voucher. By clicking on “VIEW MORE INFO” you will be able to view any additional information you entered such as company name, email, phone number, etc.

Note – As mentioned above, if an issued voucher is not used or has an unused balance at the expiry date, the balance will automatically be returned to your “Available Credit” and can be used to issue more vouchers.



The screenshot displays the Adendo Vouchers management interface. At the top right, the available credit is shown as \$800.00 with an 'Add Credit' button. Below this, there are two tabs: 'AVAILABLE VOUCHERS' and 'ISSUED VOUCHERS', with the latter being selected. The 'Issued vouchers' section shows a table with 3 total vouchers. Each row in the table includes a 14-digit code, amount, balance, expiration date, issue date, and recipient name. A 'VIEW EXTRA INFO' button is located below each voucher entry. A red arrow points to the available credit section, and a red circle highlights the 'ISSUED VOUCHERS' tab and the 'VIEW EXTRA INFO' buttons.

Code	Amount	Balance	Expires	Issued	Recipient
10120210503001	\$100.00	\$100.00	5/31/21	5/03/21	Mark Stevens
10120210428007	\$25.00	\$25.00	8/31/21	4/29/21	Rick Scrimger
10120210428002	\$50.00	\$50.00	5/31/21	4/28/21	Mark Stevens