



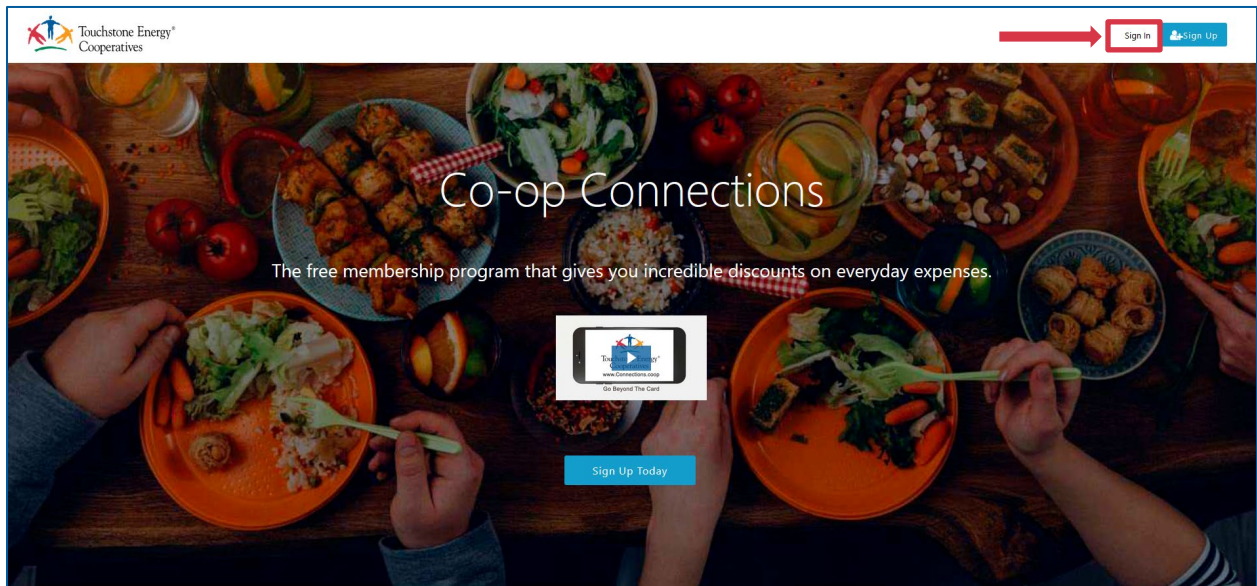
# Merchant Guide:

How To

Create and Modify Offers

Hello,

This guide is designed to show you how to create or modify your offers on Co-op Connections. Please navigate to <https://www.connections.coop> and Sign In. The **Sign In** button is in the top right corner.



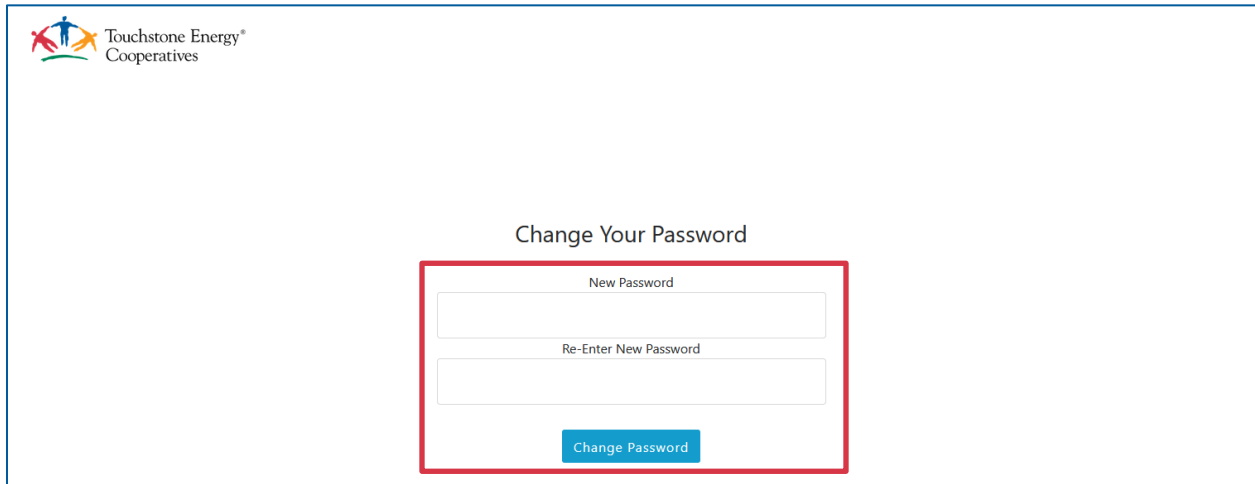
## Login to your account:

Please input your email and password and click on the **Continue** button.

A screenshot of the login page. At the top left is the Touchstone Energy Cooperatives logo. Below the logo is a blue header with the text 'Access your account' and 'Login with the email address you entered when you registered.' The main content area is titled 'Login Information' and contains two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Continue' button. To the right of the input fields is a grey box titled 'Do you need help?' containing the text 'Forgot your password' and a link 'Click here if you need to recover your password.' At the bottom left, there is a small asterisk and text: '\* By accessing your account, you agree to iBennie's Terms of Use and Privacy Policy'.

## Update Your Password:

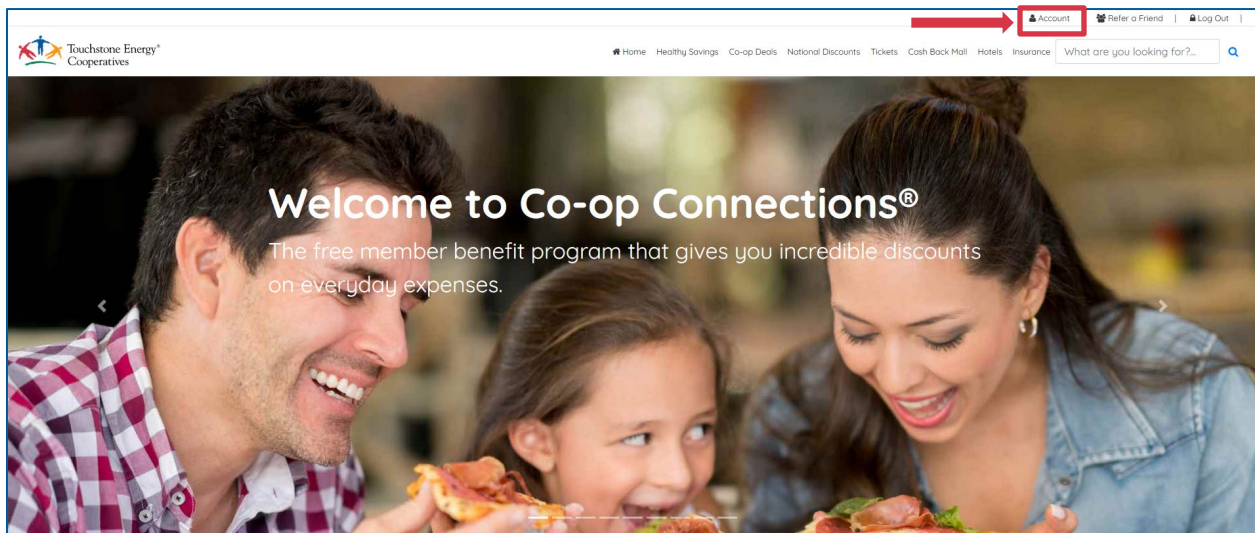
If you haven't updated your password, you will get a prompt asking you to do so. Password requirements are: 8 characters long, must contain 1 number, 1 uppercase letter 1 lower case letter. Once you have set your new password click on the **Change Password** button.



The screenshot shows the 'Change Your Password' form on the Touchstone Energy Cooperatives website. The form is centered on a white background with the Touchstone Energy Cooperatives logo in the top left corner. The form title is 'Change Your Password'. Below the title are two input fields: 'New Password' and 'Re-Enter New Password'. A blue 'Change Password' button is located below the second input field. A red rectangular box highlights the two input fields and the button.

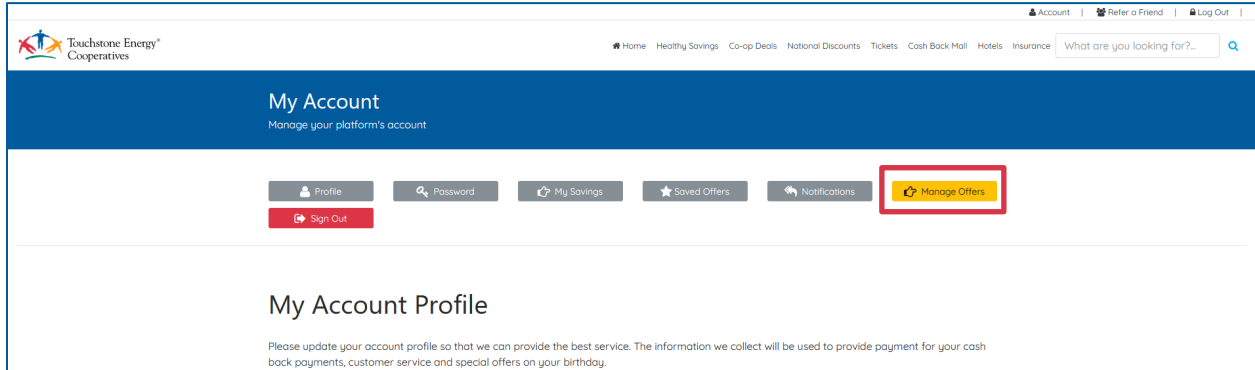
## Account:

Click on the **Account** button located in the top right corner.



## Manage Offers:

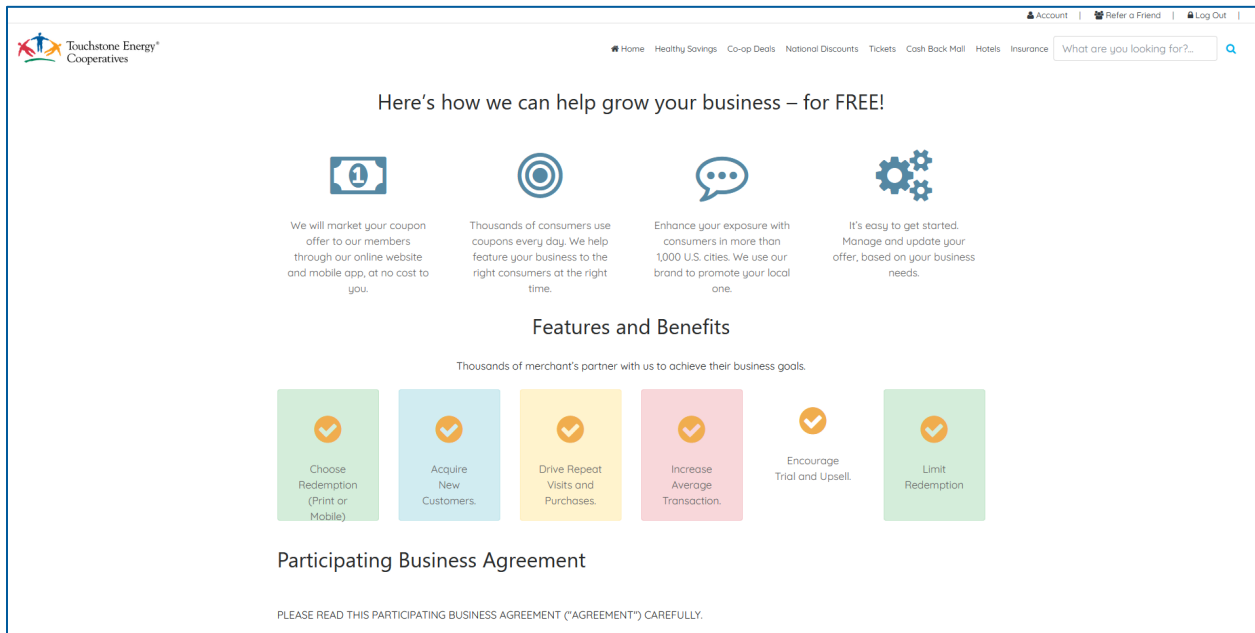
Click on yellow **Manage Offers** button.



The screenshot shows the 'My Account' page of the Touchstone Energy Cooperatives website. The page has a blue header with the logo and navigation links. Below the header, there is a section titled 'My Account' with the subtitle 'Manage your platform's account'. A row of buttons includes 'Profile', 'Password', 'My Savings', 'Saved Offers', 'Notifications', and 'Manage Offers'. The 'Manage Offers' button is highlighted with a red rectangular box. Below this row is a 'Sign Out' button. The main content area is titled 'My Account Profile' and contains a paragraph of text: 'Please update your account profile so that we can provide the best service. The information we collect will be used to provide payment for your cash back payments, customer service and special offers on your birthday.'

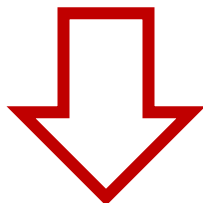
## Contract:

If you haven't signed the contract yet, you will get a prompt asking you to do so.



The screenshot shows a promotional message on the Touchstone Energy Cooperatives website. The message reads: 'Here's how we can help grow your business – for FREE!'. Below this message are four icons representing different benefits: a coupon, a target, a speech bubble, and gears. Each icon is accompanied by a short paragraph of text. Below these icons is a section titled 'Features and Benefits' with the subtitle 'Thousands of merchant's partner with us to achieve their business goals.' This section contains six colored boxes, each with a checkmark icon and a list of features: 'Choose Redemption (Print or Mobile)', 'Acquire New Customers', 'Drive Repeat Visits and Purchases', 'Increase Average Transaction', 'Encourage Trial and Upsell', and 'Limit Redemption'. Below this section is a heading 'Participating Business Agreement' and a small text line: 'PLEASE READ THIS PARTICIPATING BUSINESS AGREEMENT ("AGREEMENT") CAREFULLY.'

Please read everything, you need to scroll all the way down to the bottom of the page.



Once you have read the contract please fill out the form and click on the **Agree and Submit** button.

## Authority and Acceptance

Today's Date

10/21/2019 9:28:24 AM

By entering your name below, you're are acknowledging that you:

- Are authorized to enter into this agreement.
- Understand that TSE/iBennie will promote your business through the internet and the mobile app and you will accept the offer when customers present them.

Signed (Participant's Authorized Representative)

First Name

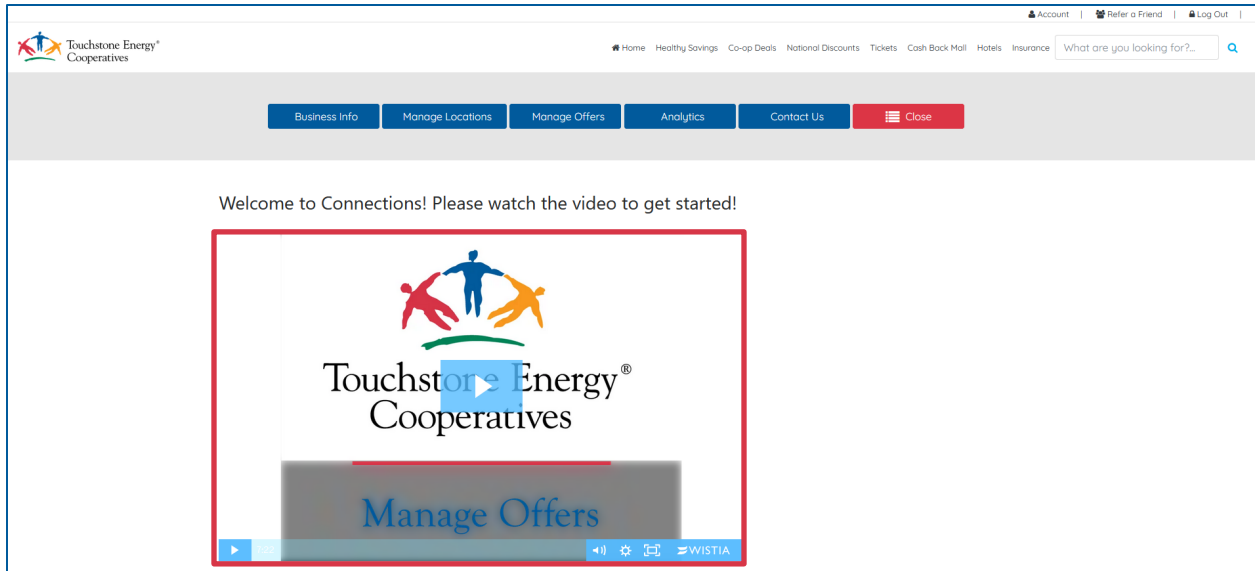
Last Name

Title

Agree and Submit

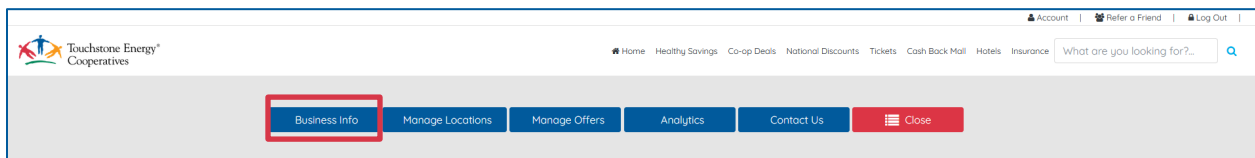
## Video Guide:

Please watch the video guide for a step-by-step tutorial on how to Create and list an offer on Co-op Connections.



## **Business Info:**

Click on the **Business Info** button to update your basic information and modify your logo.



From here you can update your name, address, website, phone number, and add in a message describing your business. Once you are done Please click on the **Save Business Changes** button.

### Business Information

Business Name

Address

City

State

ZIP Code

Website URL

Phone

Cell Phone

Tell Us About Your Business



And at the bottom of the page you and upload a new logo. Click on the **Browse...** button to find your logo. Click on the **Upload New Logo** button to save your logo.


Tell Us About Your Business

[Save Business Changes](#)

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### Business Logo

Current Logo



New Logo

[Browse...](#) No file selected.

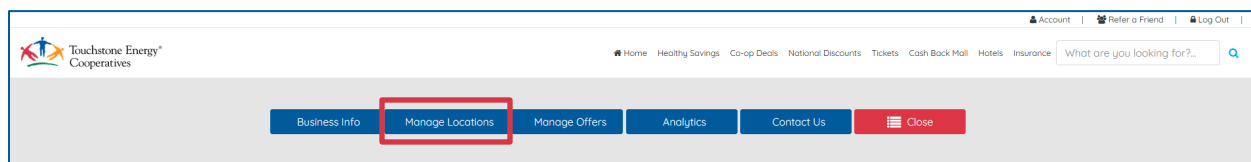
Only .JPG files with maximum size of 200 x 200

Delete Current Logo

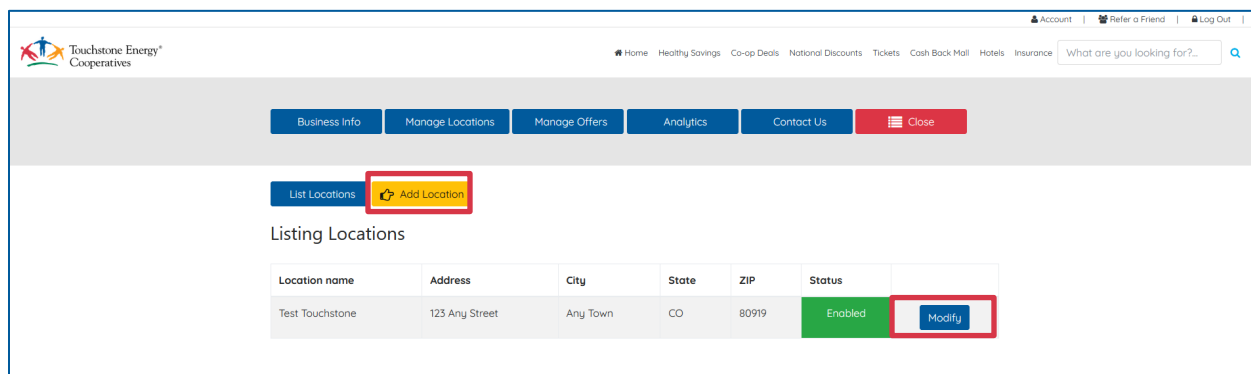
Upload New Logo

## Manage Locations:

Click on the **Manage Locations** button to set the address where customers can redeem this offer.



You can add additional locations or modify an existing one. To Add a new location, click on the **Add Location** button. To modify an existing location, click on the **Modify** button.





## **Add Location:**

To add a new location, complete the Add Location form and click on the **Save Location** button.

### Add Location

Location Name:

Address:

City:

State:

ZIP Code:

Phone Number:

Location Status:

## **Modify Location:**

To edit an existing location, complete the Editing Location form and click on the **Save Location** button.

### Editing Location

Location Name:

Address:

City:

State:

ZIP Code:

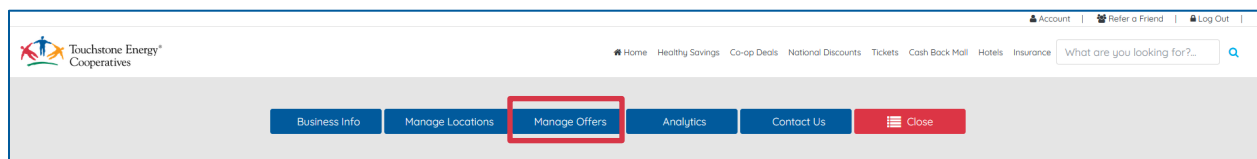
Phone Number:

Location Status:

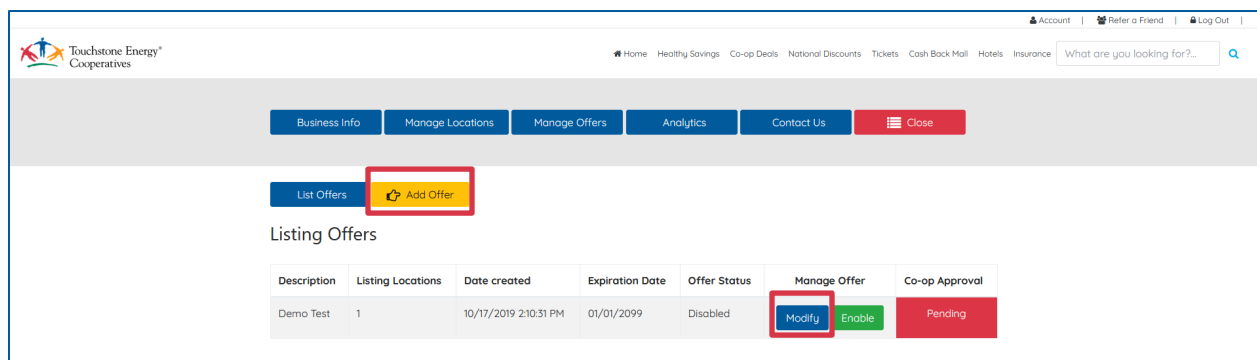
[Save Location](#)

## Manage Offers:

Click on **Manage Offers** button to view your offer(s) for cooperative members.



You can add additional offers or modify an existing one. To Add a new offer, click on the **Add Offer** button. To modify an existing offer, click on the **Modify** button.



## Add Offer:

To add a new offer, complete the Add Discount Offer form and click on the **Save Offer** button. First, you need to select the category you wish to have your offer listed under. You can add up to 3 categories, to maximize your exposure. To add a category, click on it and then click on the **Right Arrow** button to move it to the box on the left. Next you want to add in any locations where this offer is available at. Just like before, you want to move it to the box on the right

### Add Discount Offer

Category (up to three):

- Dining - Casual Dining
- Dining - Fast Food
- Dining - Fine Dining
- Events & Attractions - Retail
- Events & Attractions - Attractions
- Events & Attractions - Attractions,Live Even
- Events & Attractions - Attractions,Miscellan
- Events & Attractions - Attractions,Miscellan
- Events & Attractions - Bowling
- Events & Attractions - Golf

Locations where this offer can be redeemed:

- Test Touchstone (123 Any Street, Any Town)

>>

<<

Add All

Delete All

>>

<<

Please input the Discount Title, this field is displayed as an at a glance impression. Next input the Detailed Description of offer, this is scene after Cooperative Members open your offer. Next you need to input the Value of Discount, this is an internal estimate of the value of your offer so we can track analytics.

Discount Title (Up to 30 Characters. To be displayed on the search results. e.g.: 5% OFF):

Detailed Description of offer (up to 100 characters):

Value of Discount (must put in a numeric value 5, 10, 15 etc.):

Please set the **# Of Usages Per Customer**, you can set the number in the dropdown menu and select Per Day, Per Week, Per Month, Per Quarter, and Per Lifetime in the Redemptions dropdown menu. Next you want to set an Expiration Date for the offer and any Special Instructions you might have. Once you are satisfied click on the **Save Offer** button.

# Of Usages Per Customer:

This determines the number of times a customer can use this specific discount offer.

This discount offer is limited to:

Redemptions:

Redemption Type:

Mobile  Print Coupon

Expiration of Discount Offer:

Special Instructions (Use this space to add special instructions or restrictions to your offer):

Offer Status:

Enabled  Disabled

\*Discount offers are subject to the Rules of Use published in the Program(s).

**Save Offer**

**Please Note:** Standard Exemptions apply to all discounted offers.

## Standard Exemptions

- Visit the exact location listed on the coupon since some locations may not participate.
- Present your coupon upon ordering or making your purchase.
- Unless otherwise noted, offer cannot be combined with other discounts, award programs/offers, or daily discount menu specials.
- Not valid on major holidays. Read the offer carefully for additional date and time restrictions.
- Limit one coupon per visit.

## Edit Offer:

To edit an existing offer, complete the Editing Discount Offer form.

### Editing Discount Offer

Category (up to three):

Dining - Casual Dining Dining - Fast Food Dining - Fine Dining Events & Attractions - Attractions Events & Attractions - Attractions,Live Even Events & Attractions - Attractions,Miscellani Events & Attractions - Attractions,Miscellani Events & Attractions - Bowling Events & Attractions - Golf Events & Attractions - Miscellaneous	>> <<	Dining - Fine Dining Shopping - Music/Books/Video Events & Attractions - Retail
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Locations where this offer can be redeemed:

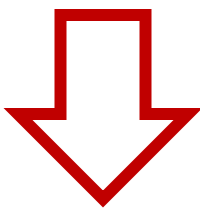
Test Touchstone (123 Any Street, Any Town)	>> << Add All Delete All	Test Touchstone (123 Any Street, Any Town)
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Detailed Description of offer (up to 100 characters):

Discount Title (Up to 30 Characters. To be displayed on the search results. e.g: 5% OFF):

Value of Discount (must put in a numeric value 5, 10, 15 etc.):

Once you are done editing the offer scroll down to the bottom of the page and click on the **Save Offer** button.



Offer Status:

Enabled  Disabled

\*Discount offers are subject to the Rules of Use published in the Program(s).

[Save Offer](#)

**Please Note:** Any new, modified, or recently enabled offers will need to be approved before they are live on the system. Their status will say Pending if he hasn't been approved yet, it will say Rejected if it needs additional modification, and if everything is okay it will say Enabled. If your offer is Rejected you will received an email notification and when you **Modify** that offer you will see the rejection message instructing you with which area needs attention.

Touchstone Energy Cooperatives

Account | Refer a Friend | Log Out

Home Healthy Savings Co-op Deals National Discounts Tickets Cash Back Mail Hotels Insurance What are you looking for?

Business Info Manage Locations Manage Offers Analytics Contact Us Close

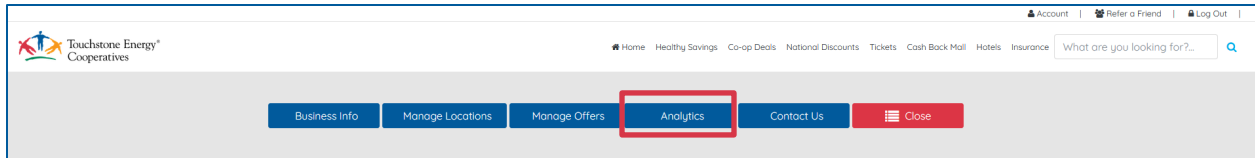
List Offers Add Offer

Listing Offers

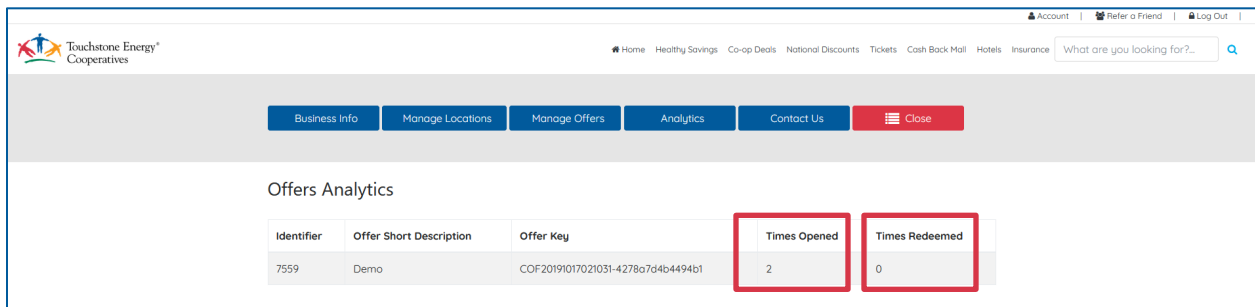
Description	Listing Locations	Date created	Expiration Date	Offer Status	Manage Offer	Co-op Approval
Demo Test	1	10/17/2019 2:10:31 PM	01/01/2099	Disabled	<a href="#">Modify</a> <a href="#">Enable</a>	<a href="#">Pending</a>

## Analytics:

Click on Analytics to review statistics about your offer.

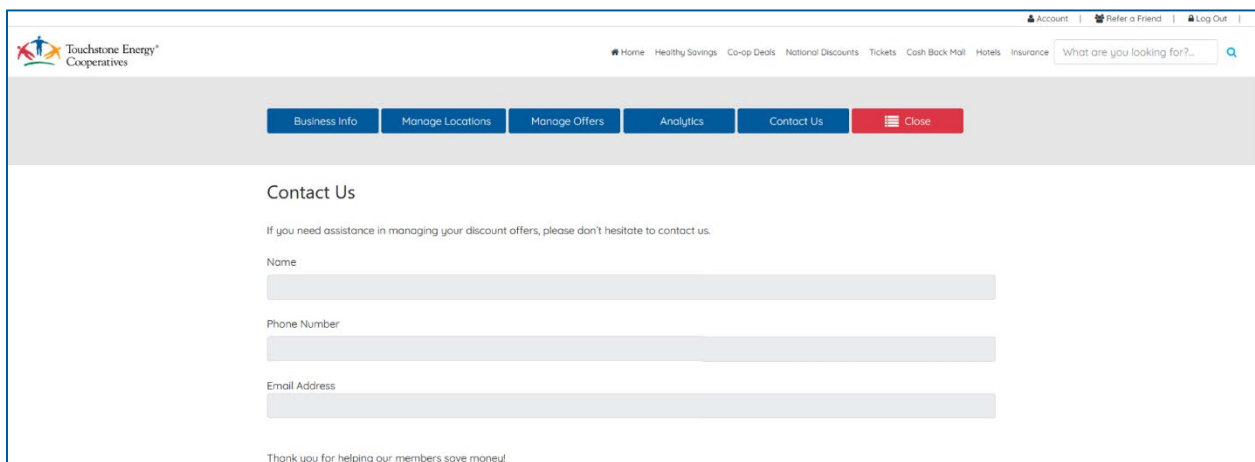


You can view how many times your offer was opened and how many times it was redeemed.



## Contact Us:

Click on Contact Us if you need additional help. You will see the Name, Phone Number and Email Address for the person who can help you with your offer.



## Close:

To exit click on **Close** button.

- [Business Info](#)
- [Manage Locations](#)
- [Manage Offers](#)
- [Analytics](#)
- [Contact Us](#)
- [Close](#)