

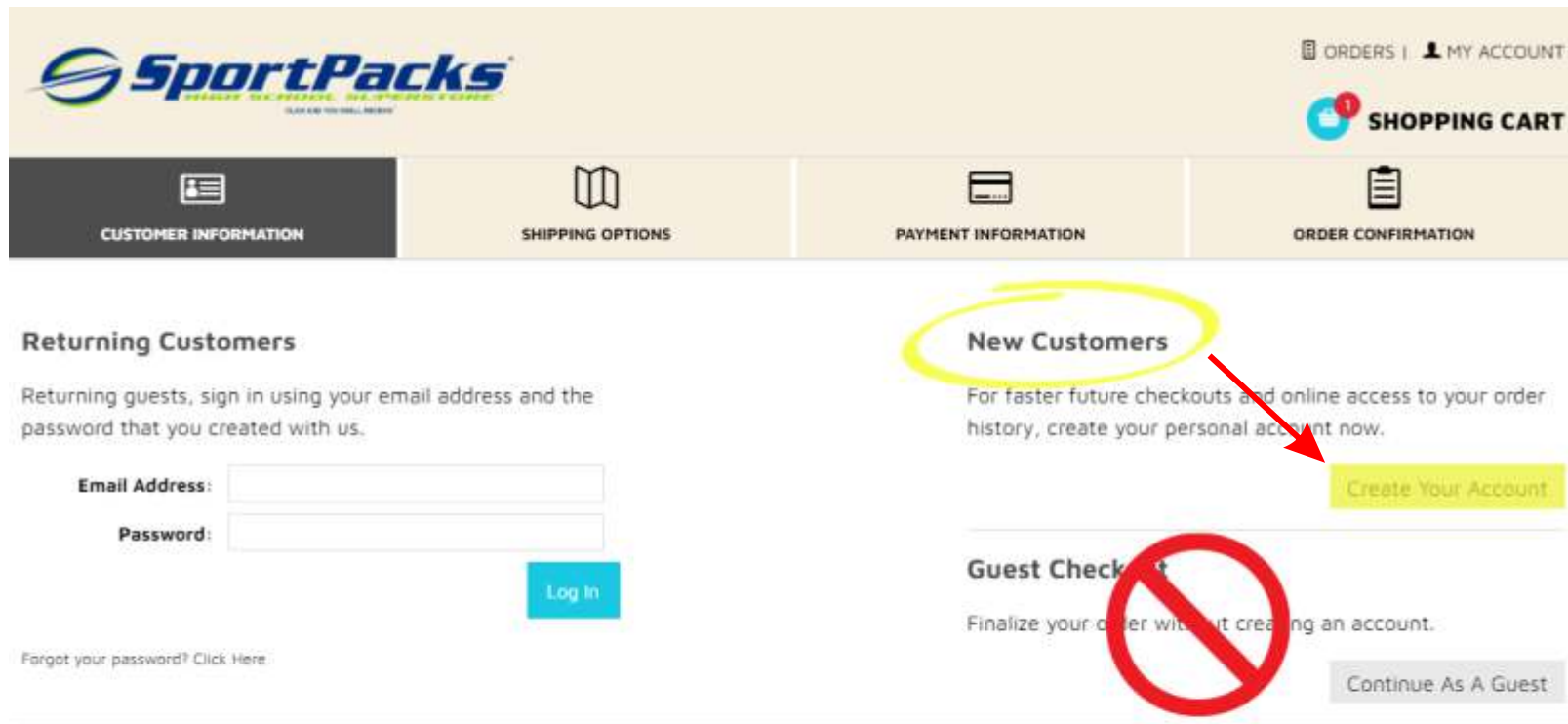
# **Gift Certificate Redemption New Customer**

**A gift certificate must be assigned to a specific user and can not be redeemed using a guest purchase.**

From the website shop and choose products you want to purchase.

After shopping has been completed select **"Shopping Cart"** then **"Check Out"**

# 1. Under New Customer Select "Create Your Account"



The image shows the SportPacks website checkout process. At the top, there is a navigation bar with the SportPacks logo on the left and links for 'ORDERS' and 'MY ACCOUNT' on the right. Below the logo is a 'SHOPPING CART' icon with a red notification bubble containing the number '1'. A secondary navigation bar contains four tabs: 'CUSTOMER INFORMATION' (highlighted in dark grey), 'SHIPPING OPTIONS', 'PAYMENT INFORMATION', and 'ORDER CONFIRMATION'. The main content area is divided into two sections. The 'Returning Customers' section on the left includes a text prompt, input fields for 'Email Address' and 'Password', and a 'Log In' button. The 'New Customers' section on the right, which is circled in yellow, includes a text prompt and a yellow 'Create Your Account' button. Below this is the 'Guest Checkout' section, which includes a text prompt and a grey 'Continue As A Guest' button. A large red prohibition sign (a circle with a diagonal slash) is overlaid on the 'Guest Checkout' section, indicating that this option is not to be selected.

**SportPacks**  
ORDERS | MY ACCOUNT

SHOPPING CART

CUSTOMER INFORMATION | SHIPPING OPTIONS | PAYMENT INFORMATION | ORDER CONFIRMATION

### Returning Customers

Returning guests, sign in using your email address and the password that you created with us.

Email Address:

Password:

[Log In](#)

[Forgot your password? Click Here](#)

### New Customers

For faster future checkouts and online access to your order history, create your personal account now.

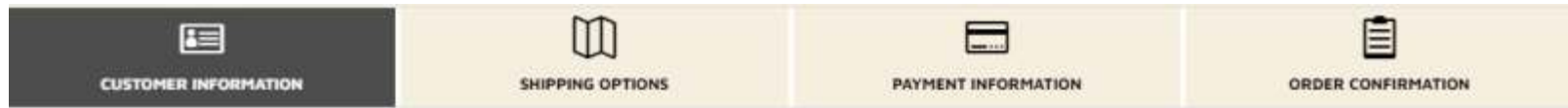
[Create Your Account](#)

### Guest Checkout

Finalize your order without creating an account.

[Continue As A Guest](#)

## 2. Fill out information and click on "Continue"



**Bold** = Required | *Italic* = Optional

**Ship To:**

Saved Address: <New> ▾

**First Name:**

**Last Name:**

**Email Address:**

**Phone Number:**

*Fax Number:*

*Company:*

**Address:**

*Address 2:* ex. Suite#, Floor#, Apt.#

**City:**

**State/Province:** California ▾

*Other State/Province:*

**Zip/Postal Code:**

**Country:** United States ▾

**Bill To:**  same as shipping

Saved Address: <New> ▾

**First Name:**

**Last Name:**

**Email Address:**

**Phone Number:**

*Fax Number:*

*Company:*

**Address:**

*Address 2:* ex. Suite#, Floor#, Apt.#

**City:**

**State/Province:** California ▾

*Other State/Province:*

**Zip/Postal Code:**

**Country:** United States ▾



**Cart Summary ▼**

Product	Qty	Price
<b>Port Authority Ladies Fleece Jacket, Black</b> 88-PW-L317 Size: <b>Women's Medium</b>	1	\$35.98
<b>Total:</b>		<b>\$35.98</b>

Update Customer Record With This Information



### 3. Below "Redeem Coupon and Gift Certificates" add your Gift Certificate Number and Select "Apply"

ORDERS | MY ACCOUNT  
 **SHOPPING CART**

☰ CUSTOMER INFORMATION ☰ **SHIPPING OPTIONS** ☰ PAYMENT INFORMATION ☰ ORDER CONFIRMATION

#### REDEEM YOUR COUPONS AND GIFT CERTIFICATES

Coupon:  **Redeem**

Gift Certificate:  **Apply**

#### SHIPPING OPTIONS

<input checked="" type="radio"/>	U.S.P.S. Priority Mail®	\$8.78
<input type="radio"/>	UPS® Ground	\$7.42
<input type="radio"/>	UPS Next Day Air®	\$9.94

#### PLEASE SELECT YOUR PAYMENT METHOD

**Credit Card**

#### Cart Summary ▼

Product	Qty	Price
Port Authority Ladies Fleece Jacket, Black SS-FW-L217 Size: <b>Women's Medium</b>	1	\$35.98
<b>Total:</b>		<b>\$35.98</b>

**Please Note: Your choice of shipping method (including expedited freight) does not impact the normal processing time of your order. Only the shipping time is affected by your choice of shipping method.**

**FOB: San Jose, CA 95116**

**CONTINUE**



#### Ship To:





**Robert Jones**  
123 Main Street Any Town, CA 32221  
*Residential Address*  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234

#### Bill To:

**Robert Jones**  
123 Main Street Any Town, CA 32221  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234

## 4. Value will be displayed as "Credit Balance" click on "Continue"

ORDERS | MY ACCOUNT  
 SHOPPING CART

 CUSTOMER INFORMATION SHIPPING OPTIONS PAYMENT INFORMATION ORDER CONFIRMATION

Gift certificate has been applied to your account credit.

### REDEEM YOUR COUPONS AND GIFT CERTIFICATES

Coupon:  Redeem

Gift Certificate:  Apply

### SHIPPING OPTIONS

- U.S.P.S. Priority Mail® \$8.78
- UPS® Ground \$7.42
- UPS Next Day Air® \$9.94

### PLEASE SELECT YOUR PAYMENT METHOD

Credit Card  
 Apply Credit Balance (\$50.00)

### Cart Summary ▼

Product	Qty	Price
Port Authority Ladies Fleece Jacket, Black <small>SS-FW-L211</small> Size: <b>Women's Medium</b>	1	\$35.98
<b>Total:</b>		<b>\$35.98</b>

**Please Note: Your choice of shipping method (including expedited freight) does not impact the normal processing time of your order. Only the shipping time is affected by your choice of shipping method.**

**FOB: San Jose, CA 95116**

**Ship To:**  
**Robert Jones**  
123 Main Street Any Town, CA 32221  
Residential Address  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234

**Bill To:**  
**Robert Jones**  
123 Main Street Any Town, CA 32221  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234

**CONTINUE**

5. Under Payment Method you can select "Entire Order Total" or "Partial" payment. Any remaining balance from your gift certificate will remain on your account for future use. If additional funds are necessary to complete your transaction you will be required to enter a credit card number.

The screenshot shows the SportPacks checkout process. At the top, there is a navigation bar with the SportPacks logo, 'ORDERS | MY ACCOUNT', and a 'SHOPPING CART' icon with a red notification bubble. Below this is a menu with four tabs: 'CUSTOMER INFORMATION', 'SHIPPING OPTIONS', 'PAYMENT INFORMATION' (which is highlighted in dark grey), and 'ORDER CONFIRMATION'. The 'PAYMENT METHOD: CUSTOMER CREDIT' section is active, showing two options: 'Entire Order Total (\$48.09)' (selected with a blue radio button) and 'Partial: 48.09' (with an unselected radio button). A red arrow points from the selected option to a large green 'COMPLETE ORDER' button. To the right, a 'Cart Summary' table lists the product details and costs. Below the summary, shipping and bill-to information for Robert Jones is displayed.

**SportPacks**  
ORDERS | MY ACCOUNT  
SHOPPING CART

CUSTOMER INFORMATION | SHIPPING OPTIONS | **PAYMENT INFORMATION** | ORDER CONFIRMATION

**PAYMENT METHOD: CUSTOMER CREDIT**

**Payment Amount:**  
 Entire Order Total (\$48.09)  
 Partial: 48.09

**COMPLETE ORDER**



**Cart Summary**


Product	Qty	Price
Port Authority Ladies Fleece Jacket, Black 55-PW-L217 Size: Women's Medium	1	\$35.98
Shipping: U.S.P.S. Priority Mail®		58.78
Sales Tax:		53.33
<b>Total:</b>		<b>\$48.09</b>


**Ship To:**  
**Robert Jones**  
123 Main Street Any Town, CA 32221  
Residential Address  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234


**Bill To:**  
**Robert Jones**  
123 Main Street Any Town, CA 32221  
Email: R.Jones@yahoo.com  
Phone: 555-555-1234


## 6. Your order is complete

ORDERS | MY ACCOUNT  
 **SHOPPING CART**

 CUSTOMER INFORMATION

 SHIPPING OPTIONS

 PAYMENT INFORMATION

 **ORDER CONFIRMATION**

Thank you for your order. Please keep this confirmation for your records.

Order #: 51000

Date: 08/29/2020 11:41:40 PDT


[Print Order Confirmation](#)

### Ship To:

Robert Jones  
123 Main Street  
Any Town, CA 32221  
*Residential Address*  
RJones@yahoo.com  
555-555-1234

### Bill To:

Robert Jones  
123 Main Street  
Any Town, CA 32221  
RJones@yahoo.com  
555-555-1234

Product	Quantity	Price	Subtotal	Cart Summary
 <p><b>Port Authority Ladies Fleece Jacket, Black</b> 55-FW-L217 Size <b>Women's Medium</b> This item will be shipped by Friday, September 11, 2020</p>	1	\$35.98	\$35.98	<i>Shipping: U.S.P.S. Priority Mail®: \$8.78</i> <i>Sales Tax: \$3.33</i> <b>Total: \$48.09</b>
				<i>Payment: Customer Credit: (\$48.09)</i>