

# How to Use Gift Cards to Order Online at William Wood-Write

## Gift cards can be used in two ways:

By entering your gift card code at checkout OR by adding your gift card balance to your account as a credit.

## Using your Gift Card at Checkout:

1. Add items to your cart and proceed to Checkout as usual. Once you get to the “Review & Payments” screen, click “Apply Gift Card or Gift Credit” to open the dropdown.




Apply Discount Code ^

  
  
**Apply Gift Card or Gift Credit** v ← Click to open dropdown.

**PAYMENT METHOD**

Credit Card

 PayPal Express Checkout

ORDER SUMMARY	
Cart Subtotal	\$241.84
Shipping	\$0.00
Standard Ground Shipping - Free ground shipping (Orders \$200+)	
Tax	\$31.44
<b>Order Total</b>	<b>\$273.28</b>
16 Items in Cart	v

2. Type your gift card code into the text box. Make sure you include the hyphens (-). Do not add any extra spaces. Then, click the “Apply” button.



Apply Discount Code ^

  
  
**Apply Gift Card or Gift Credit** ^ **Enter gift card code and click “Apply”.**  
   

Use Gift Credit ^

ORDER SUMMARY	
Cart Subtotal	\$241.84
Shipping	\$0.00
Standard Ground Shipping - Free ground shipping (Orders \$200+)	
Tax	\$31.44
<b>Order Total</b>	<b>\$273.28</b>
16 Items in Cart	v

Ship To: 

3. The value of the gift card is now deducted from your order total. If there is a balance remaining on your order, complete payment by selecting one of the options under “**Payment Method**”.




Apply Discount Code ^

Enter discount code

Apply Discount

Apply Gift Card or Gift Credit ^

 Your gift card was successfully applied.

Enter gift card code

Check gift card balance

Apply

x xxxx \*\*\*\*\* xxxx (-\$50.00)

Choose from saved list ^

Use Gift Credit ^

#### ORDER SUMMARY


Cart Subtotal	\$241.84
Shipping	\$0.00
Standard Ground Shipping - Free ground shipping (Orders \$200+)	
Tax	\$31.44
Gift Cards (XXXX*****XXXX)	-\$50.00
<b>Order Total</b>	<b>\$223.28</b>
16 Items in Cart	^

Ship To: 

**If a balance remains, complete payment below**

#### PAYMENT METHOD

Credit Card

 PayPal Express Checkout

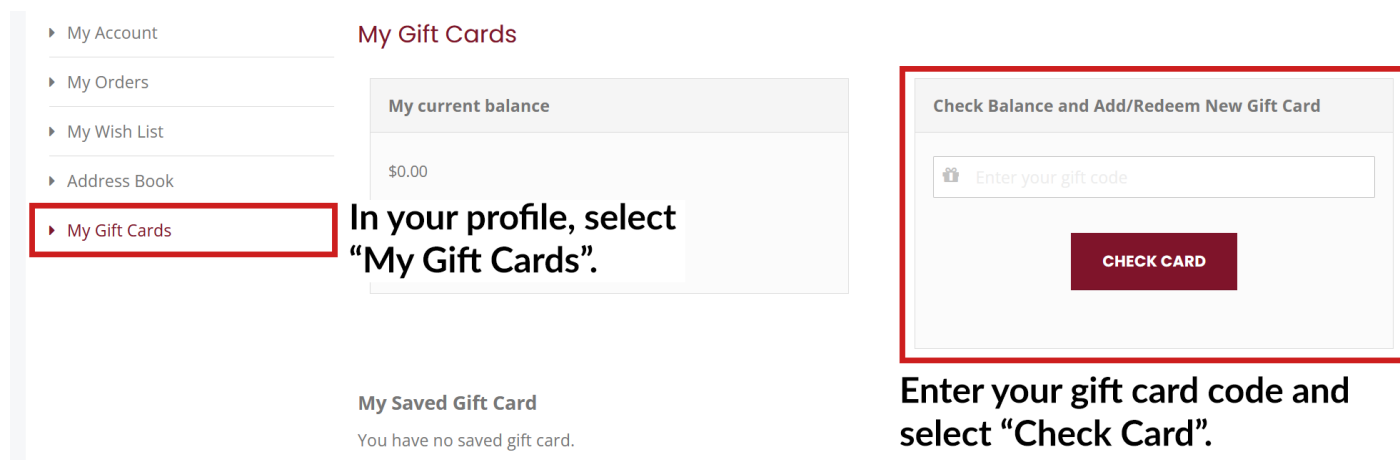
Payment by phone

Shipping Method: 

Standard Ground Shipping - Flat rate ground shipping (Orders \$100 - \$199)

## Adding Your Gift Card to Your Account Balance:

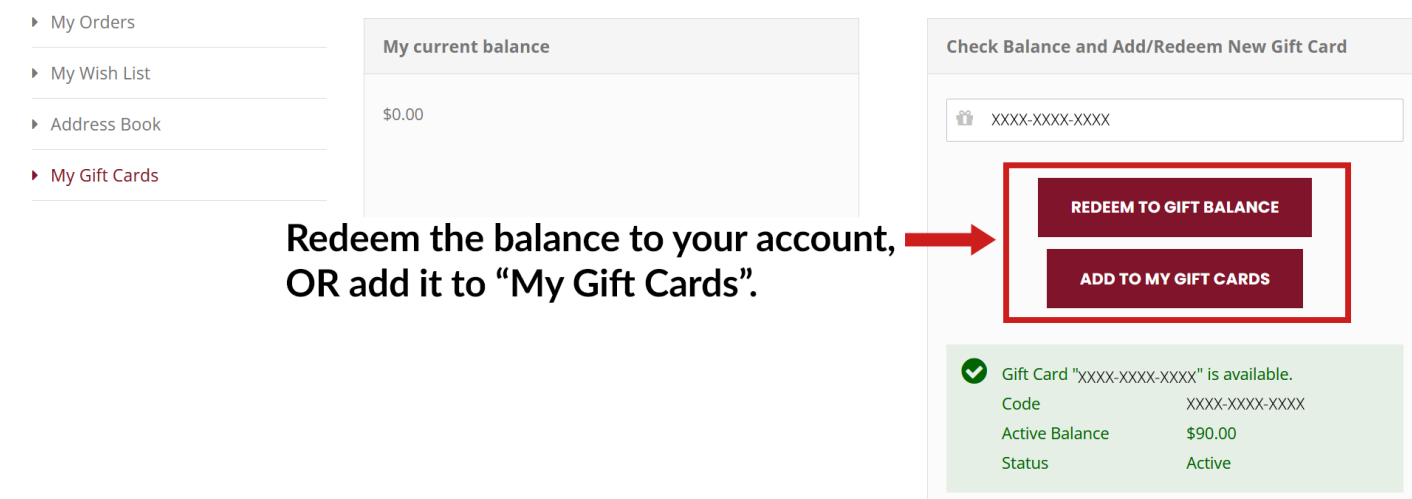
1. Go to your account page and select “My Gift Cards”. Enter your gift card code under “Check Balance and Add/Redeem New Gift Card” and click “Check Card”. The balance on your card will then display below.



**In your profile, select “My Gift Cards”.**

**Enter your gift card code and select “Check Card”.**

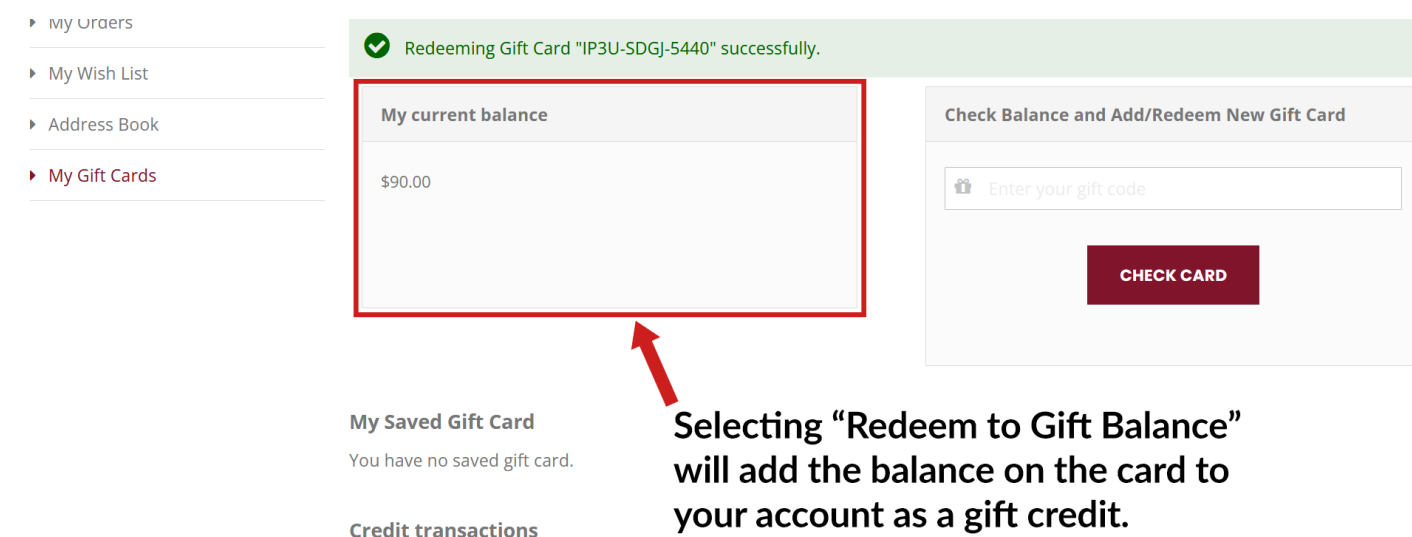
2. Select “Redeem to Gift Balance” to add the balance on the card to your account. Alternatively, you can select “Add to My Gift Cards” to save your card for future use.”



**Redeem the balance to your account, OR add it to “My Gift Cards”.**

Gift Card “XXXX-XXXX-XXXX” is available.  
Code XXXX-XXXX-XXXX  
Active Balance \$90.00  
Status Active

### “Redeem to Gift Balance”:



**Reedeeming Gift Card “IP3U-SDGJ-5440” successfully.**

**Selecting “Redeem to Gift Balance” will add the balance on the card to your account as a gift credit.**

## “Add to My Gift Cards”:

- ▶ My Account
- ▶ My Orders
- ▶ My Wish List
- ▶ Address Book
- ▶ My Gift Cards

### My Gift Cards

**My current balance**

\$0.00

**Check Balance and Add/Redeem New Gift Card**

📁 Enter your gift code

**CHECK CARD**

### My Saved Gift Card

Code	Balance	Status	
XXXX-XXXX-XXXX	\$90.00	Active	<a href="#">View</a>   <a href="#">Print</a>   <a href="#">Add Credit</a>   <a href="#">Remove</a>

Selecting “Add to My Gift Cards” will save the card for future use.

## Redeeming Your Balance:

1. To redeem an existing balance, click the “**Apply Gift Card or Gift Credit**” dropdown at checkout. Then, click the “**Use Gift Credit**” dropdown and drag the slider to apply the desired amount of credit. The applied credit will be reflected in your order summary. If a balance remains, complete your payment under “**Payment Method**”.

Apply Discount Code ^

Enter discount code

Apply Discount

Apply Gift Card or Gift Credit ^

✔ Your credit was successfully applied.

Enter gift card code

Check gift card balance

Apply

Use Gift Credit ^



### ORDER SUMMARY


Cart Subtotal	\$241.84
Shipping	\$0.00
Standard Ground Shipping - Free ground shipping (Orders \$200+)	
Tax	\$31.44
Credit	-\$90.00
<b>Order Total</b>	<b>\$183.28</b>
16 Items in Cart	^

Ship To: ✎

Click “Use Gift Credit” dropdown and drag slider to apply desired amount.

### PAYMENT METHOD

Credit Card

 PayPal Express Checkout

Payment by phone

If a balance remains, complete your payment.

Shipping Method: ✎

Standard Ground Shipping - Free ground shipping (Orders \$200+)