

## **Coupon Exchange Instructions**

The E.V. Bishoff Company Coupon Exchange is designed to allow E.V. Bishoff Company tenants to post printable and online coupons for your goods and/or services in an easy to follow format that can then be viewed and utilized by our other tenants.

### **How do you create and manage your coupons?**

Step 1 – Go to the Customer Center from the [www.evbc.com](http://www.evbc.com) and hit “Submit Coupon”

Step 2 - Create a user name and password. You will receive an email from our server containing your new password.

Step 3 – Click on “Submit Coupon”

Step 4 – Fill out the online form

Step 5 – Submit

### **FAQs**

**Choose a Category** – In this field you can choose between a printable coupon and an online coupon. An online coupon will send visitors to your website. If you choose an Online Coupon and decide that you would prefer it to show up as Printable, merely go to the “Manage Coupon” section and switch it to Printable.

**Listing Title** – This should be a short description of what your offer is all about. For example, if you operate a deli and are offering a lunch special an appropriate listing title would be “\$1 off any sandwich at Tip Top Deli-Pittsburgh”. Please designate the city for which the offer is intended on this line as in this example.

**Short description** – This is for the additional details of the offer. For example, for the sandwich special you would state “ Good for lunch orders only”.

**Description** – This is for the name and location of your business. For example, you could state “The Deli in The Alley is located in Columbus and is open for lunch Monday through Friday from 11 a.m. to 3 p.m.” This description will appear on the printable coupon. This is also where you indicate in which City you are located.

**Email** – Enter an email address for inquiries

**Coupon Code** – It is not necessary to complete this field. However, if you would like a special code to appear on your coupon, for example “Sandwich Special” or “Code1130”, you are welcome to include this in your coupon.

**Expiration Date** - Printable Coupons should include an expiration date. Once they expire, they will automatically be removed from the available offers. However, the coupon you created will remain in your account and can be used again just by changing the expiration date. Online Coupons will direct visitors to your website.

**Keywords** – This area is not applicable to the site at this time.

**Uploading your company logo** - Only jpeg and png files can be used. Please note that even a picture of the item that is being discounted will make your coupon more eye appealing.

**Managing your account** - Once you submit your coupon, you can go back by clicking on the “Manage Account” button and make changes. As you get familiar with the template and this interface, you will be able to make changes easily. Remember that it may be necessary to refresh the page to see your changes. A quick shortcut to doing this is by pressing Ctrl F5 simultaneously.