

HOW TO CREATE A VISA GIFT CARD CAMPAIGN IN BHN - OPTION 1: CREATE A NEW CAMPAIGN

- Click [here](#) to log into the BHN Rewards portal using your credentials.
- Click 
- Click 



Rewards

“Campaign Setup”

- “Campaign Name”: Enter Campaign Name
- “Program Type”: Select “Customer Loyalty or Points Program” from Dropdown Menu

“Your Reward Selection”

- “Where do your recipients reside?”
 - Select “They all reside in one country.”
 - Select “United States of America” from Dropdown Menu
- Select “Variable” as the Visa Gift Card option →
- Click “Select” at Bottom of box
- Click “Next”



Setup

Setup Page

- Click “Next”



Reward Recipient

“How do you want to add recipients?”

- Select “Bulk Import Using CSV File”
- Import Completed [“VISA GIFT CARD \(Client Incentive & Associate Recognition Programs\) - Order Form, 2025 Master Template”](#)
- Upload will Display. Click “Next”.



Email

“Customize Email Page”

- Click Pencil Icon to Edit Reward Email 
- “Message”: Use [these Visa Gift Card Program Campaign Templates](#) to Customize
- In “Use Gift Image:” Section, Click “Upload New”. Upload [Small IPFS Banner](#).
- Click “Save & Back to Campaign”
- Click “Next”



Reward Page

“Customize Reward Page”

- Click Pencil Icon to Edit Reward Page 
- “Message”: Use [these Visa Gift Card Program Campaign Templates](#) to Customize
- Banners Section at Bottom:
 - “Large (For Desktops)”: Click “Upload New”. Upload [Large IPFS Banner](#).
 - “Small (Mobile Devices)”: Click “Upload New”. Upload [Small IPFS Banner](#).
- Click “Save & Back to Campaign”
- Click “Next”



Confirm

Confirmation Page

- “Pay Using”: Select program from “Available Payment Methods” Dropdown Menu
- Click “Select”
- Click “Complete Setup”
- Click “Confirm Order”

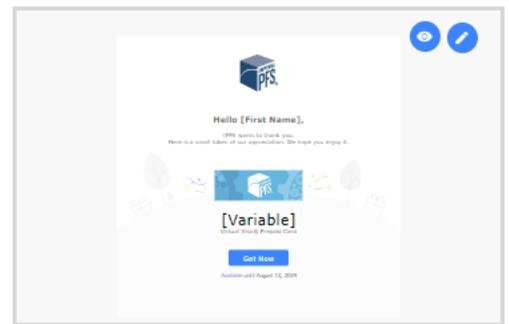
HOW TO CREATE A VISA GIFT CARD CAMPAIGN IN BHN - OPTION 2: ADD TO EXISTING CAMPAIGN

- Click [here](#) to log into the BHN Rewards portal using your credentials
- Click [Campaigns](#)
- Select Campaign to add to

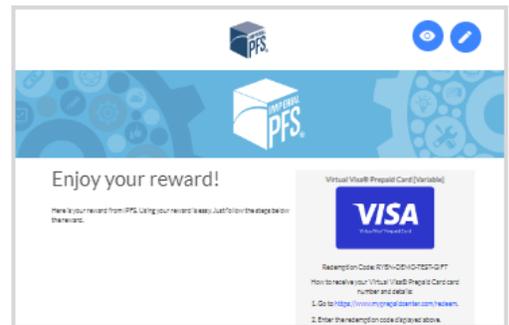
Customize Gift Card Reward Email Content

- Click [Setup](#)
- Scroll Down Page to:
 - “Reward Email” →
 - Click Pencil Icon to Edit 
 - “Message”: Use [these Visa Gift Card Program Campaign Templates](#) to Customize
 - Click “Save & Back to Campaign”
 - “Reward Page” →
 - Click Pencil Icon to Edit 
 - “Message”: Use [these Visa Gift Card Program Campaign Templates](#) to Customize
 - Click “Save & Back to Campaign”
- Scroll to top of Page & Click [Send Rewards](#)

Reward Email



Reward Page



“Recipients” Page

- Select [Import Using CSV File](#)
- Import Completed [VISA GIFT CARD \(Client Incentive & Associate Recognition Programs\) - Order Form, 2025 Master Template](#)
- Upload will Display. Click “Next”.

Confirmation Page

- “Pay Using”: Select Program from Dropdown Menu
- Click “Select”
- Click “Confirm Order”