Batch Load and
Bulk Card Order Instructions

1. Login to the card order site using your e-mail address. Once you select your quantity of Gift or Incentive Cards, click "Go to Checkout" or on the shopping cart at the top right.

2. At the "Shipping and Delivery" section, provide your preferred mailing address. Standard shipping is USPS 2-3 Day priority mail. We do offer expedited shipping and overnight shipping for additional cost however, UPS will not deliver to a PO Box. You will need to provide a valid street address in this section. Click "Continue" with Standard Shipping. You will be able to request expedited shipping, if need be, on the next section.

3. In the "Order Comments" please indicate the cards needed and at what denomination. Remaining cards in your order that are not part of the batch load will be assigned to you and you may add them to your bank's on-hand inventory. In this section, you may indicate expedited shipping if needed. Occasionally at the holidays, the USPS runs behind. We ask that you include the date you need the cards received and we will then arrange the appropriate shipping with you and provide you options.

4. To submit the order, click "Place Order."

5. Within 1 business day, you will receive another e-mail with an invoice for the batch load amount total (the amount you specified in the 'Order Comments' section during checking out) and wiring information. The e-mail will ask you to wire the funds for the batch load total and provide instructions on how to activate and load the cards once you receive the order.

To begin your order, please click the "Card Orders" link at the top of your program's homepage: www.convenientcards.com/ccstudio.

Note: We ship all batch orders with your cards organized and clearly marked. The cards are shipped inactive with $0.00. We will only activate and load the cards once we have source of funds cleared and confirmation that you and/or your customer have received the order.

If you have any questions or need anything during the batch load process, please contact Client Support at 1-844-280-4900 or ccstudio@convenientcards.com