

# Step by Step Guide to Bulk Loading Gift Cards

## Before you start

All National Book Token Gift Cards are packed sequentially - to ensure that the cards remain sequential please only use unopened packs. (If the pack has been opened you can manually check that the card numbers are sequential - see user guide page 41 for details)

## How to load the Gift Cards with value

### Getting started

1. Go to [www.nationalbooktokens.co.uk/giftcard](http://www.nationalbooktokens.co.uk/giftcard), click on '**Web Administration**' and log in
2. Click on '**Bulk Load/Activate**'

### Loading Value

1. Enter the first (lowest) card's number in the '**Start Card**' field and the last card's number in the '**End Card**' field  
See screenshot image below
2. Confirm the quantity of cards you have loaded in the '**Number of Cards**' field
3. Enter the amount to be loaded onto the cards in the '**Activation Amount**' field – each card will be loaded with the same value
4. Click **Load/Activate** and wait for the **Result** page to confirm each card has been loaded
5. Print the receipt and note the **Batch reference** number

The screenshot shows a web browser window with the URL <https://services.transaxpay.com/nbtAdmin/gui>. The page title is 'Bulk Load/Activate Cards' and the subtitle is 'Load and Activate up to 100 contiguous cards'. The form contains the following fields:

- Start Card: 633792
- End Card: 633792
- Number of cards: [empty]
- Activation Amount: [empty]

A red circle highlights the 'Bulk Load/Activate Cards' title and the 'Load/Activate' button at the bottom right. A red oval highlights the 'Load/Activate' button. A red circle highlights the warning text: 'Bulk loads take a few seconds to process, always wait for the Authorisation message.'

For more information, please consult your Gift Card User Guide.

For any questions, please call the Bookseller Helpline on 0844 912 0397.

## Security Codes

When you log on to web administration you will be asked to put in a **security code** – this will **automatically** be sent to the email address we have for you. It could arrive instantly or it could take a little while. (Please also check your junk/spam folder)