



USS Company Store - Gift Credit Access

Gift Credit Process

HOW TO ORDER A GIFT CREDITS

Log in to the company store with your unique user name and password.

Click on the category called **Gift Credits**.

Input the Recipients Name, Email Address, Card Value, and any information you would like to share with the recipient.

Once completed, click **Save New Version**.

At this time you can download the PDF version by clicking **View PDF** to send to the recipient so they are aware of their gift card and how to redeem. Actual price will equal the value added to the gift card.

Please approve proof and click **Add To Cart**. Click **submit** & continue with the checkout process.

Click on **Edit Shipping/Billing** and select ship to **Gift Card**.

Input your Credit Card within the **Edit Payment Method**.

Click **Place Order**

End User Experience

HOW END USERS WILL RECEIVE AND PROCESS GIFT CREDITS

As the recipient of a gift card they will receive an email notification from customerservice@officedepot360.com within one (1) business day stating that they have a Gift Credit Notification with the value of the gift credit.

This does not include information of who sent the gift credit or instructions. The PDF that was created at checkout does include checkout instructions and should be sent to the recipient by the purchaser so they know who sent the gift credit.

The recipient will then register or log in to the U. S. Steel company store and shop for any product available. Once they have found the items they wish to order they will follow the checkout process and click on **Edit Payment Method**.

The recipient will see a link called **Gift Card** (which is where the gift credit will go) and will be able to apply the available amount to their purchase. If they go over that allotted amount the recipient will pay the remaining balance with a personal credit card.