**Redeeming a Certificate using QR Code**

1. When a customer brings in one of our certificates, there will be a **QR code** in the top right corner of the voucher.
2. You can download a QR Reader app on **ANY** smart phone for **FREE!**
3. Open up your QR Code app on your phone.
4. Hold it over the QR Code. (The app will automatically scan the code without you even having to press a button!)
5. A page will appear on your phone that will let you know if the certificate has been redeemed or not.
6. If the certificate has not been redeemed, mark the certificate redeemed by tapping the button on the page and a message will appear saying the certificate has been redeemed.
7. That’s it! You have redeemed the QR code and this certificate cannot be used again.
8. If the page shows that the certificate has already been redeemed, inform the customer and do not accept the voucher. If the customer insists this is a mistake, have them get in touch with a Local Sharing Tree representative.

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If you have any questions or concerns about redeeming certificates with a QR Code, please contact our support team at [support@localsharingtree.com](mailto:support@localsharingtree.com) or you can **Chat Live** with a representative on our website from any page or call them Monday-Friday from 9am to 5pm at **704-380-3250**.

**Thank you for Giving, Saving and Growing with us!**