**Redeeming a Certificate using the Website**

1. Log into the website via your Merchant Account.
2. Click “My Account” in the top right corner of the website under your name.
3. Click “Business Dashboard” on the right side of the Account page.
4. Click “Voucher Report” for the deal that the voucher is being redeemed for. (\*Note if you are running more than one deal, please make sure you are redeeming the correct certificate for the correct deal.)
5. Each certificate comes with a Voucher Code and a Security Code. Please match the Voucher number from the certificate with the column named “Voucher(s)”
6. Click “Mark Redeemed”
7. That’s it! You have redeemed the certificate and it 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!**