Database Conversion
Steps & Agreement

SMART TRANSACTION SYSTEMS

We routinely convert gift card databases from other systems to our system. Following the steps below will ensure that the transition is seamless and hassle-free.

Step 1: Verify that your card digits are no fewer than 8 digits.

Short card numbers may not work in our system. Please confirm that your card numbers are 8 digits or longer.

Step 2: Verify that you can obtain current card balances in a file. Send a sample file.

First, verify that it is possible to obtain electronic files from your current processor showing all active cards and their current balances. Next, send us a sample file so that we can make sure it is formatted correctly. This file typically comes from an online reporting system.

- **Your file must have the full card numbers.** We cannot accept truncated card numbers.
- File formats we accept: any electronic text file or spreadsheet. Spreadsheets are preferred.
- **File formats we don't accept:** PDFs, printed reports or faxes of the data.

Step 3: Send us one of your cards for testing.

There are two ways to test your cards: by mail or by email. Please pick one.

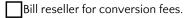|	
To send track data by email, you will need a computer with a mag-stripe reader attached to it. Then follow these instructions: 1. Open the program NotePad. 2. Swipe the card. 3. Save the NotePad text file. 4. Take a photo of the back of the card (so that the card number is visible). 5. Email both the photo and the text file to info@smarttransactions.com.	**To test your cards by mail**, please send one of your cards and your contact information to the address below: Smart Transaction Systems Attn: Conversion Team 280 E 1st Ave., #1103 Broomfield, CO 80038

Step 4: Plan your conversion.

Once the card data and test conversion file have been confirmed, you are ready to plan your conversion.

- Make sure the paperwork for your account has been sent to STS and you have received your setup credentials.
- Coordinate equipment setup with your POS representative or download your terminal with your reseller or STS.
- Once you have completely stopped processing gift cards through your old system, obtain and email a **current** card data file (as described in Step 2) to info@smarttransactions.com along with the date and time of the last transaction.
- We will complete the conversion process and all of your existing gift cards will be fully operational in our system. Please note, conversions are performed Monday through Thursday only.

Step 5: Conversion complete! You are ready to start using your new system.

We will e-mail a report showing all cards with balances that were imported into our system. Please check this report against your final report from your old processor to ensure that both reports show the same total. **A conversion fee of $50 will be debited from your account** on file within 10 days of the completion of the database conversion. If the conversion has to be re-done for any reason, there will be an additional fee of $125 per re-conversion.

☐ Bill reseller for conversion fees.

Agreement

I have read the five steps above and understand that I am responsible for executing them properly and completely. I understand that if I run transactions on my old card processor's system after my conversion date, this will cause incorrect card a balances with possible financial repercussions.

Name: _____   Signature: _____   Date: _____