Fresh Bucks Vendor Quick-Guide

SIGN IN

1. Locate the "FRESH INCENTIVES" application (carrot icon) on your device.
2. Enter your e-mail address and password.
3. Set your location to the farmers market you are currently at.

SPEND FRESH BUCKS

1. Click on "INCENTIVE-".
2. Enter the $ amount of "PRODUCE" (Fresh Bucks eligible items).
3. Enter the $ amount of "OTHER SNAP" and collect tokens.
4. Click the ARROW (top right).
5. Swipe or scan Fresh Bucks card and press the CHECKMARK (top right).
6. Receipt screen – review and offer to provide to customer.
   A. Press "SEND" to text or email a customer copy.
7. Complete sale by pressing "DONE".

CHECK BALANCE

1. Press "BALANCE".
2. Scan Fresh Bucks card with camera or swipe with card reader.
3. Balance appears.
4. Press "DETAILS" for a transaction summary, or "OK" to close.

HISTORY & REPORTS

1. Click on "HISTORY".
2. You will see transactions listed from newest to oldest, defaulted on the current date.
3. You can click on an individual transaction to see more information.
4. To find daily totals click on the "VIEW TOTALS" tab.

Note: This is the basic transaction history. To view the detailed transaction report, go to FreshIncentives.com and log in with your same app credentials. The menu on the lefthand side has a "Reports" section.

VOID THE LAST COMPLETED TRANSACTION

1. Select "HISTORY".
2. Click on the last transaction to view the receipt screen.
3. Press "VOID TRANSACTION".

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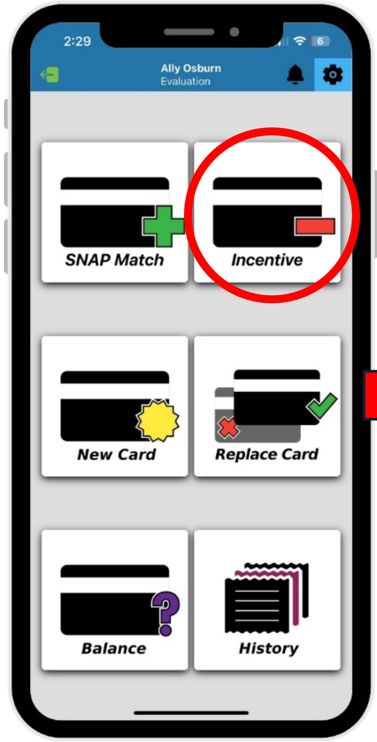
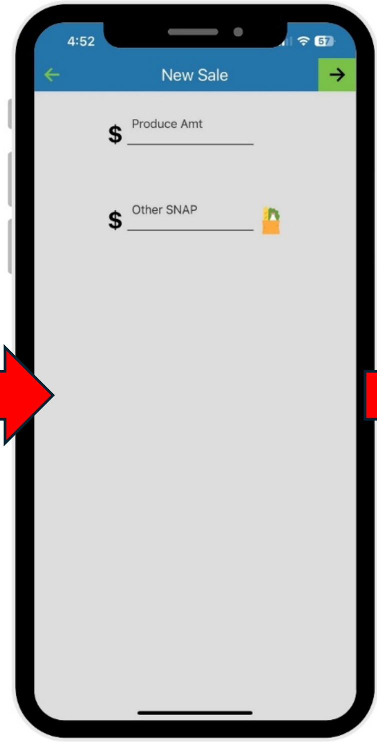
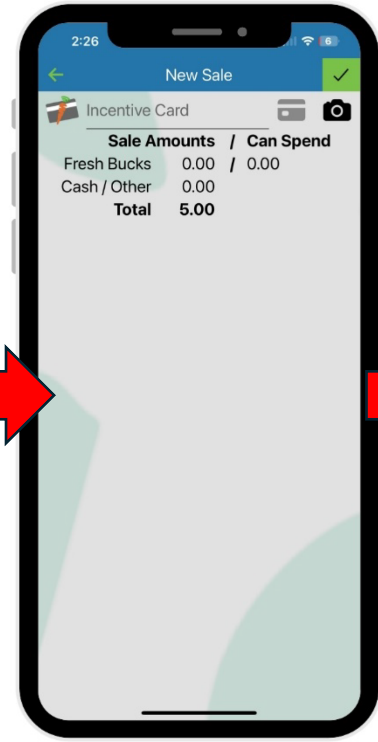


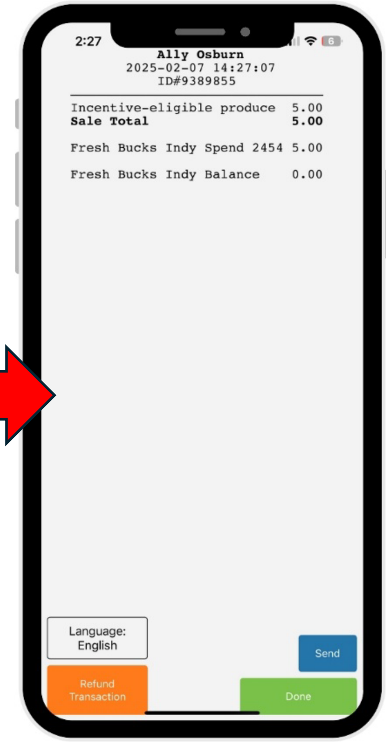
As a **Vendor**, to accept Fresh Bucks you will press "Incentive –". This means you are spending Fresh Bucks (nutrition incentives).



Next, enter the dollar amount the customer is spending on Fresh Bucks-eligible items (fresh fruits, veggies, herbs, and edible plant starts). If applicable, enter the dollar amount on SNAP items and collect tokens.



To process payment, swipe or scan the barcode on the Fresh Bucks card. If there is a balance remaining after the card is processed, the app will request another form of payment to complete the sale.



After the sale is complete, a receipt screen will present for the customer. You, the Vendor, have the option to text or email the customer a receipt with a language they prefer.