Co-op Connections Card: Business Partners

1. Lane-Scott Electric will enter your initial business information and initial discount/offer.

2. An email will be sent to you inviting you to activate your membership. You will click on the activation link provided and create your password. If a password is needed to sign in before you can change your password, it is *Password123.* After this, you will need to create your own password.

3. Lane-Scott will also email you a link to a training video, where you can learn how to manage your business information and offers. (Your initial business information will already be in your account) https://www.connections.coop/backoffice/pages/coops-helpcenter-training.aspx

4. Once your account is created, you can manage offers, view or update business information, number of stores, and analytics.

5. If you add an offer is or make changes, an email will be sent to Ann Marie Jennings at Lane-Scott for approval. Approval could take up to 48 hours.

6. Redemption of Coupons: There are 3 forms customers can use to redeem: 1.) Printed coupon (printed from the website) 2.) Mobile redemption (they will show you the coupon on their phone through the coop connections mobile app. They will click the "redemption button" on the mobile coupon.) *By hitting the redemption button, the coupon is tracked online.*   3.) Co-op connection card (the traditional card that will be mailed out to all members.) You may see cards not issued by Lane-Scott Electric, but other Electric Co-ops. This should be honored as well. If you offer more than one discount, you will have to let them know the offers and terms of the offers.

7. If you do not wish to manage your offers yourself online, you will need to submit the offer or change in writing to Ann Marie Jennings. You can either email ann.jennings@lanescott.coop or send it via mail: Lane-Scott Electric, PO Box 758, Dighton, KS 67839, or fax it to 620-397-5997. In your offer you will need to include the following information about your offer:

    -   Offer Description: i.e. ($10 off the purchase of a fountain drink, 10% of purchase, etc.)
    -   Maximum $ of Discount: This is needed for % off offers
    -   Value of Discount: Either the $ amount of the offer, or if it's a % off, use your best estimate to the value
    -   Limited to: How many redemptions a member can use per day, week, month, etc.
    -   Redemption Type: If you want it available to members via mobile and/or printed coupon. It will always be available for redemption by showing their coop connection card.
    -   Expiration Date
    -   Special Instructions: i.e. (Not valid with other offers or 1 offer per customer)