Portal TI®

MARKETING FEATURES WITH PROGRAMMING INSTRUCTIONS

VIP Wash Pass™ Card

What it's all about:

If you are actively selling new fleet customers, the VIP Wash Pass is an attractive way to present the advantages of the house account. The VIP Wash Pass may also be used as a gift card when programmed as a monetary-based account. Cards are a familiar, comfortable and convenient method for consumers to access a service. Sell your potential customer on the added value benefits of providing each of his employees with a personal Wash Pass card. In addition to gaining employee satisfaction, your customer will be able to track the wash usage of each employee.

Setting up the VIP Wash Pass is easy. The card is programmed through the Portal's management screen. The card can also be programmed at the Manager's Console using profiles.

Marketing Tips:

- Sell the VIP Wash Pass like a pre-paid phone card. The site attendant can sell the card to customers waiting in line, or cards can be dispensed out of an electronic vending machine. In a C-Store environment, set up Point-Of-Purchase displays and signs in the store. A large, colorful exterior banner promotes the advantages of the VIP Wash Pass Card to customers driving in.
- Promote Wash Passes as stocking stuffers, gifts for Father's and Mother's Day, and other holidays.
- Sell the Wash Pass to car dealers to give to their new customers (a great way to keep a new car owner happy).
- Sell to Charities and non-profits to use as fundraisers.
- Take advantage of Unitec's Customized VIP Wash Pass - This is a great way to promote your site and brand your company image and location. Your logo, photograph and address can all be printed on the customized card.

Programming Instructions for the VIP Wash Pass™

Individual VIP Wash Pass cards are assigned to each person who will be using the (house) account.

1. From the House Account Functions, click the House Account Setup button to display the House Account Selection screen.
2. Click the New button to display the House Account Setup screen.

3. Fill in the appropriate information for the following fields:
    - Account Name – The name of the account.
    - Card/Code – Enter the VIP Wash Pass card number for the account here. If you are setting up a card-based account from the Console, you can swipe the card and the account number will automatically be entered.
    - Profile Name – The name of a house account profile that can be selected to set up default settings for this account. If you select a profile, the contract you setup for the account will automatically populate the Contract section of the screen. You must setup House Account Profiles before setting up the House Account for there to be any profiles in the drop down list.
    - Selling Price – This is price that the customer will be charged for the account.
    - Active? – This check box allows you to disable the account without deleting it.
    - Fixed Price? – Check this box if the customer will be charged the same amount when the account is recharged. If this control is not checked, then the cashier can override the price when recharging the account.
    - Account Type – Select Product Based or Monetary Based. Product Based accounts have a preset number of uses for one wash package. Monetary Based accounts have a starting dollar value and the value of each wash selected is deducted from the account balance when the account is used.
    - Media – Select Card. Card Account Numbers must be an 8-digit number and is encoded on the VIP Wash Pass.
    - Print Customer Receipt? – The system will give the customer the option of printing a receipt at the Portal TI when they use their account.
    - Print Store Receipt? – The system will automatically print out a receipt for the store when the account is used.
    - Show Account Status to Customer? – When this option is set, the Portal TI will display the remaining value of their account.
    - Allow upgrades? – This setting will determine if the customer will be prompted for upgrades (assuming that upgrades are turned on) when the account is used.
4. Click the Schedule button to display the House Account Schedule Setup screen.
5. Enter the times and dates that the customer can use this account.
6. Click OK to return to the House Account Setup Screen.
7. Click the Details button to display the House Account Details Setup screen.
8. Enter the Details of this account's contact information. If the company has already been defined, you can enter the company name and click the search button to find the details already entered into the system.
9. Click OK to return to the House Account Setup Screen.
10. If you have not selected a profile, you will need to setup a contract in the Contracts section of the screen to define the terms of the house account. A Contract defines the

terms of the agreement between your site and the customer. Click New to display the House Account Contract screen. Enter the following information:

- Total Uses – If the house account is product based, enter the total number of uses in this field.
- Number Used – This field will be grayed out and blank when entering new contracts. If you are viewing an existing contract, the total number of times the account has been used will appear here.
- Max Uses Per Day – Enter the maximum number of times the account can be used in one day.
- Contract Price – Enter the amount paid for the account.
- Expiration Date – Select the expiration date by clicking the button to the right of this field.
- Wash – If the account is product based, select the wash package to issue when the account is used.
- Value – If the account is monetary based, enter the total value (not necessarily the amount paid) of the account.
- Tokens – Enter the number of tokens to dispense when the account is used.

11. Click OK to return to the House Account Setup Screen.
12. Click OK to return to the House Account Selection screen. The account you have just defined will now appear on the list of House Accounts.