

The below is a guide to Add Users to Boost. If you see an option that is not available to you, but you are interested in, please contact your account manager to upgrade.

To add yourself to Boost to see offers, simply follow one of the methods outlined below. You will need to register your Boost card or App.

App invites are sent daily at 10 am. You need to set the 'App Email Send Date' for the initial invite email otherwise no invites will be sent.

How to add your employees/team

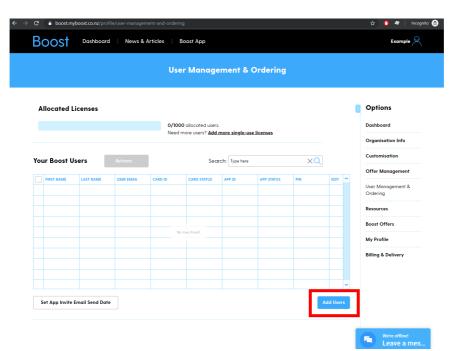
- 1. Login to myboost.co.nz
- 2. From the Dashboard, click through to the "User Management & Ordering" tab

C a boost.myboost.co.nz/profile/dashboard	☆ 🌔 🜌 Incognito
BOOST Dashboard News & Articles Boost App	Example
Dashboard	
Boost status	Options
20	Dashboard
Licenses ollocated	Organisation Info
0/1000 Offers	Customisation
enabled	Offer Management
Need more users? Add more single-use licenses Manage Offers	User Management & Ordering
Roll-out Checklist	Resources
Check these items off as you complete the roll-out of Boost to your staff. View the Resources section for help.	Boost Offers
Tick box once complete Tick box once complete Offer Management Uter Management	mplete My Profile
	Billing & Delivery
Resources for Success	
Everything you need to know about Boost	
Allocate Licenses Emails sent to staff Collateral ordered View resources View resources View resources	FAGs published View resources
	Were offline!





3. Click on the "Add User" button.



- 4. On this page, you can:
 - a. Individually Add Users
 - b. Upload Users from a CSV file you can upload up to 100 at a time. If you have more than that, please split the file into sizes under 100, or use Bulk Upload.
 - c. Bulk Upload
 - d. Order Blank Cards
 - e. Download App logins

C boost.myboost.co.nz/profile/use	r-management-and-ordering/add-	users			📩 🚺 💐 Incognit
		Add Users			
Step 1: Add		S	tep 2: Confirm	8	Options
Active Users					Dashboard
Active Users					Organisation Info
Current: 0 New: 0				Limit: 1000	Customisation
					Offer Management
Review the new Users below and make a When you're ready to confirm, click Next.	ny required edits.	Search: T	ype here	×Q	User Management & Ordering
First Name	Last Name	Email	Access		Add User
					Resources
• Add User					Boost Offers
_				_	My Profile
+ Back				Next	Billing & Delivery
Upload Users					
Upload Users Upload a CSV file for the Bulk Upload belo	r import of up to 100 users. Downlo w.	ad the <u>CSV template</u> for help	a. For uploads over 100 use	rs, please use	
Bulk Upload					
Bulk Upload Use this to upload a C creation may take 3-	SV file with over 100 users. Down! business days.	oad the <u>CSV template</u> for hel	p. The file will be reviewed	and user	
Blank Cards		App Login	s		
Order Cards Card ID and PIN can b		Download	Don't know the contact Download app logins ar		
log into the App			them yourself.		We're offline!



Add Users individually

1. Click the Add User Button

\rightarrow	C 🔒 boost.my	yboost.co.nz/profile/user-mi	anagement-and-ordering/add-use	rs			🖈 🌔 🖉 Inco	ignito 🖶
				Add Users	3			
		Step 1: Add			Step 2: Confirm		Options	
	Active Users						Dashboard Organisation Info	
	Current: 0 New: 0					Limit: 1000	Customisation Offer Management	
		sers below and make any re y to confirm, click Next.	equired edits.	Sec	rch: Type here	×Q	User Management & Ordering	
	Fire	st Name	Last Name	Email	Access		Add User	
Г	• Add User	1					Boost Offers	
L	_					_	My Profile	
	• Back					Next+	Billing & Delivery	
	Upload Users		port of up to 100 users. Download	the <u>CSV template</u>	for help. For uploads ove	r 100 users, please use		
	Bulk Upload		file with over 100 users. Download siness days.	i the <u>CSV template</u>	for help. The file will be r	reviewed and user		
	Blank Cards			App I	ogins			
	Order Cards	This will order blank cards card ID and PIN can be us log into the App		Down		contact details? logins and distribute	We're offlinel	

2. Input the First and Last names of the person you want to add, as well as their email address. Select the type of access you want the person to have. You can then click the "Add User" button again if you're going to add another user. Once complete, click Next.

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Boost Dashboard News	s & Articles Boost App			Example
	Add	Users		
Step 1: Add			Step 2: Confirm	n
Active Users				
Current: 0 New: 1				Limit: 1000
Review the new Users below and make any req When you're ready to confirm, click Next.	uired edits.		Search: Type here	XQ
First Name	Last Name	Email	Acce	55
1 Remove Example	User	example_user@n3.com	e 💿 c	ard 🦲 App
+ Add User				
- Back				Next>





3. Check that you have the right details, then click confirm

$ ightarrow {f C}$ $ ho$ boost.myt	boost.co.nz/profile/user-manag	ement-and-ordering/add-users				🟠 🜔 🜌 Incognito 👼
Boost	Dashboard News	& Articles Boost App				Example 🖉
		P	dd Users			
	Step 1: Add			Step 2: Confirm		Options
Review the new Use	ers below and make any requir	ed edits. When you're ready, click	< Confirm.			Dashboard Organisation Info
First Name	Last Name	Email	Access		Actions	Customisation
Example	User	example_user@n3.co.nz	Card	Арр	Remove	Offer Management
(Edit					Confirm	User Management & Ordering Add User Resources Boost Offers My Profile Billing & Delivery
						Billing & Delivery

4. Your users will be added, and then a success page will show. You will receive an email once the process is complete, and the users will appear in the User Management and Ordering table. **This process may take a few minutes.**

← → C	🟠 🔮 🜌 🛛 Incognito 👼
Boost Dashboard News & Articles Boost App	Example
Add User	
We are working on it! Your request is underway, it may take a few minutes. Once complete, you will receive a confirmation email from us. If you do not receive this email please contact your Account Manager. Back to User Management and Ordering > Dashboard >	Options Dashboard Organisation Info Customisation Offer Management User Management & Ordering Resources Boost Offers My Profile Upgrade Plan Billing & Delivery



5. Once the process has been completed the users you added will appear on the User Management and Ordering table.

Example \bigotimes S
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ers
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Upload Users CSV file

1. Download and open the CSV template file

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		Add Users			
Step 1	: Add		Step 2: Confirm	8	Options
Active Users					Dashboard Organisation Info
					Customisation
Current: 0 New: 0				Limit: 1000	Offer Management
Review the new Users below and n When you're ready to confirm, click		Search:	Type here	×Q	User Management & Ordering
First Name	Last Name	Email	Access		Add User Resources
+ Add User					Boost Offers
· Back				Next	My Profile
					Billing & Delivery
Upload Users Upload Users Upload a CSV the Bulk Upload	file for import of up to 100 users. Do d below.	wnload t e <u>CSV template</u> fo h	elp. For uploads over 100 u	sers, please use	
	ad a CSV file with over 100 users. D	ownload the <u>CSV template</u> for t	elp. The file will be review	ed and user	
Blank Cards	ake 3-4 business days.	App Log	ins		
	blank cards. The I can be used to P	Download	Don't know the contact Download app logins them yourself.		We're offline!



2. Remove the example information and fill in the first and last names of your employees/team as well as their email addresses. There is a limit of 100 at a time. Make sure you save as a CSV.

	А	В	С	D	Е
1	First Name	Last Name	User Email		
2	example1	user1	example1u	ser1@n3.cc	o.nz
3	example2	user2	example2u	ser2@n3.cc	o.nz
4	example3	user3	example3u	ser3@n3.co	o.nz
5	example4	user4	example4u	ser4@n3.cc	o.nz
6	example5	user5	example5u	ser5@n3.cc	o.nz
7	example6	user6	example6u	ser6@n3.cc	o.nz
8	example7	user7	example7u	ser7@n3.cc	o.nz
9	example8	user8	example8u	ser8@n3.cc	o.nz
10	example9	user9	example9u	ser9@n3.cc	o.nz
11	example10	user10	example10	user10@n3	.co.nz
12	example11	user11	example11	user11@n3	.co.nz
13	example12	user12	example12	user12@n3	.co.nz
14	example13	user13	example13	user13@n3	.co.nz
15	example14	user14	example14	user14@n3	.co.nz
16	example15	user15	example15	user15@n3	.co.nz
17	example16	user16	example16	user16@n3	.co.nz
18	example17	user17	example17	user17@n3	.co.nz
19	example18	user18	example18	user18@n3	.co.nz
20	example19	user19	example19	user19@n3	.co.nz
21	example20	user20	example20	user20@n3	.co.nz
22	evamnle71		ovamnla71	ucar71@n?	00 P7
1	> CS	/-template	(+)		

3. Click the "Upload Users" button

C a boost.myboost.co.nz/profi	le/user-management-and-ordering/	add-users		☆ 🔱 🖉 Incognite
		Add Users		
Step 1:	Add		Step 2: Confirm	Options
				Dashboard
Active Users				Organisation Info
				Customisation
Current: 0 New: 0				Limit: 1000 Offer Management
Review the new Users below and m When you're ready to confirm, click		Search	Type here	User Management & Ordering
First Name	Last Name	Email	Access	Add User
				Resources
• Add User				Boost Offers
				My Profile
Back				Next) Billing & Delivery
the Bulk Upload				
Bulk Upload Use this to uploa creation may ta	d a CSV file with over 100 users. D ke 3-4 business days.	ownload the <u>CSV template</u> for	help. The file will be reviewed o	and user
Blank Cards		App Log	ins	
Order Cards This will order b card ID and PIN log into the App	can be used to	Downloa	d Don't know the contact d Download app logins and them yourself.	



4. Click "Choose a file" and select the file you saved earlier

ny rec	Bulk Upload Select a CSV file to upload Choose a file	×	Liı
t	Cancel	Upload ›	

5. A preview will show. Click "Upload" if you are happy with the preview, or "Cancel" if you want to change the file

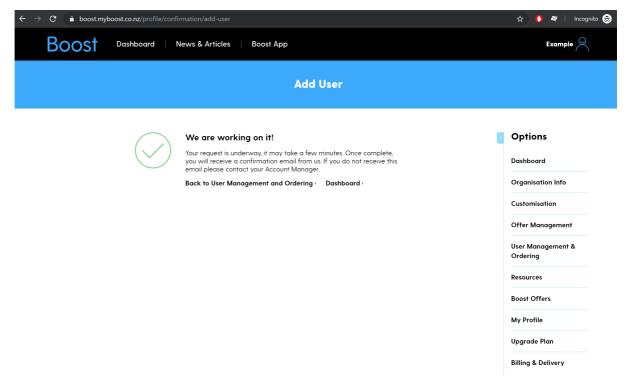
FIRST NAME	LAST NAME	EMAIL	
example1	userl	example1user1@n3	
example2	user2	example2user2@n	
example3	user3	example3user3@n	
example4	user4	example4user4@n	
example5	user5	example5user5@n	

6. Please review all the user's details, if you are happy, click "Confirm"

< Edit					Confirm ›
example100	user100	example100user100@n3.co.nz	Card	Арр	Remove
example99	user99	example99user99@n3.co.nz	Card	Арр	Remove
example98	user98	example98user98@n3.co.nz	Card	Арр	Remove
example97	user97	example97user97@n3.co.nz	Card	Арр	Remove



7. Your users will be added, and then a success page will show. You will receive an email once the process is complete, and the users will appear in the User Management and Ordering table. **This process may take a few minutes.**



8. Once the process has been completed, the users you added will appear on the User Management and Ordering table.

				User	Manager	nent & (Ordering				
AI	located L	icenses.									Options
				101/100	0 allocated users.						Dashboard
				Need m	ore users? <u>Add m</u>	ore single-use	e licenses				Organisation Info
		_									Customisation
(ou	ır Boost U	sers	Actions		Searc	n: Type here		XQ			
	FIRST NAME	LAST NAME	USER EMAIL	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT	^	Offer Management
	example66	user66	example66user66@	BT000026017	Requested	BT000026012	Invited	B2N6T2	Edit		User Management & Ordering
	example2	user2	example2user2@n3	BT000025973	Requested	BT000025978	Invited	G3K3S4	Edit		
	example55	user55	example55user55@	BT000026376	Requested	BT000026371	Invited	F1C9Y8	Edit		Resources
	example62	user62	example62user62@	BT000025713	Requested	BT000025718	Invited	HIZ4YO	Edit		Boost Offers
	example42	user42	example42user42	BT000026147	Requested	BT000026142	Invited	H6V4Q8	Edit		My Profile
		user36	example36user36@	BT000025720	Requested	BT000025725	Invited	GIRORO	Edit		· · · · · · · · · · · · · · · · · · ·
	example36	user30	example30user30	BT000026406	Requested	BT000026401	Invited	K0Q5J7	Edit		Billing & Delivery
	example36 example30		example5user5@n3	BT000026284	Requested	BT000026289	Invited	R5K6W6	Edit		
		user5	exampleouserowno					D7G3G9	Edit		
	example30	user5 user77	example30ser30m3	BT000026130	Requested	BT000026135	Invited	0/030/	Luii	~	



Bulk Upload CSV file

1. Download and open the CSV template file

C boost.myboost.co.nz/p	orofile/user-management-and-ordering/	add-users			🚖 🌔 💐 🛛 Incognito (
		Add Users			
Ste	ip 1: Add		Step 2: Confirm		Options
Active Users					Dashboard
					Organisation Info
Current: 0 New: 0				Limit: 1000	Offer Management
Review the new Users below an When you're ready to confirm, a		Sea	rch: Type here	×Q	User Management & Ordering
First Name	Last Name	Email	Access		Add User
					Resources
• Add User					Boost Offers
Back				Next	My Profile Billing & Delivery
Upload Users Upload Users Upload a C the Bulk Up	SV file for import of up to 100 users. Do load below.	wnload the <u>CSV template</u> f	or help. For uploads over 100	users, please use	
Bulk Upload Bulk Upload Use this to u creation ma	pload a CSV file with over 100 users. D y take 3-4 business days.	ownload te <u>CSV template</u>	c help. The file will be review	ved and user	
Blank Cards		App L	ogins		
	er blank cards. The PIN can be used to App	Down	load Don't know the cont Download app login them yourself.		We're offline! Leave a mes

Remove the example information and fill in the first and last names of your employees/team as well as their email addresses. Make sure you save as a CSV.

	А	В	С	D	E
1	First Name	Last Name	User Email		
2	example1	user1	example1u	ser1@n3.co	.nz
3	example2	user2	example2u	ser2@n3.co	.nz
4	example3	user3	example3u	ser3@n3.co	.nz
5	example4	user4	example4u	ser4@n3.co	.nz
6	example5	user5	example5u	ser5@n3.co	.nz
7	example6	user6	example6u	ser6@n3.co	.nz
8	example7	user7	example7u	ser7@n3.co	.nz
9	example8	user8	example8u	ser8@n3.co	.nz
10	example9	user9	example9u	ser9@n3.co	.nz
11	example10	user10	example10	user10@n3	.co.nz
12	example11	user11	example11	user11@n3	.co.nz
13	example12	user12	example12	user12@n3	.co.nz
14	example13	user13	example13	user13@n3	.co.nz
15	example14	user14	example14	user14@n3	.co.nz
16	example15	user15	example15	user15@n3	.co.nz
17	example16	user16	example16	user16@n3	.co.nz
18	example17	user17	example17	user17@n3	.co.nz
19	example18	user18	example18	user18@n3	.co.nz
20	example19	user19	example19	user19@n3	.co.nz
21	example20	user20	example20	user20@n3	.co.nz
22	ovamnlo71			ucar71@n?	CO 07
	> CS	/-template	(+)		





2. Click the "Bulk Upload" button

C 🔒 boost.myb	oost.co.nz/profile/user-m	anagement-and-ordering/add-u	sers				\$	0 🐐	Incognito 🍮
			Add U	sers					
	Step 1: Add			Ste	ep 2: Confirm		Opti	ons	
							Dashbe	ard	
Active Users							Organi	sation Info	2
							Custon	nisation	
Current: 0 New: 0						Limit: 1000	Offer I	Manageme	ent
Review the new User When you're ready to	s below and make any re confirm, click Next.	equired edits.		Search: Typ	ie here	×Q	User M Orderi	anagemen ng	st &
First	Name	Last Name	Email		Access		,	dd User	
							Resour	ces	
+ Add User							Boost (Offers	
_						_	My Pro	file	
Back						Next -	Billing	& Delivery	
Upload Users Upload Users Bulk Upload	Upload a CSV file for imp the Bulk Upload below.	port of up to 100 users. Downloc	od the <u>CSV tem</u>	<u>plate</u> for help. I	For uploads over 100 users,	please use			
Bulk Helend	lse this to upload a CSV l reation may take 3-4 bu	file with over 100 users. Downlow siness days.	ad the <u>CSV terr</u>	<u>plate</u> for help.	The file will be reviewed or	nd user			
Blank Cards			A	pp Logins					
Order Cards a	This will order blank card card ID and PIN can be us og into the App			Download	Don't know the contact de Download app logins and them yourself.		Fa	We're offlin Leave a	

3. Click "Choose a file" and select the file you saved earlier

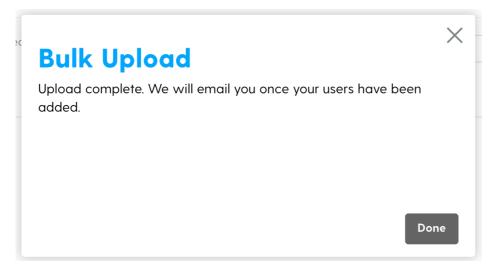
ec	Bulk Upload	×
,	Select a CSV file to upload	
	Choose a file	
	Cancel	Upload >



A preview will show. Click "Upload" if you are happy with the preview, or "Cancel" if you want to change the file

FIRST NAME	LAST NAME	EMAIL	
Password	31	Password31@n3.c	
Password	18	Password18@n3.c	
used	used	Password41@n3.c	
Password	71	Password71@n3.c	
theworld	howcan	theworld@n3.co.nz	

Please review all the user's details, if you are happy, click "Upload"



Once complete, the above will show. We will upload the users and email you once this is complete.





Order Blank Cards

1. Click on the "Order Cards" button

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	Add Users	
Step I: Add	Step 2: Confir	m Options
		Dashboard
Active Users		Organisation Info
		Customisation
Current: 0 New: 0		Limit: 1000 Offer Management
Review the new Users below and make any required edits. When you're ready to confirm, click Next.	Search: Type here	User Management & Ordering
First Name Last Name	Email Acc	ess Add User
		Resources
+ Add User		Boost Offers
_		My Profile
< Back		Next · Billing & Delivery
Bulk Upload		
Bulk Upload a CSV file for bulk import of users. Downloa your Account Manager.	d the <u>CSV template</u> for help. For uploads over 10	20 users, please contact
Blank Cards	App Logins	
Order Cards		v the contact details? app logins and distribute
Order Cards c rd ID and PIN can be used to	them yours	

2. Add in the quantity of blank cards you wish to order and click "Next"

Last Name	Email	Access
Order Bla	nk Cards	×
How many blank ca	rds would you like to order?	
10		
ir Cancel		Next > P cc

3. Are you sure you want to order that many cards? If yes, click "Order", if no, click "Cancel"

Last Name	Email	Access
Order Blan	k Cards	×
You are about to order this?	10 blank cards. Are	you sure you want to do
Cancel		Order) ∋ C(



4. Your blank cards will be added, then a success page will show. You will receive an email once the process is complete, and the blank cards will appear in the User Management and Ordering table. This process may take a few minutes.

\leftarrow \rightarrow C \triangleq boost.myboost.co.nz/profile/conf		🖈 🚺 🜌 🛛 Incognito 😁
Boost Dashboard	News & Articles Boost App	Example 🔗
	Add User	
	We are working on it! Your request is underway, it may take a few minutes. Once complete, you will receive a confirmation email from us. If you do not receive this email please contact your Account Manager. Back to User Management and Ordering > Dashboard >	Options Dashboard Organisation Info Customisation Offer Management User Management & Ordering Resources Boost Offers My Profile Upgrade Plan Billing & Delivery

5. Once the process has been completed, the blank cards you added will appear on the User Management and Ordering table.

e-use licenses e-use licenses perfect perfect perfect perfect perfect perfect perfect perfect
e-use licenses Organisation Info Customisation 25 Invited 14/9529 Edit Offer Management &
rere XQ Organisation Info Customisation Offer Management User Management & Ordering
25 Invited F4V9C9 Edit Offer Management & Ordering
25 Invited F4V9C9 Edit Conference
Ordering
Ordering
88 Invited V3D2M7 Edit Resources
09 Ready to Use G9P7S0 Boost Offers
16 Ready to Use T9C4Q3
23 Ready to Use W6M4H5 My Profile
30 Ready to Use PIM4L2 Billing & Delivery
300 Ready to Use PIM/L2 471 Ready to Use PSQ4D4
Billing & Delivery
47 Ready to Use PSG8D4 Billing & Delivery
16 Ready to Use T9C4Q3



Download Blank Apps

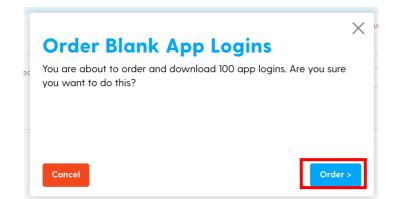
1. Click on the "Download" button under 'Blank Apps'

C boost.myboost.co.nz/profile/us	ser-management-and-ordering	/add-users			🖈 🌔 🛛 Incognito
		Add Users			
Step 1: Add			Step 2: Confirm		Options
					Dashboard
Active Users					Organisation Info
					Customisation
Current: 0 New: 0				Limit: 1000	Offer Management
Review the new Users below and make When you're ready to confirm, click Next	any required edits.	Sean	ch: Type here	×Q	User Management & Ordering
First Name	Last Name	Email	Access		Add User
					Resources
+ Add User					Boost Offers
					My Profile
< Back				Next+	Billing & Delivery
Bulk Upload					
	bulk import of users. Downlo er.	ad the <u>CSV template</u> for help.	For uploads over 100 users, p	vlease contact	
Blank Cards		App Lo	ogins		
Order Cards log into the App		Downl	bood Den't know the cont De wnload opp login th m yourself.		
					We're offline! Leave a mes

2. Add in the quantity of blank apps you wish to order and click "Next"

Order Blank App Logins	
How many blank app logins would you like to order? You can order up to 100 per request.	
Maximum 100	
Total to be ordered: 0	

3. Are you sure you want to order that many apps? If yes, click "Order", if no, click "Cancel"

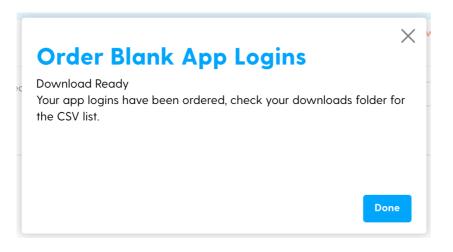




4. The app logins will then be created and downloaded. Do not leave this page.

Order Blank App Logins	× •
Preparing Download 🔿	
Ordering App Logins (5/100)	
Cancel	Order >

5. The csv file with the app ID and PIN will be downloaded to your device and this message will show.



Well done you have completed the 'How to Add Users' guide!