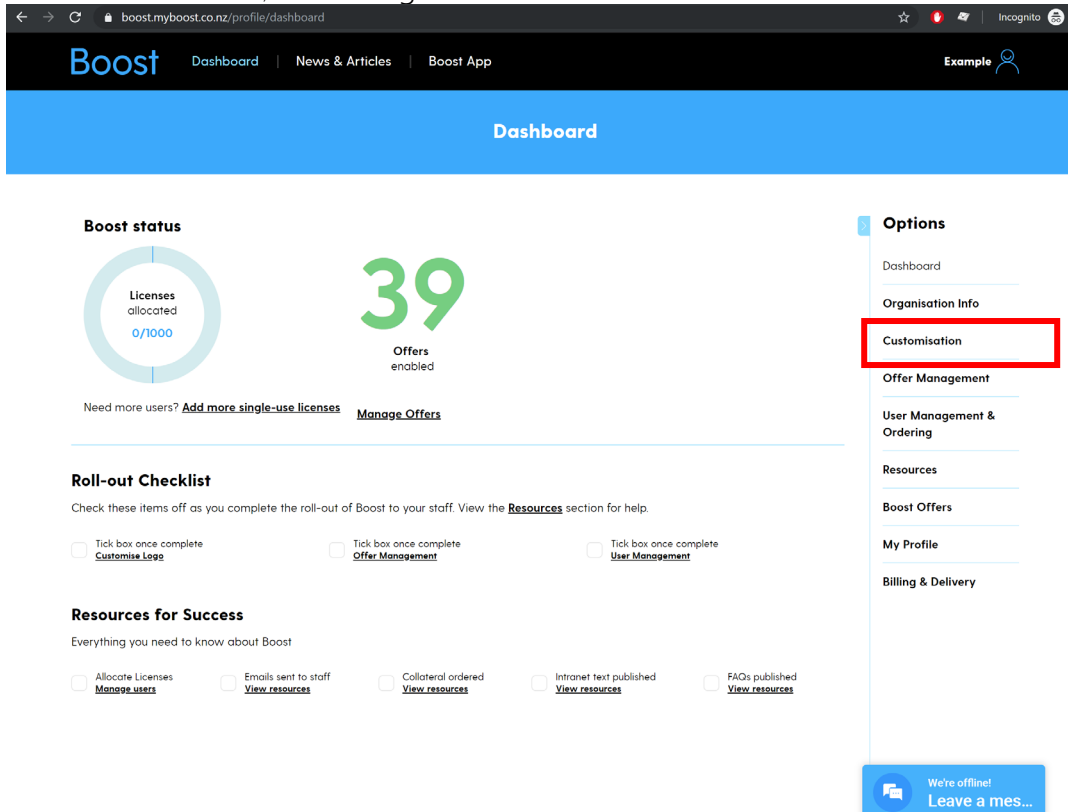
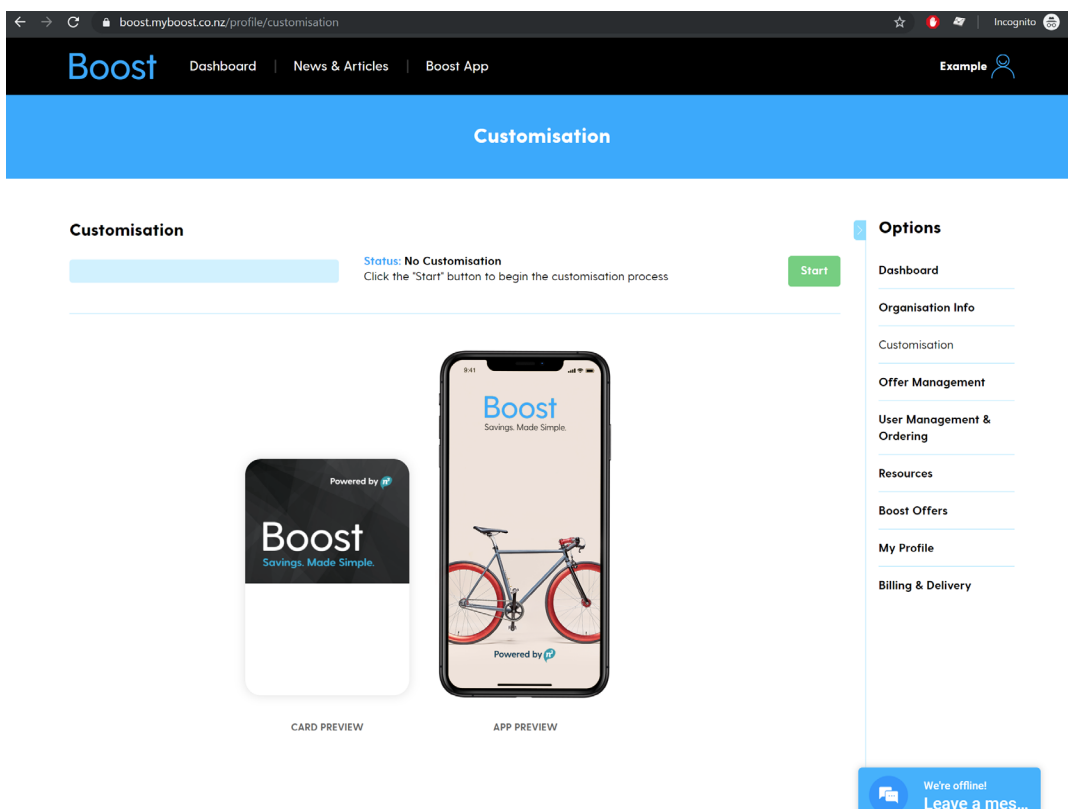


A step by step guide to customising your Boost logo on the card and app for the Boost Plus, Boost Ultra and Boost Ultra+ plans. If you are currently not on one of those plans, please contact your account manager to upgrade.

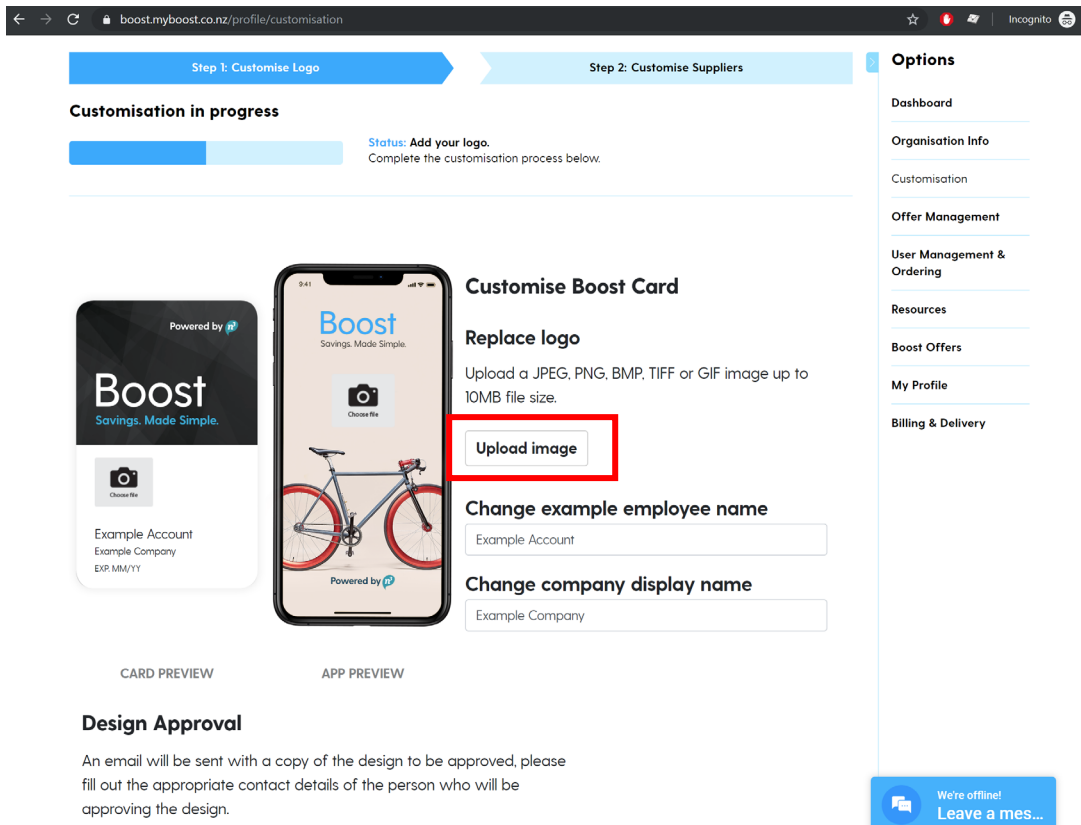
1. Login to myboost.co.nz
2. From the Dashboard, click through to the "Customisation" tab



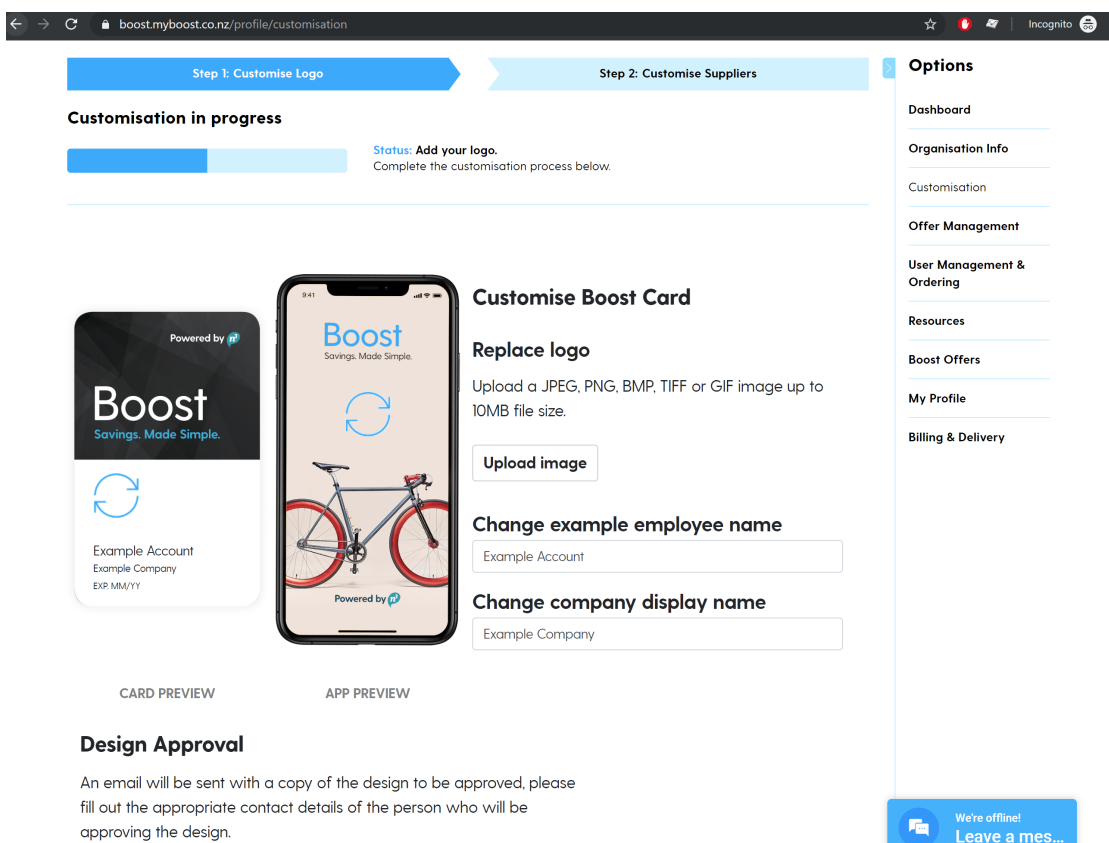
3. If this is your first time customising your logo, you will go to step 4. If not you will see a preview of your current customisation.



- Click the upload image button and select the logo file you wish to upload. The file must be a JPEG, PNG, BMP, TIFF or GIF image up to 10MB file size.



- A popup window will appear. Select the file and click 'Open'. Your file will then be uploaded.



- Once complete, you will see a preview on the card and/or app. You can select 'Approvers' or 'Viewers' to review the logo mockup. An Approver will be able to either accept the logo, recommend changes (disapprove) or remove themselves from making the decision. A viewer has no choice on the logo but can view the mockup. There must be at least one Approver, and by default, it is the Boost Prime. Once you have decided the approvers/viewers and filled out their contact details, you need to click Submit (you may need to scroll down the page).

Powered by Boost Savings. Made Simple.

Example Account
Example Company
EXP. MM/YY

Replace logo
Upload a JPEG, PNG, BMP, TIFF or GIF image up to 10MB file size.

Change example employee name

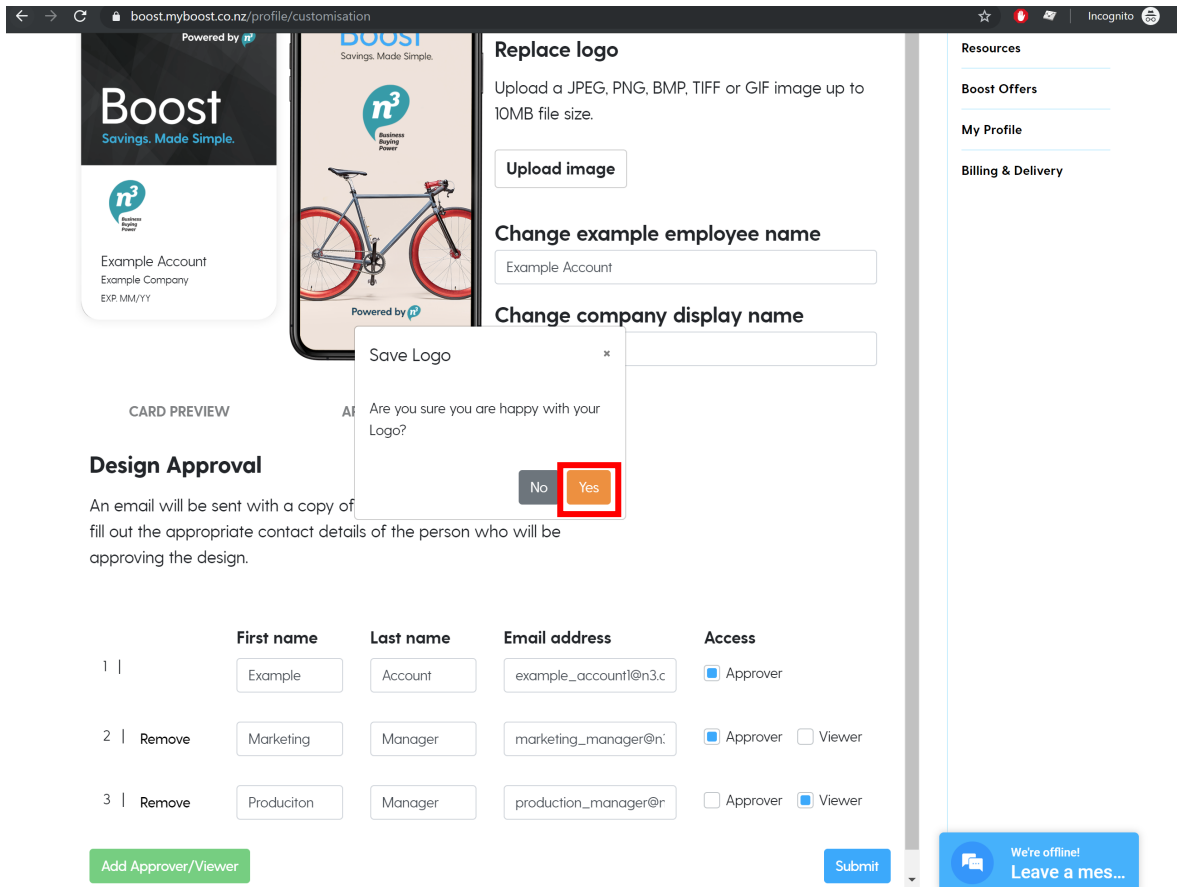
Change company display name

Design Approval
An email will be sent with a copy of the design to be approved, please fill out the appropriate contact details of the person who will be approving the design.

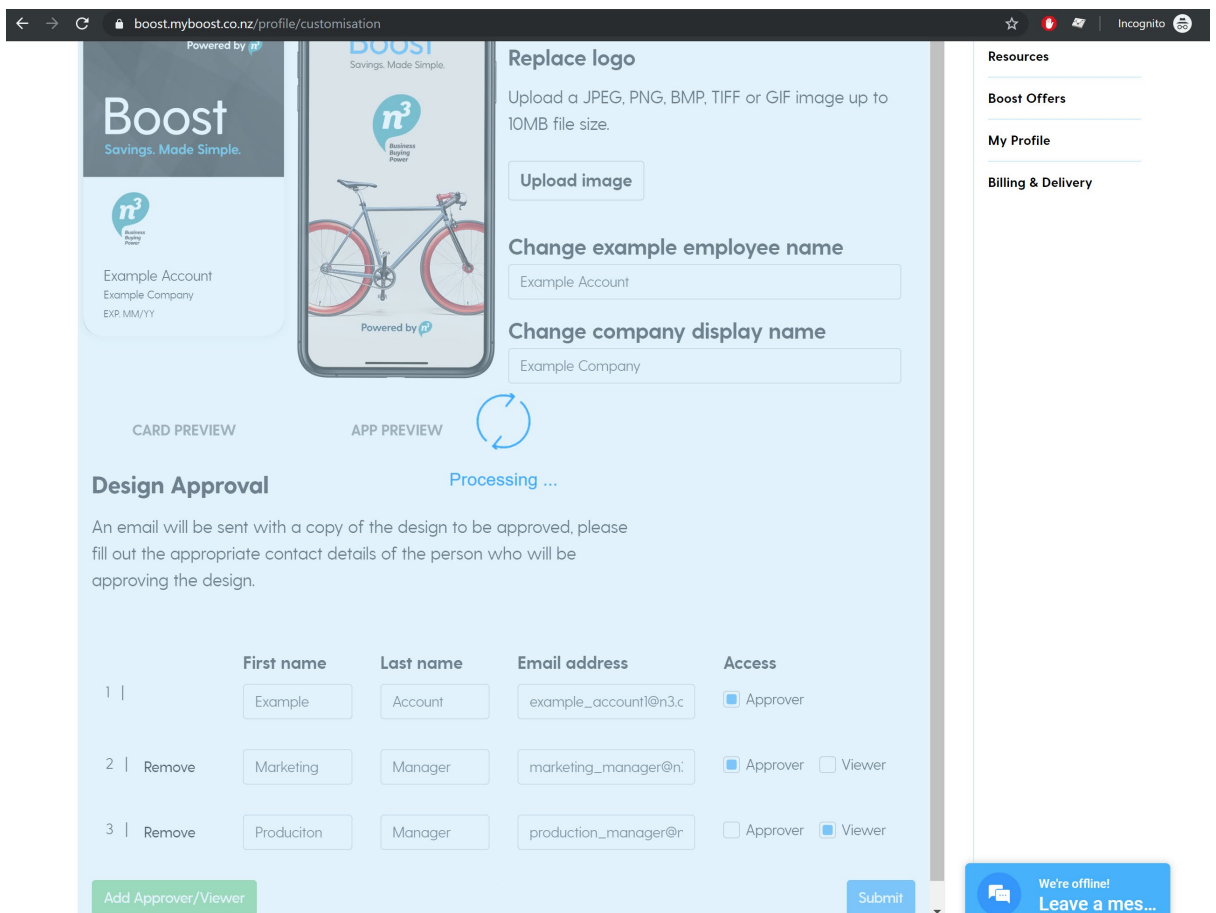
	First name	Last name	Email address	Access
1	<input type="text" value="Example"/>	<input type="text" value="Account"/>	<input type="text" value="example_account1@n3.c"/>	<input checked="" type="checkbox"/> Approver
2 <input type="button" value="Remove"/>	<input type="text" value="Marketing"/>	<input type="text" value="Manager"/>	<input type="text" value="marketing_manager@n:"/>	<input checked="" type="checkbox"/> Approver <input type="checkbox"/> Viewer
3 <input type="button" value="Remove"/>	<input type="text" value="Production"/>	<input type="text" value="Manager"/>	<input type="text" value="production_manager@r"/>	<input type="checkbox"/> Approver <input checked="" type="checkbox"/> Viewer

We're offline! Leave a mes...

- You will then be asked if you are sure you are happy with the logo. Click Yes if you are. Click No if you wish to make a change.



- Your logo will then be uploaded. This may take a minute or two.



9. The below "Design Submitted" confirmation page will show. An email will be sent to the email addresses provided from 'Western Mailing' to review the logo.

10. The approvers you have specified will need to 'approve' the logo before your cards/app have the logo. To do this, they need to open the email and click on "Go to proof". This will open a web browser with Western Mailing and ProofHQ.

Mon 18/11/2019 3:13 PM

WM Western Mailing <notification@wm.proofhq.com>
New proof: 18112019Example Company.pdf

To: Example Account

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

You have **1 new proof** to review.

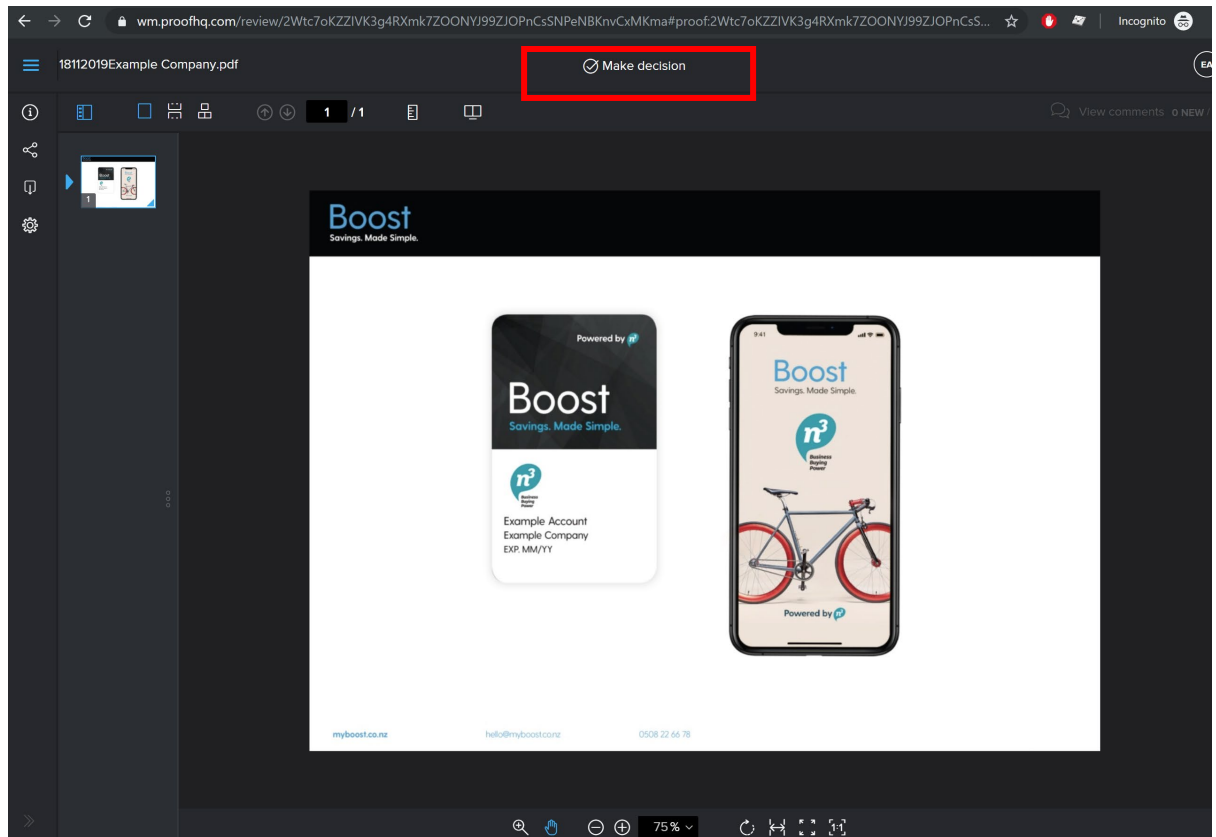
Go to proof **This is your unique proofing link. Anyone who clicks this link accesses the proof as you. Please keep this in mind when forwarding or replying to this email.**

Proof name: 18112019Example Company.pdf
Version: 1
[Share this proof with someone else](#)

Proof progress:	S O C D	Proof status is Pending
Stage 1	S O C D	Decisions 0 of 2
Western Mailing is Read Only	S O	
Example Account is an Approver	S O D	No decision
Marketing Manager is an Approver	S O D	No decision
Production Manager is a Reviewer	S O C	No comments

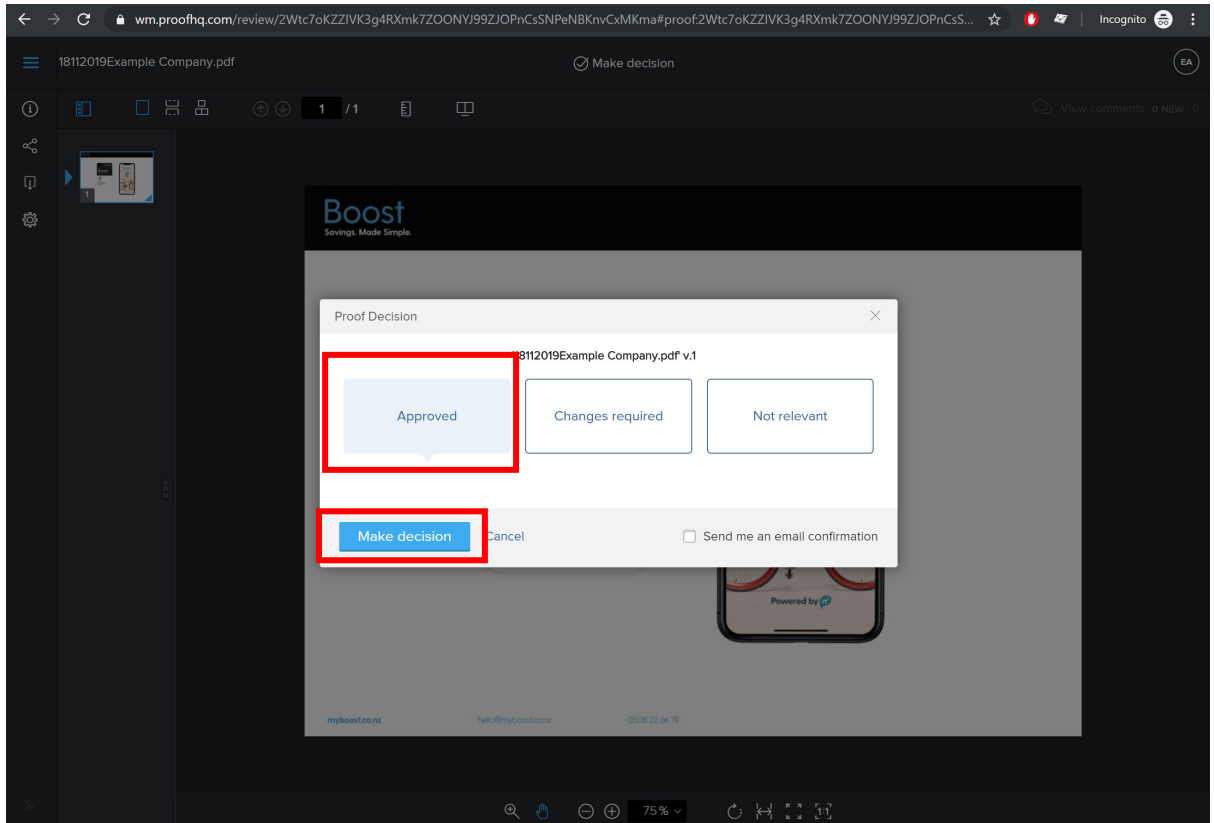


11. Here you can review the mockup. Once you are ready to decide on the logo, click on "Make decision".

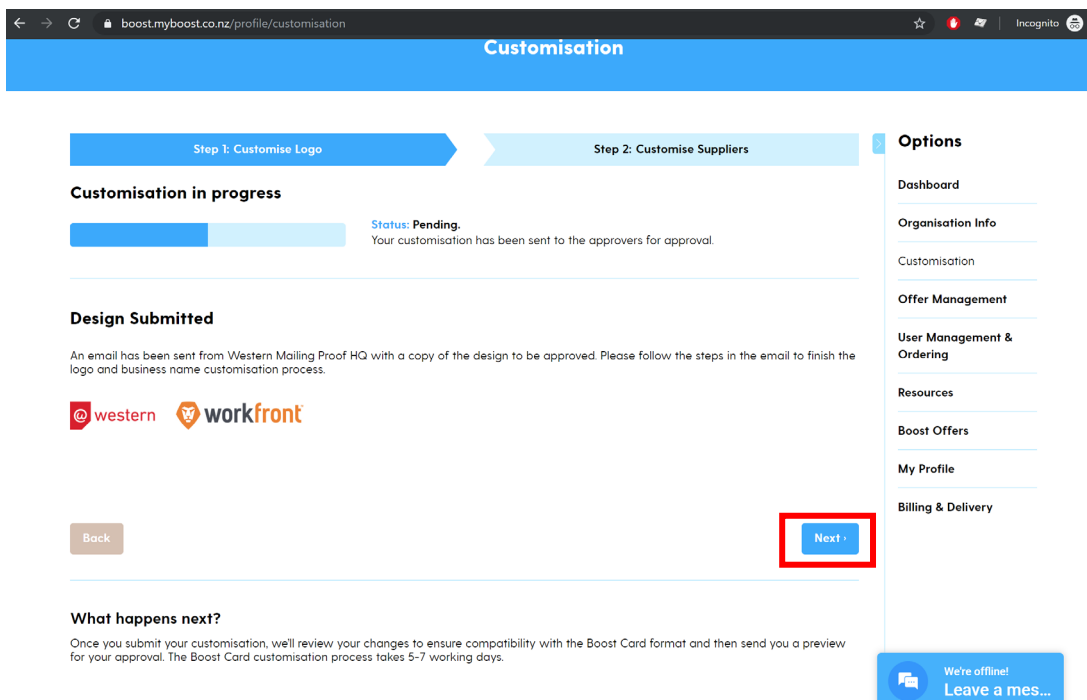


12. If you are an approver, there are three choices:
 - a. "Approved" – approving the logo for print/app use
 - b. "Changes Required" – declines the logo, meaning another logo needs to be uploaded. If you do this, there will be no logo on the card/app until you upload one.
 - c. "Not relevant" – meaning you withdraw from deciding.

13. Select the choice you want and click the "Make decision" button. An email will be sent to the other Approvers or Viewers that someone has made a decision.



14. Once all approvers have 'approved' the logo, the mockup will be locked, and the app will show the logo on startup. The card will be printed using the approved logo.
15. If someone selects "Changed required" you can go back to myboost.co.nz, go to the customisation tab and click the "Start Again" button. This will start the process again from step 4.
16. If you are on Boost Plus or Boost Ultra+, you also need to select the suppliers you want to be printed on the back of the card. If you are on Boost Ultra, you do not need to do this step. On the 'Design Submitted' page, click the 'Next' button



17. On this page, you can select up to 16 suppliers to be printed on the back of the card. This will include instructions for how to redeem offers.
 - a. Some offers are only available for a Limited Time (LTO), for suppliers with such offers, the instructions will direct to myboost.co.nz.
 - b. For suppliers with Everyday Offers (EDO), cashier instructions will be printed (where possible).
 - c. There can be a maximum of 16 suppliers printed on the back of the card
 - d. If you do not select any suppliers, the default list will be printed
 - i. This could be problematic if you restrict an offer from a supplier to your employees/team, but it is printed on the back of the card.
18. Once you have selected, click the confirm button.

Customisation

Step 1: Customise Logo | Step 2: Customise Suppliers

Customisation in progress

Status: **Waiting for your Suppliers.**
Add suppliers from the list below and click confirm.
If you do not select any a default list will be chosen for you.

Options

- Dashboard
- Organisation Info
- Customisation
 - Suppliers
- Offer Management
- User Management & Ordering
- Resources
- Boost Offers
- My Profile
- Billing & Delivery

Customise Boost Card

Select up to 16 suppliers to be printed on the back of the Boost card. They will be ordered in alphabetical order.

Suppliers selected - 11/16

<input checked="" type="checkbox"/>	Century Yuasa Batteries (NZ) Limited
<input checked="" type="checkbox"/>	BOC Limited
<input type="checkbox"/>	Group Five New Zealand Limited
<input checked="" type="checkbox"/>	Hospitality Services Limited
<input checked="" type="checkbox"/>	EXIDE
<input checked="" type="checkbox"/>	Gilpin Travel
<input checked="" type="checkbox"/>	CurtainStudio Limited
<input checked="" type="checkbox"/>	Wellington Management Group Limited
<input checked="" type="checkbox"/>	NZ Safety Blackwoods
<input checked="" type="checkbox"/>	Pit Stop Limited

CARD PREVIEW

BT 12345678
Card ID No. **BT00000000**
PIN: **WWWWWWW**

Access exclusive offers and discounts with these retailers

- IFLY Indoor Skydiving NZ Limited
- Voyager Group Ltd
- BOC Limited
- Century Yuasa Batteries (NZ) Limited
- Hospitality Services Limited
- EXIDE
- Gilpin Travel
- CurtainStudio Limited
- Wellington Management Group Limited
- NZ Safety Blackwoods
- Pit Stop Limited

View more suppliers and download vouchers at myboost.co.nz
Terms & conditions apply. Subject to change.

Back | Confirm | We're offline! Leave a mes...

19. A popup box will show, click Yes if you are sure or No if you want to go back and make changes
20. Once the changes have been made, you will be taken to Offer Management.

Well done you have completed the 'How to Customise' guide!