# IT'S EASY! Follow these steps to issue Main Street Money certificates
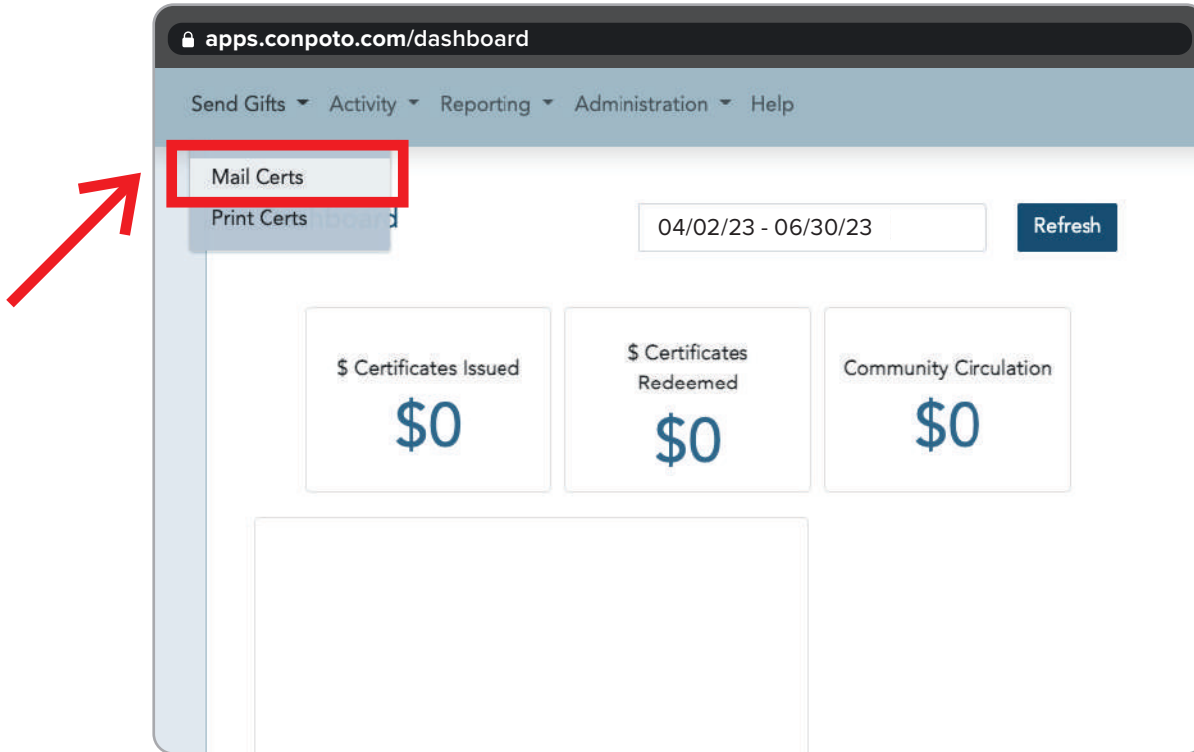
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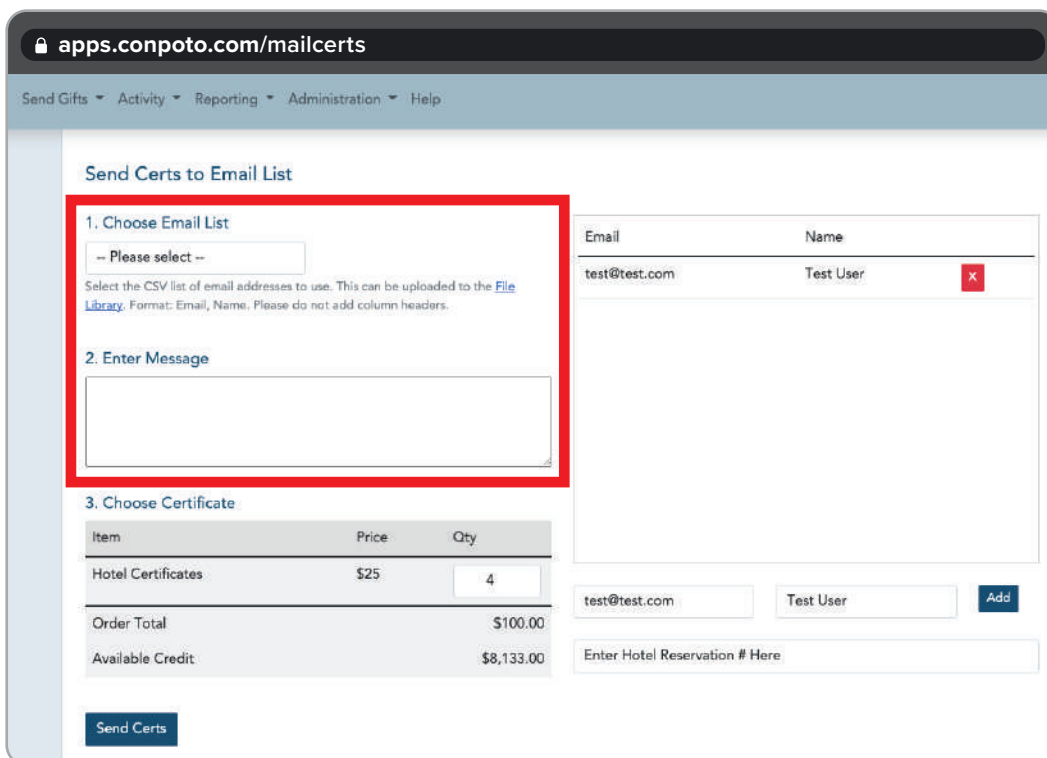**1** **OPEN** Conpoto.com and click *"Conpoto 2.0"* on top left.
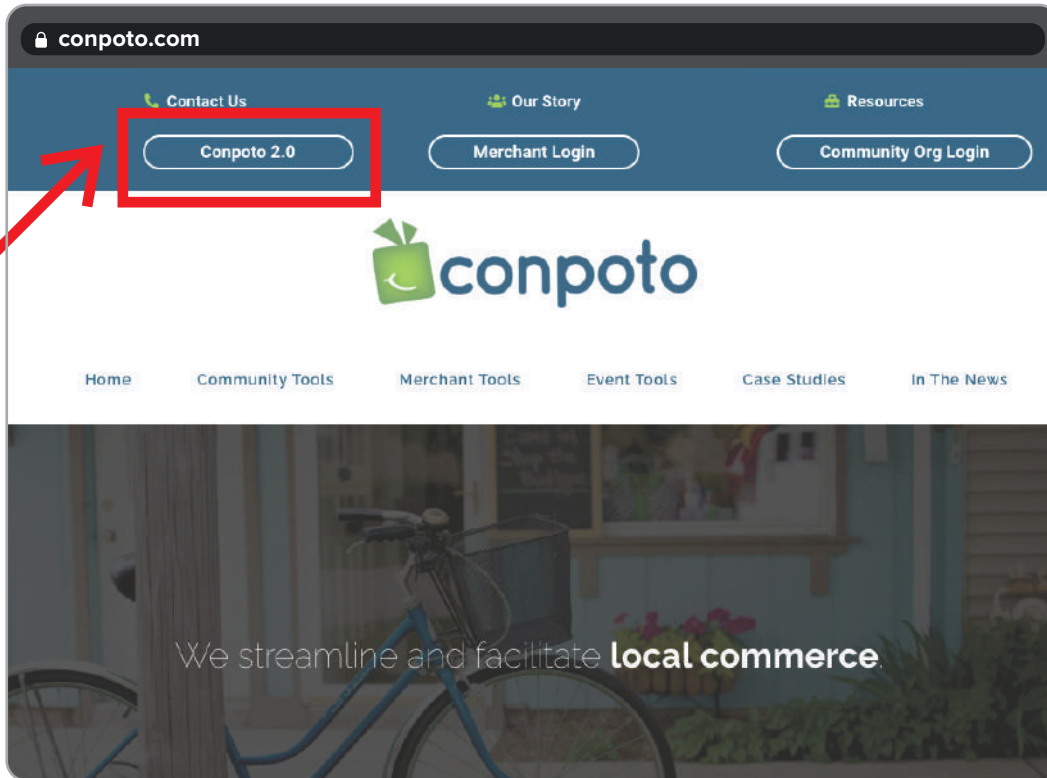


**2** **LOGIN:** Enter email:   **yourhotellogin@gmail.com**
& password:   **yourhotelpassword**
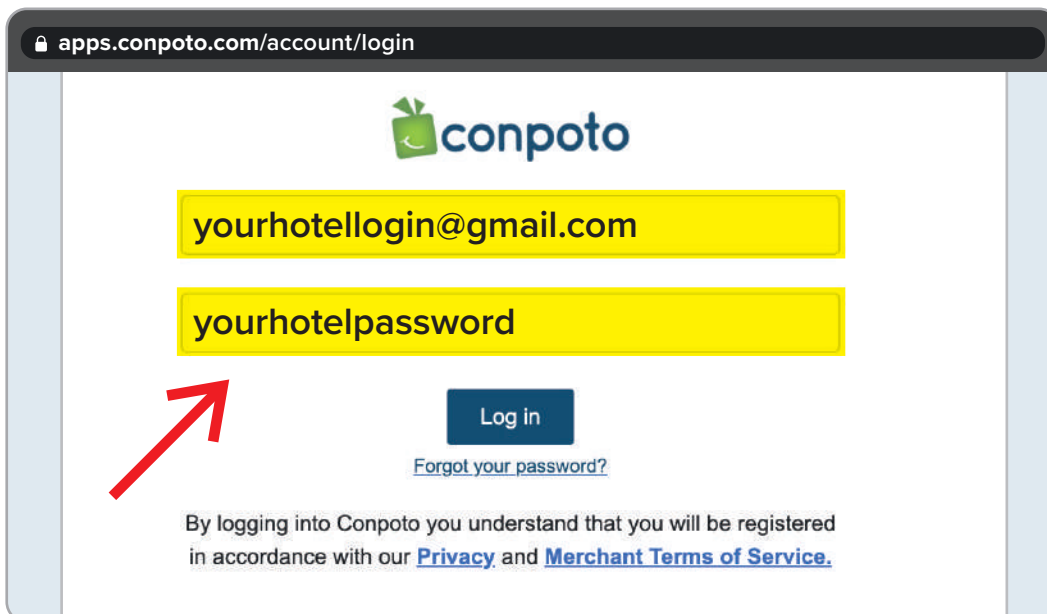
**3** Once logged in, click the *"Send Gifts"* dropdown button on top left, then select *"Mail Certs"*
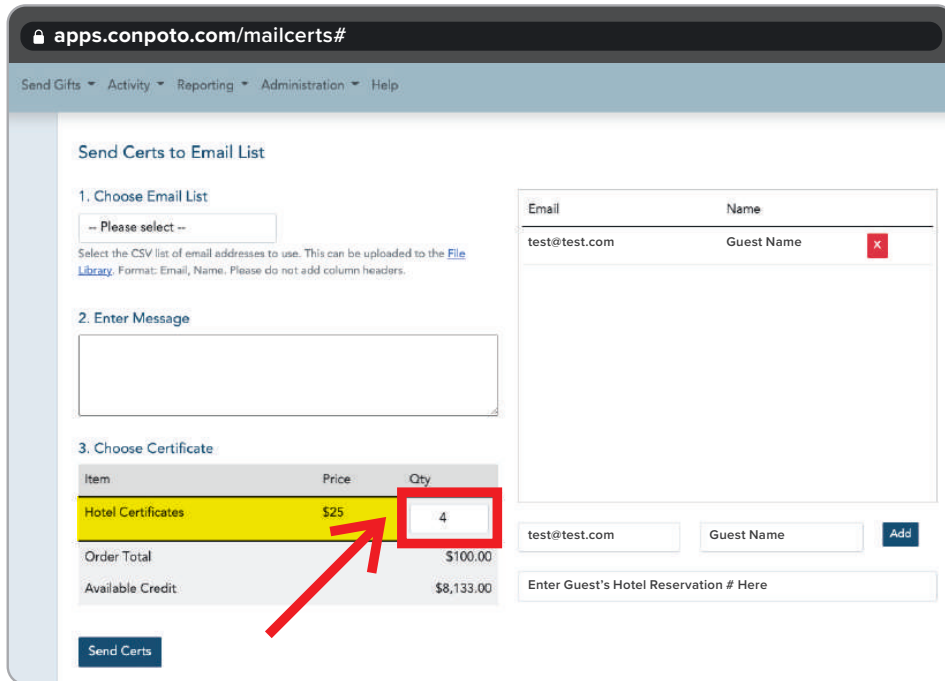


**4** Please ignore **Step 1** *(Choose Email List)* and **Step 2** *(Enter Message)*, and proceed directly to **Step 3** *(Choose Certificate)*.

**5** **Enter Certificate Quantities:**

Two Nights Stay = Four (4) $25 Certificates for total of $100
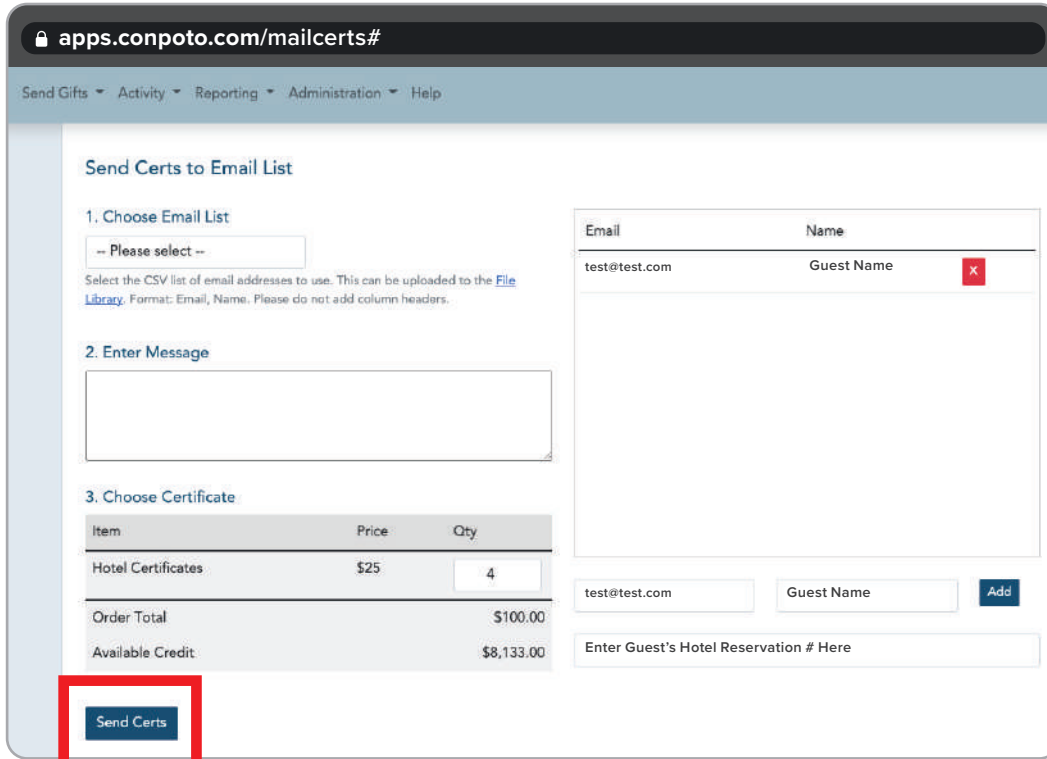


**6** **Enter Guest Name and Email.** Fill out the email and name of the Main Street Money recipient. Enter the guest's hotel reservation number into the *"Order Reference #"* field. **NOTE:** *Please ensure you are completing this step every single time.* Next, click *"Add"* just to the right of these fields.
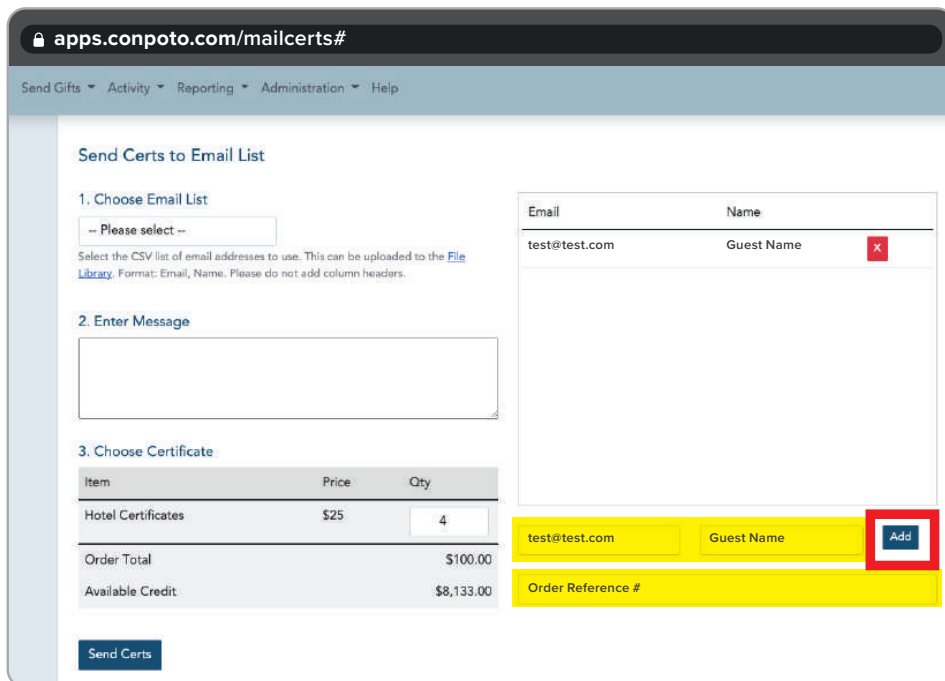
**7** **CLICK** *"Send Certs"* to disburse funds



**8** **SUCCESS!** Once you see the *"Submit Complete"* popup, you have distributed Main Street Money to the guest successfully.
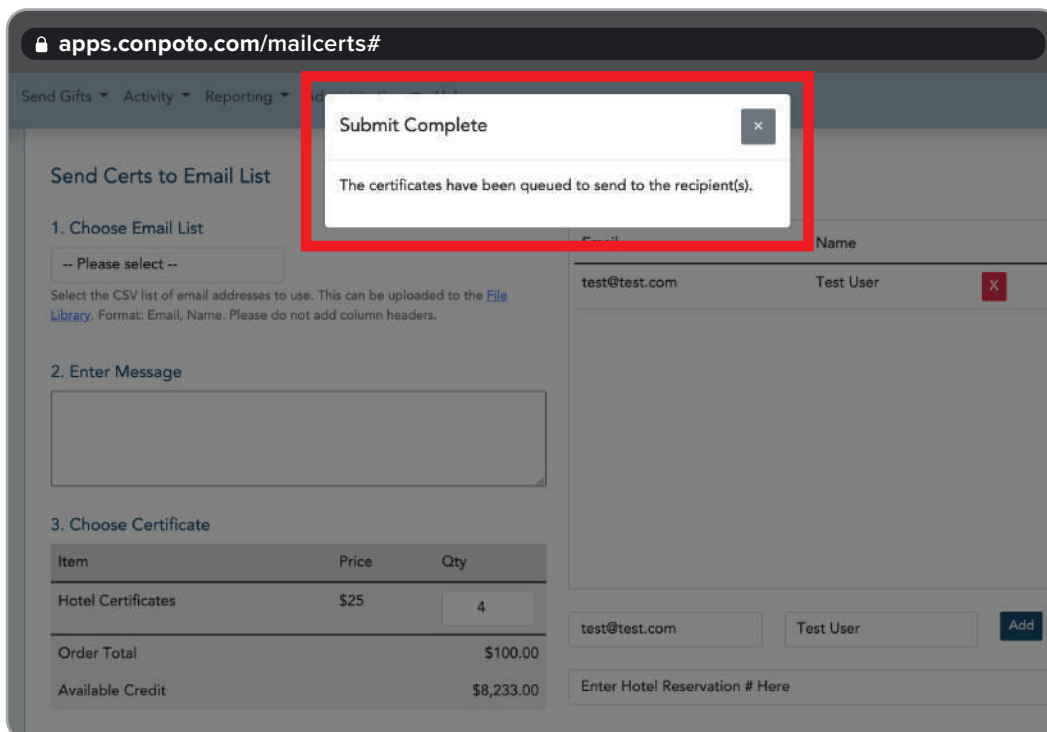
**9** **FINAL STEP** Click *"Activity"* on top left-hand side, then click *"View Orders"* to confirm order went through successfully and that the guest's email is correct. From this screen, you can view, edit, print, void or resend certificates. **NOTE:** *It may take a minute for this new order to appear.*