



COMMUNITY CASH

Merchant Quick Reference Guide



Merchant Portal

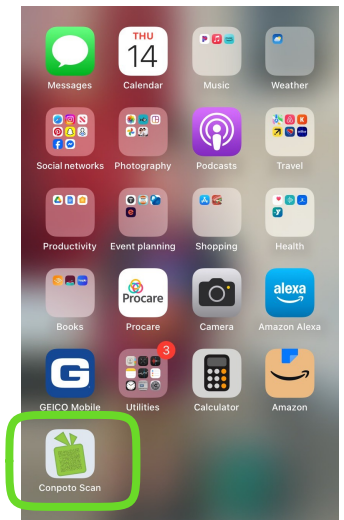
Tab 1 – Redeem Certificates	Enter the 6–7 digit code under the QR code (e.g., F3GA8Y), click “Validate Certificate.” If valid, proceed; if redeemed or expired, decline the certificate.
Tabs 2 & 3 – Manage Profile & Manage Locations	Enter contact, payment, and location info. Add new locations by clicking 'Add Location Row'.
Tab 4 – Manage Users	Add/delete users. User ID = email. 'Redeem Only' = redeem only. 'Merchant Admin' = full access. New users get an email to set their password.
Tab 5 – Redemption History	View all redeemed certificates (scanned or manually entered).
Tab 6 – Payment History	View payments processed by Intown Concord/Chamber. Click 'View Details PDF' for details.
Tab 7 – Change Password	Change password here and update in the ConpotoScan app.

Mobile Scanning App

Download the “ConpotoScan” mobile app (free) from the iOS App Store or Google Play Store. Log in using the same username and password as the Merchant Portal.

- Open the ConpotoScan app.
- Select 'Scan to Redeem'.
- Scan the QR code.
- App confirms if valid or already used.
- If valid, select 'Redeem' to complete.

Redeeming a certificate automatically notifies the Chamber to process your payment.



Technical Support/Links

For assistance with the portal or app, contact Conpoto: Email: support@conpoto.zendesk.com Phone: 866-980-9531.

Additional Questions

For additional questions M-F, 8:30 am- 4 pm contact Intown Concord 603-226-2150 or the Greater Concord Chamber of Commerce 603-224-2508. Email: communitycash@intownconcord.org.