

# How to add your eCertificate to your account


**Must** add your eCertificate to your account before you can use it.  
Only redeemable on the [unitedbrandstore.com](http://unitedbrandstore.com) site, not in Ariba.

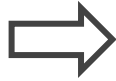
**Step 1 – click “Log In” in the upper right corner, make sure you are not in Ariba**

All corporate orders must go through [Ariba](#).

Home   Help center   Awards   Special order

UnitedHealth Group   Optum   UnitedHealthcare   eCertificates

Log In    \$0.00   Search...



**Step 2 – create an account or log in**

All corporate orders must go through [Ariba](#).

Home   Help center   Awards   Special order

UnitedHealth Group   Optum   UnitedHealthcare   eCertificates

Your new user ID is your email address. [Click here to reset your password.](#)

### Log In or Create an Account

**Customer Login**

Username / Email

Password

Remember Me

[Log In](#)

[Forgot Your Password?](#)

**New Customer?**



Create an account to enjoy quick checkout, address books and order history.

[Create an Account](#)

*Questions?*  
Reach out to customer service at  
800-775-8433 or [unitedhealthgroup.com](http://unitedhealthgroup.com)

Step 3 - once logged in you will be re-directed to the home page. Click “ My account”

All corporate orders must go through [Ariba](#).

Home [My account](#) Help center Awards Special order Log Out   \$68.10

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Step 4 - click on “Manage Gift Certificate”

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### Your Account

**Order History**  
You have 1 order(s) in your account.

[Order History](#)

**Your Balances**  
Gift Certificates: \$0.00

[Manage Gift Certificate\(s\)](#)



**Pending Payment History**

[View Pending Payment History](#)



**Account Profile**  
Username : samantha.bamford@staples.com  
Email Address : samantha.bamford@staples.com

[Edit Profile](#) [Change Password](#)

**Address Book**

**Primary Shipping**  

Office  
Samantha Bamford  
7500 W 110TH ST  
OVERLAND PARK, KS, US 66210-2372  
Ph: 123-456-7890

**Primary Billing**  

Office  
Samantha Bamford  
7500 W 110TH ST  
OVERLAND PARK, KS, US 66210-2372

Questions?  
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800-775-8433 or [unitedhealthgroup.com](http://unitedhealthgroup.com)


Step 5 – enter your eCertificate number and click add to balance

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\$0.00

eCertificate Number

**Add to Balance** 

Step 6 – confirm your eCertificate was added to your account balance

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eCertificate is added to the balance successfully.

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\$35.00	
eCertificate Number	Balance
997544792784772	\$35.00

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Questions?  
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800-775-8433 or [unitedhealthgroup.com](http://unitedhealthgroup.com)

# How to apply your eCertificate to your order

Step 1 – Shop and add items to your cart. At check out apply your eCertificate to your order

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[View Cart / Checkout](#)

### Check Out

Payment Method

Credit Card Orders

**Apply eCertificate in addition to billing method.**

Current Balance: \$35.00 Add additional eCertificates

Summary


Sub Total	\$68.10
Tax	\$6.20
<b>Order Total</b>	<b>\$74.30</b>





Step 2 – if your eCertificate does not cover the entire order, add your credit card information

### Payment Summary

Pay with Credit Card Orders:	\$39.30
Pay with Gift Certificate:	\$35.00
<b>Total:</b>	<b>\$74.30</b>

Card Number\*      Expiration Date\*      Security Code\*

 4111-1111-1111-1111      01/24      ...

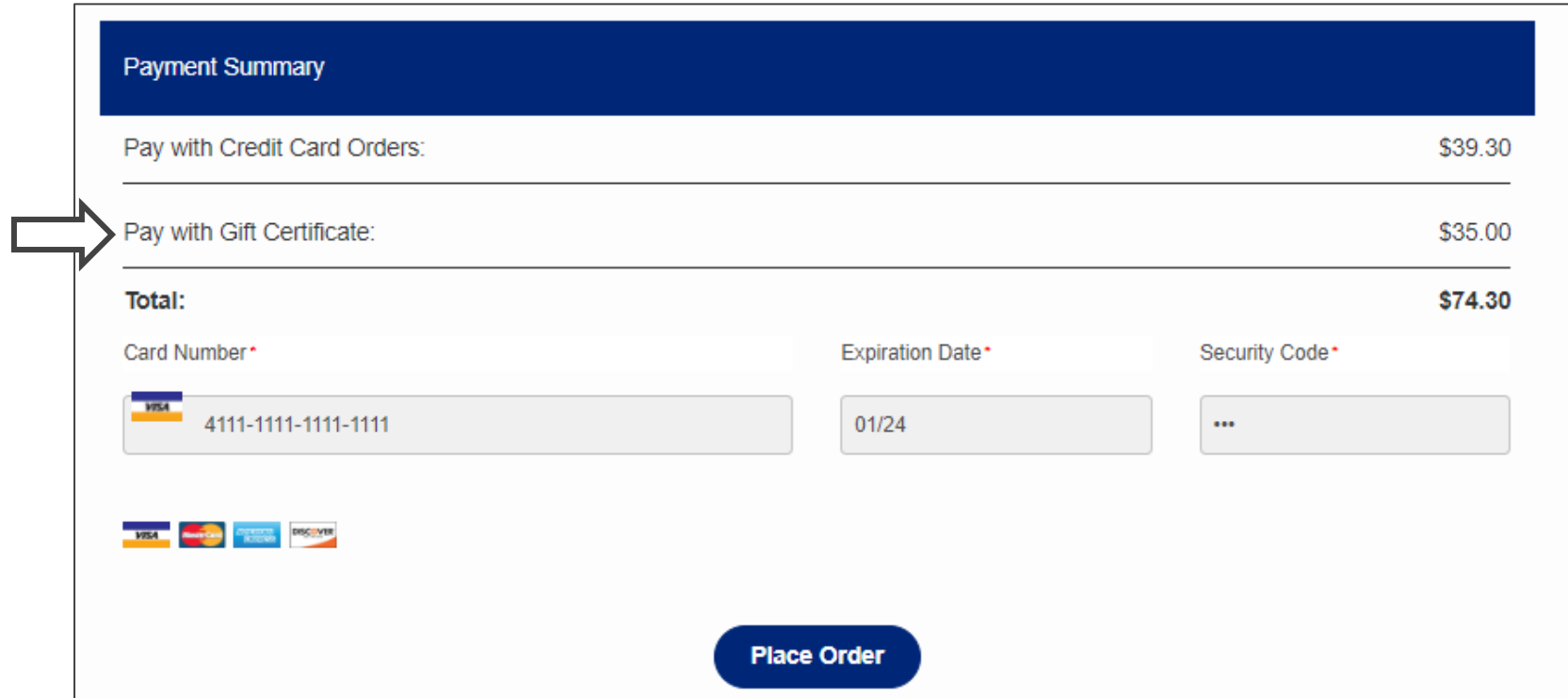
   

**Place Order**

Questions?  
Reach out to customer service at  
800-775-8433 or [unitedhealthgroup.com](http://unitedhealthgroup.com)

**Review order**, please make sure the gift certificate is applied under “Payment Summary”.  
If everything is correct, click on “Place Order”.


**\*\*\* if you did not add the eCertificate to the order correctly your credit card will be charged for the full amount of the order**







**Payment Summary**

Pay with Credit Card Orders:	\$39.30
Pay with Gift Certificate:	\$35.00
<b>Total:</b>	<b>\$74.30</b>

Card Number \*      Expiration Date \*      Security Code \*

 4111-1111-1111-1111      01/24      ...

**Place Order**

Questions?  
Reach out to customer service at  
800-775-8433 or [unitedhealthgroup.com](http://unitedhealthgroup.com)