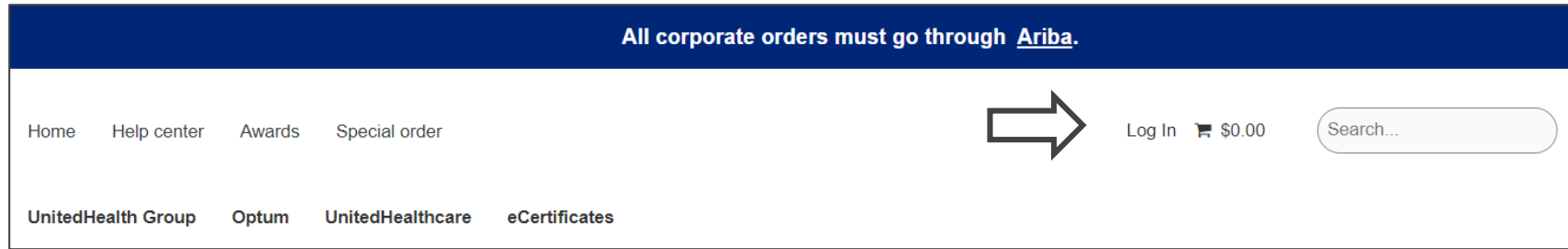


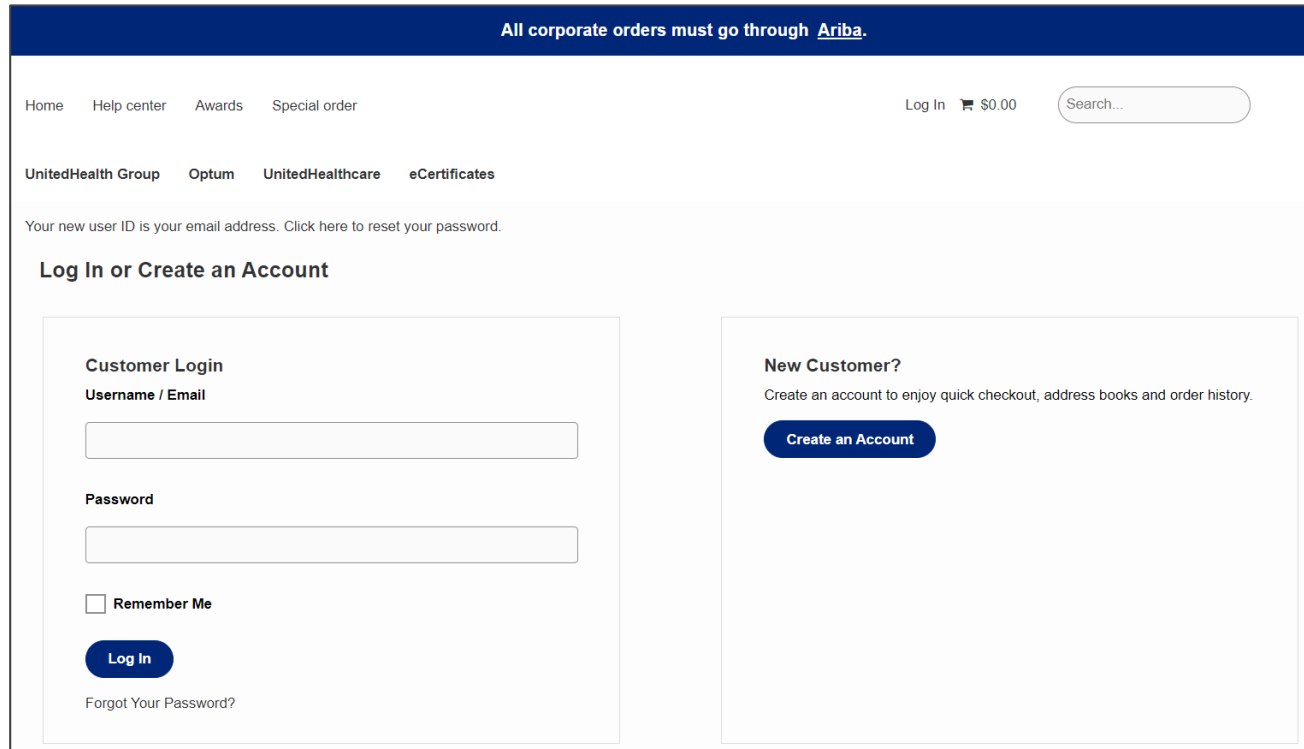
How to add your eCertificate to your account

Must add your eCertificate to your account before you can use it.
Only redeemable on the unitedbrandshop.com site, not in Ariba.

**Step 1 – Go to unitedbrandshop.com and click “Log In” in the upper right corner.
Make sure you are not in Ariba**





Step 2 – create an account or log in



*Questions?
Reach out to customer service at
800-775-8433 or 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

UnitedHealth Group Optum UnitedHealthcare eCertificates Test

Step 4 - click on “Manage Gift Certificate”

UnitedHealth Group Optum UnitedHealthcare eCertificates Test

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?
Reach out to customer service at
800-775-8433 or unitedhealthgroup.com

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

UnitedHealth Group Optum UnitedHealthcare eCertificates Test

\$0.00

eCertificate Number

Add to Balance 

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

UnitedHealth Group Optum UnitedHealthcare eCertificates Test

eCertificate is added to the balance successfully.

\$35.00	
eCertificate Number	Balance
997544792784772	\$35.00

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Questions?
Reach out to customer service at
800-775-8433 or 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

UnitedHealth Group Optum UnitedHealthcare eCertificates Test

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
Order Total	\$74.30





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
Total:	\$74.30

Card Number* Expiration Date* Security Code*

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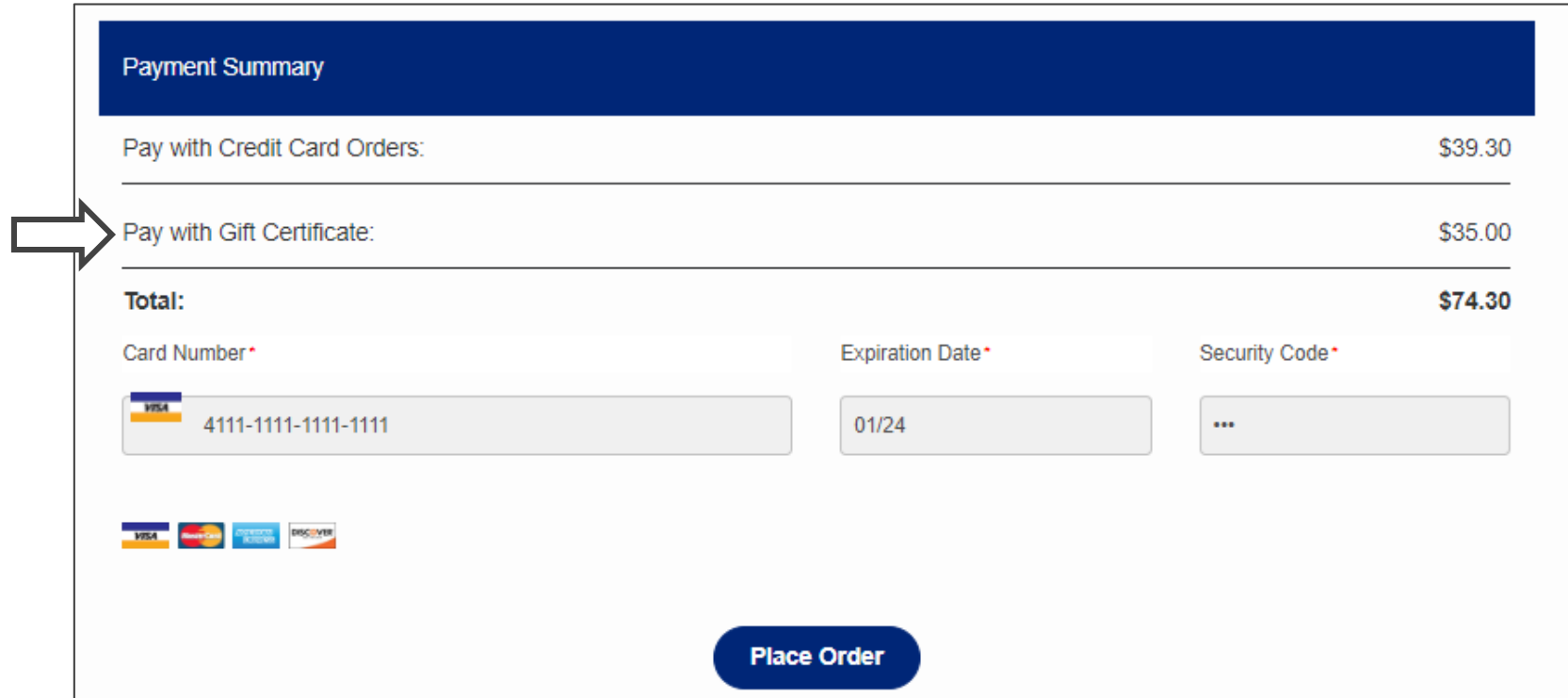
   

Place Order

Questions?
Reach out to customer service at
800-775-8433 or 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
Total:	\$74.30

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