

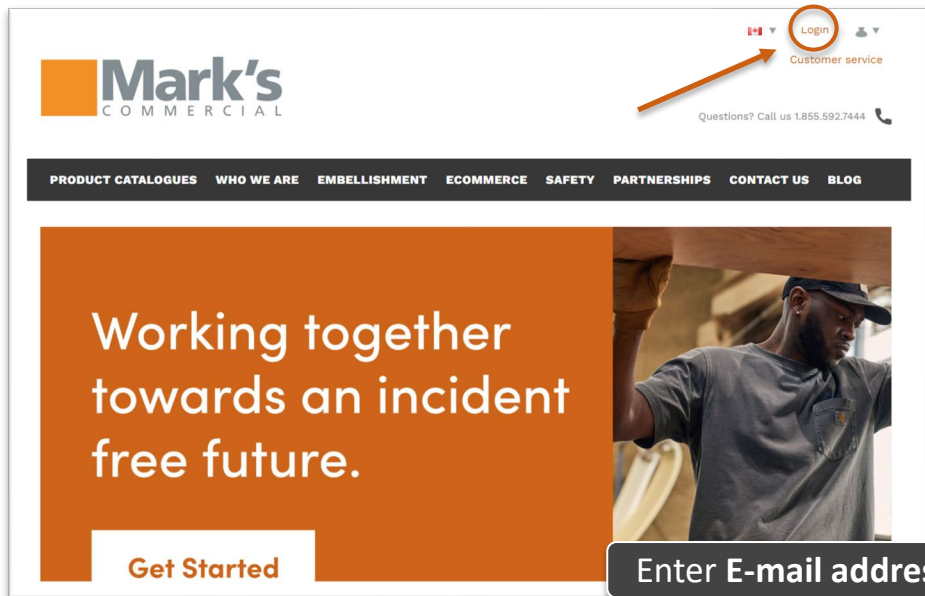


Digital Voucher Admin User Guide

Administrative Features

Logging in on a desktop or laptop is recommended to access administrative features

Go to: www.marksmcommercial.com and login:

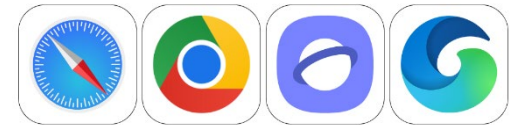


Enter E-mail address

Enter Password

Select the Checkbox

Click here to reset forgotten password



Changing Language Selection

Click here to change your language selection. This can be done at any time including before login.

Questions? Call us 1.855.592.7444 





-  English (Canada)
-  Français (Canada)

[PLACE AN ORDER](#) [MY ACCOUNT](#) [ORDER HISTORY](#) [USER GUIDES](#)

[Back](#)

Administrative Feature: Adding new sub-account (employee)

Click **My sub-accounts** after initial login. If already navigated elsewhere on the site, click **My Account** then click **My sub-accounts**

Questions? Call us 1.855.592.7444

Customer service

Product name or item number...

0 PRODUCT(S)

PLACE AN ORDER **MY ACCOUNT** ORDER HISTORY

Back

Sub-accounts

New sub-account >

Search by customer no. or name

Search >

No sub-accounts created yet. Click the "New Sub-Account" button to create a sub-account.

- Account Dashboard
- My company details
- My profile
- My orders
- My order templates
- > My sub-accounts**
- Authorizations
- Reports >

Click **New sub-account** to add employees to the system

Administrative Feature: Adding new sub-account (employee)

Enter Employee ID

Enter Employee First and Last Name

Enter Email address which will be used for login and must be unique

Create a password Min. 9 characters, must contain at least 1 letter and 1 number/special character

Add new sub-account

Employee Id

Name*

E-mail address*

Password
i Password should be at least 9 characters long.

Confirm password

Force password reset ☐

Active ☒

May order ☒

May see prices ☒

May authorize orders ☐

Requires Approval on Orders ☐

Customerid 00244339, TORONTO TRANSIT BOOT 2013-2015

Manager C000295314, 00244339 Test Account

Allow delivery to address ☐

Allow contact to enter a delivery address ☐

CC email address

Email CC on order completion ☐

Email CC on shipment ☐

Office location

Department

Function

POMultiFieldName

PO No. / Charge Code

Address

Address 2

City

Postal code*

Country*

Phone number*

Optional fields

Enter the Employee's phone number

Click SAVE

Save

The employee should be able to log into the site immediately with their new credentials, but it may take up to 24 hours for their voucher to become available. If you run into any issues, please email MarksCommercial.DigitalVoucher@marks.com

Administrative Feature: Updating Employee Entitlement (Dollars)

Click on **My Account** to access then click on **My sub-accounts** in the Account Dashboard

Questions? Call us 1.855.592.7444

Customer service

Mark's
COMMERCIAL

Product name or item number...

0 PRODUCT(S)

MY ACCOUNT ORDER HISTORY

Back

Sub-accounts

New sub-account >

Search by customer no. or name

Search >

No sub-account found. Please create a sub-account.

Account Dashboard

My company details

My profile

My orders

My order templates

My sub-accounts

Authorizations

Reports ~

Search for the employee by Name

Sub-accounts

New sub-account >

Jane

Search >

Name ▲	Email	Associate ID	Active	Authorize	Order	Prices	Approval Threshold	
Jane Test	jane@test.com	00011	✓	✗	✗	✓	-	 

Click to Edit

Administrative Feature: Updating Entitlement

Select **Update entitlement points** to add or adjust entitlement on the Manage Sub-accounts screen

Edit sub-account

Entitlement points [Update entitlement points >](#)

Shipping addresses [View addresses >](#)

Contact C000340471, Jane Test, T2C 3E7, AB, Canada

Employee Id 00011

Name* Jane Test

E-mail address [must be unique]* jane@test.com

To adjust entitlement for existing employees, use the increase/decrease fields to make balance adjustments

Update entitlement points Close X

Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
EP000000144	00285872 - DEMO ACCOUNT	Amount (\$)	CAD	0	0	0	2019-01-17	

[Update >](#)

To adjust entitlement for a new employee, first add the entitlement program and then use the increase/decrease fields to make balance adjustments

Update entitlement points Close X

Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
Select program	No entitlement points available							
EP000000089								
Select program ▾	Add program >							

One-time Use Digital Vouchers

- One Time Use**

The voucher is valid for a single eligible in-store purchase. Once used, it cannot be used again.

- No carry-over of the balance**

Any amount left unused after the first eligible purchase is forfeited and will not be available for a future transaction.

- Returns**

If an employee returns eligible, unworn merchandise within the applicable return period, the full voucher entitlement value will be reinstated to the voucher balance.

- If a replacement voucher is required**

If a second voucher must be issued to the employee for any reason, select the Replacement program from the Select a program drop-down list. The program description will clearly state "Replacement" to ensure the new voucher is issued under the correct program.

- Visibility after use**

The original voucher will remain visible until the program's expiry date, but the balance will show \$0 once it has been used.

For replacement certificates:
Select the program named
"Replacement".

Close X

Update entitlement points

Program type	Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
		Initial DV -							
In Store	EP000002000	Amount (\$)		CAD	150	0	0	2026-7	
		2026							
		Replacement DV -							
	EP000002001					Add program >			
		Sept 2026							
Update >									

Administrative Feature: Disabling a sub-account (employee)

Click on **My Account** to access then click on **My sub-accounts** in the Account Dashboard

Questions? Call us 1.855.592.7444

Customer service

Mark's
COMMERCIAL

Product name or item number...

0 PRODUCT(S)

MY ACCOUNT ORDER HISTORY

Back

Sub-accounts

New sub-account >

Search by customer no. or name

Search >

No sub-accounts found. Search for a sub-account.

Account Dashboard

My company details

My profile

My orders

My order templates

My sub-accounts

Authorizations

Reports ~

Sub-accounts

New sub-account >

Jane

Search >

Name ▲	Email	Associate ID	Active	Authorize	Order	Prices	Approval Threshold	
Jane Test	jane@test.com	00011	✓	✗	✗	✓	-	 

Administrative Feature: Disabling a sub-account (employee)

Edit sub-account

Entitlement points [Update entitlement points >](#)

Shipping addresses [View addresses >](#)

Contact C000506838, Jane Johnson, 205 QUARRY PARK BLVD, T

Employee Id 109876

Name* Jane Johnson

E-mail address [must be unique]* jane.johnson@dvdemo.com

Password *i* Password should be at least 9 characters long.

Confirm password

Force password reset ☐

Active ☒

Uncheck this checkbox

Once unchecked the employee will no longer be able to log in to the site. If they previously downloaded their voucher, it will no longer work in store.

For assistance please email:
MarksCommercial.DigitalVoucher@marks.com