



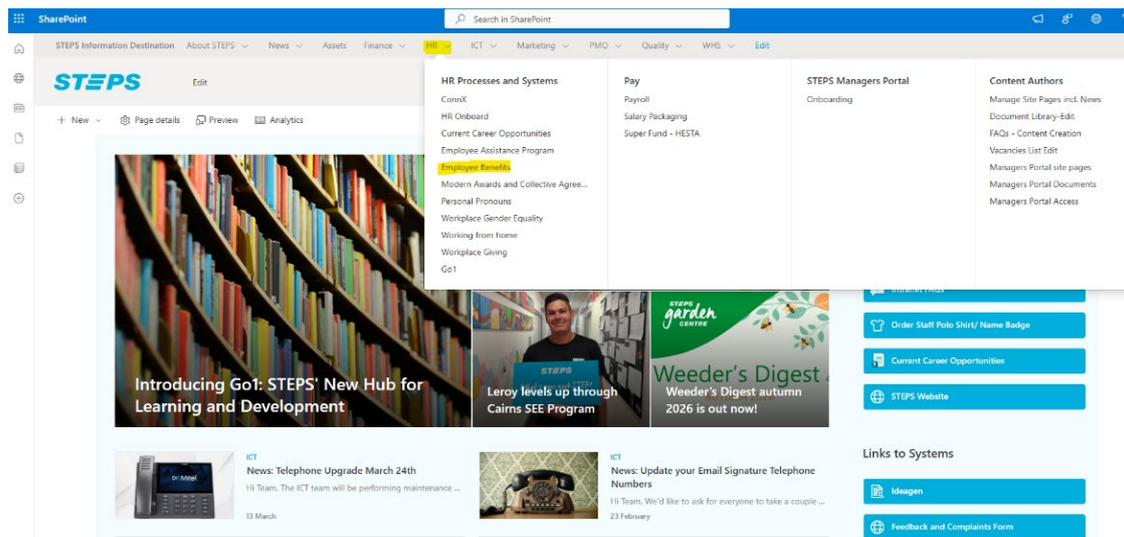
# STEPS

SmartSpending

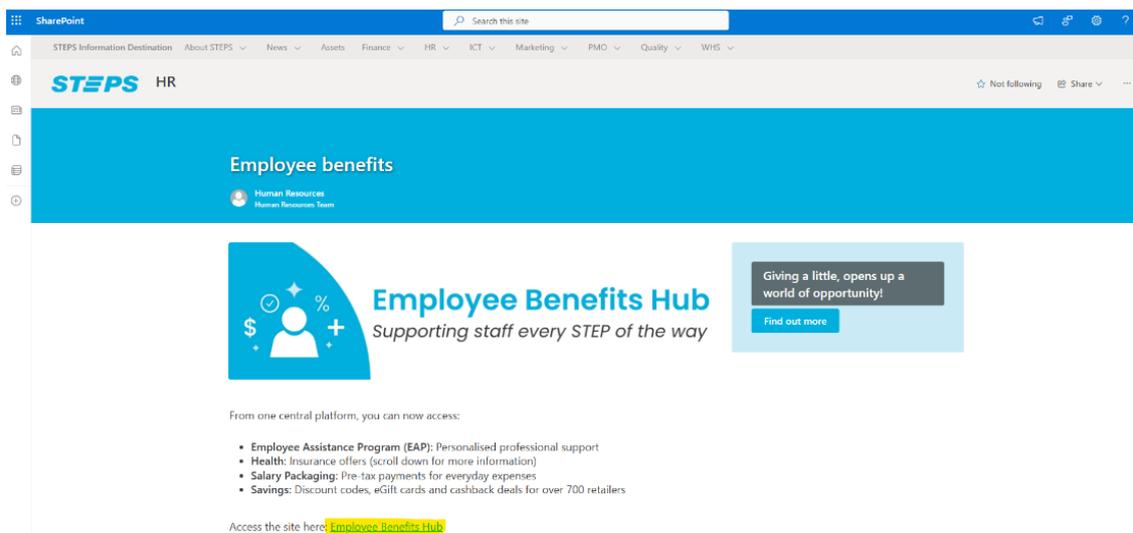
Shop smart, spend better

## Step by step: Buying a discounted gift card

**Step 1:** On the SharePoint homepage (default page on your browser), head to the 'HR' drop-down menu. Under 'HR Processes and Systems' you will find 'Employee Benefits.'



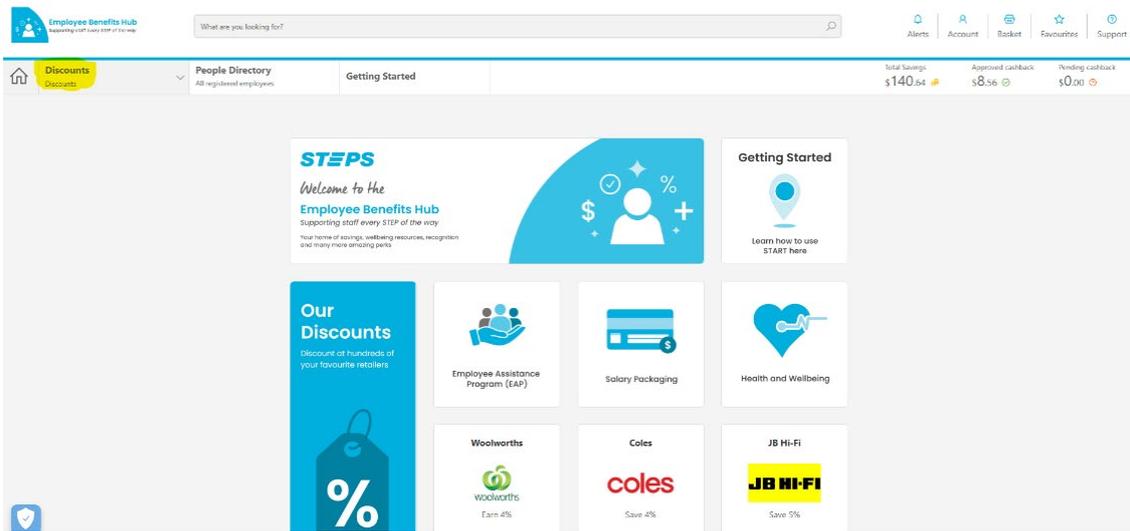
**Step 2:** On the 'Employee Benefits' page, you can find the link to the Employee Benefits Hub, highlighted in the image below.



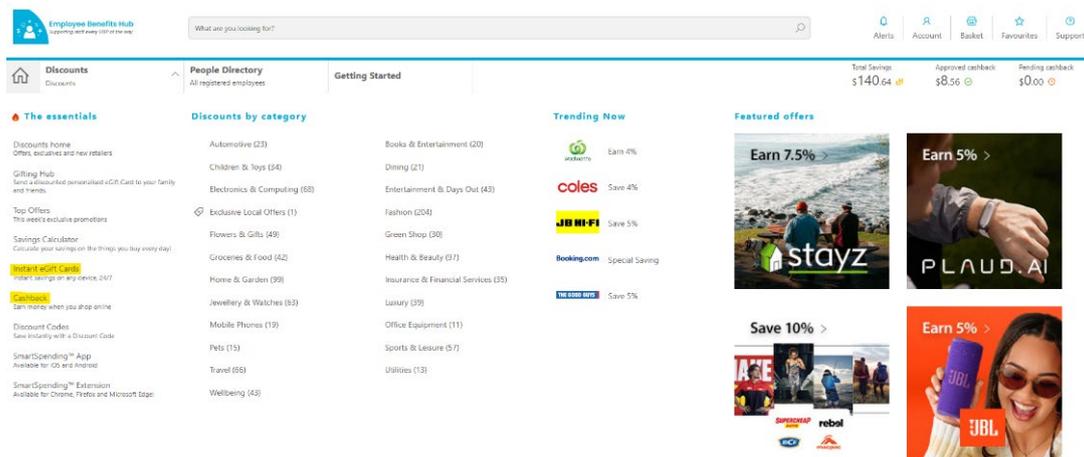
**Step 3:** You will be directed to the Employee Benefits Hub login screen. Enter your details to sign in. If you have any difficulties logging in, please reach out to the HR team.



**Step 4:** Once logged in, you will land on the STEPS Employee Benefits Hub home page. You can use the search bar to find any of the available retailers, or head to the highlighted 'Discounts' drop-down menu to see your options.



**Step 5:** There are many options here, including links to download the app to your mobile phone or add the extension to your home browser. To secure your discounted gift card, click the 'Instant eGift Cards' link on the sidebar. To find cashback offers, click the 'Cashback' link. For this tutorial, we're clicking on the 'Coles Save 4%' under the 'Trending Now' heading.



**Step 6:** This will bring you to the Coles SmartSpending page, with links to many resources. To secure your gift card, click on the 'Buy Now' button.

**Instant eGift Card** Share by: [Email](#) [SMS](#)

How the offer works	Key information
<ol style="list-style-type: none"><li>1. Purchase an Instant eGift Card</li><li>2. You only pay the face value of the Instant eGift Card LESS the % saving listed below.</li><li>3. The Instant eGift Card will be available from your 'My Account &gt; My Instant eGift Cards' straight away</li><li>4. Print your Instant eGift Card or present on your mobile device for scanning: For scanning, please use the flybuys scanner and ensure your display brightness is set to maximum. Ensure the entire barcode is displayed.</li><li>5. Then select Gift Card from the 'Payment Type Screen'. Scan the barcode, type in the amount and enter the 4-digit PIN.</li><li>6. You can also shop at Coles in-store, and use your Instant eGift Card to pay for your items.</li></ol>	<ol style="list-style-type: none"><li>1. You can use your Coles eGift Card at Coles Supermarkets and Coles Central.</li><li>2. Coles eGift Cards cannot be redeemed at Coles Online, Coles Express or Liquorland. Conditions and exclusions apply.</li><li>3. We can refund your Instant eGift Cards, but only if it hasn't been downloaded or viewed.</li><li>4. If you have difficulty scanning your Instant eGift Card, Coles advise that the eGift Card code may be manually entered into the terminal. Alternatively, please seek assistance from a Store Supervisor or Manager.</li><li>5. Coles eGift Cards cannot be used to purchase additional Gift Cards.</li></ol>

**on purchases in-store**

Save **4%**  Use instore [Buy Now](#) [Terms and Conditions](#)

**Step 7:** Enter the amount of money you would like available on your gift card and click 'Add to Basket.' Coles and several other retailers will only allow you to enter multiples or combinations of certain values, but these will always be listed and made clear to you.

**4%**  Use instore

**i** We have **\$25, \$50, \$100, \$200** and **\$500** vouchers available. The value of your order must be a multiple or combination of these values.

**How much would you like to order?\***

[Add to Basket](#)

Fields marked with \* are required fields.

[Terms and Conditions](#)

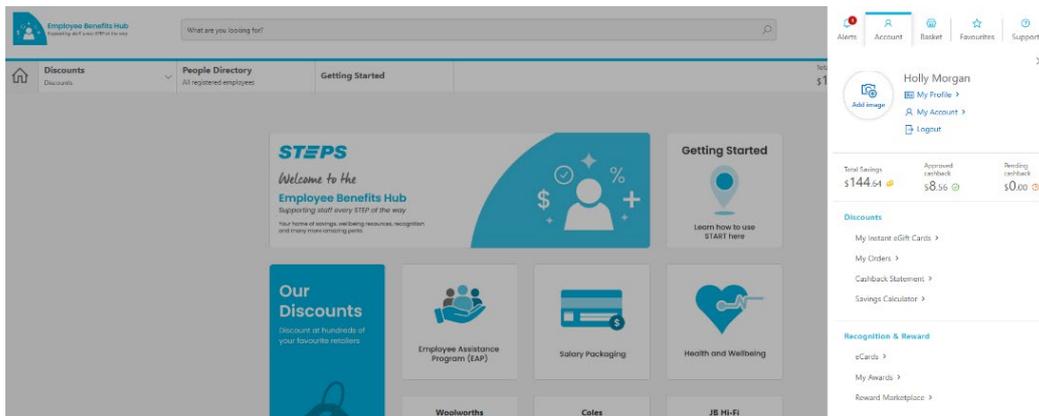
**Step 8:** We have entered in \$100 and clicked 'Add to Basket,' which has taken us to the Basket checkout screen. This will show you the value of your gift card, how much money you will save with your discount, and the total amount you have to pay. When you are ready to proceed, click 'Order Now' and enter in your payment details.

### Basket

Item	Value	You Save	You Pay
 <b>Coles Instant eGift Card</b> 4% Off	A\$ 100	\$4.00	\$96.00
<b>Total Savings</b>			\$4.00
<b>Total to Pay</b>			\$96.00

[Continue Shopping](#)
[Update Basket](#)
[Order Now](#)

**Step 9:** To find your gift card later, click on the ‘Account’ button on the top right of the webpage, and find ‘My Instant eGift Cards’ under ‘Discounts.’



**Step 10:** You will then see any gift cards you’ve purchased, including those that have already been used. Click ‘View’ to get a link to your gift card; from there, you can use it online or print it out to use in-store.

### My Orders

HM [Holly Morgan](#)

#### My Account

- Summary
- Account Settings
- Security Centre
- Communication Preferences
- Data Management

#### View My Purchases

- My Instant eGift Cards
- My Orders**

#### Recent Orders

Order & Date	Product(s)	Action
549950805 25/03/2026 15:24:34	 <b>Coles Instant eGift Card</b>	\$100.00 <a href="#">Hide Details</a>

**ORDER #549950805**

**Placed:** 25/03/2026 14:24:34

**Email Address**  
hollym@stepsgroup.com.au

 **Coles Instant eGift Card**

**Value:** \$100.00    **Cost:** \$96.00    [View](#)

[Cancel & Refund](#)