



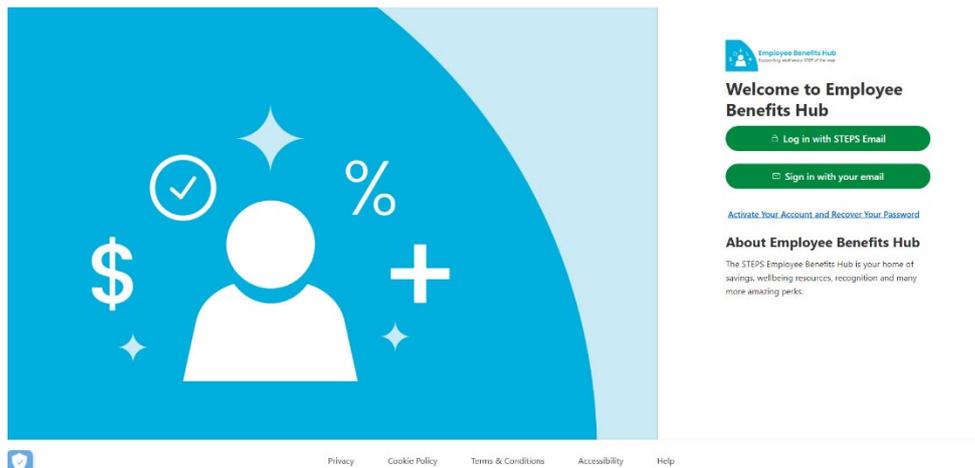
STEPS

SmartSpending

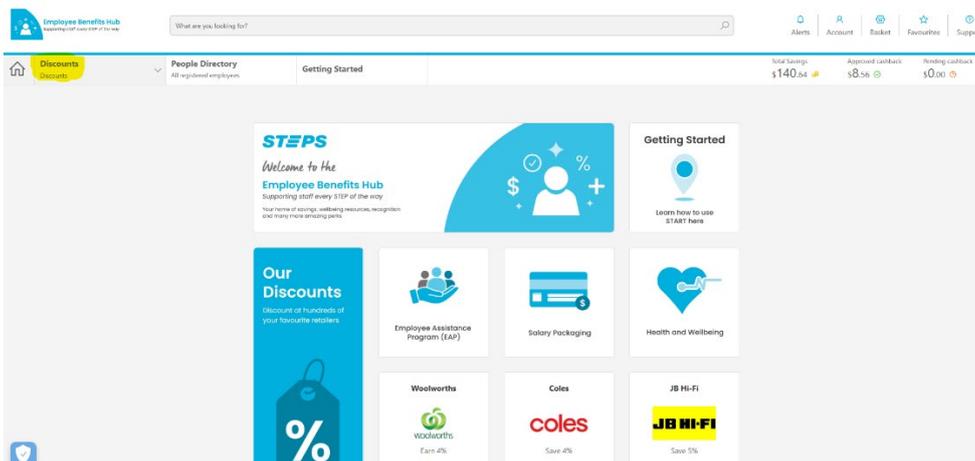
Shop smart, spend better

Step by step: Buying a discounted gift card

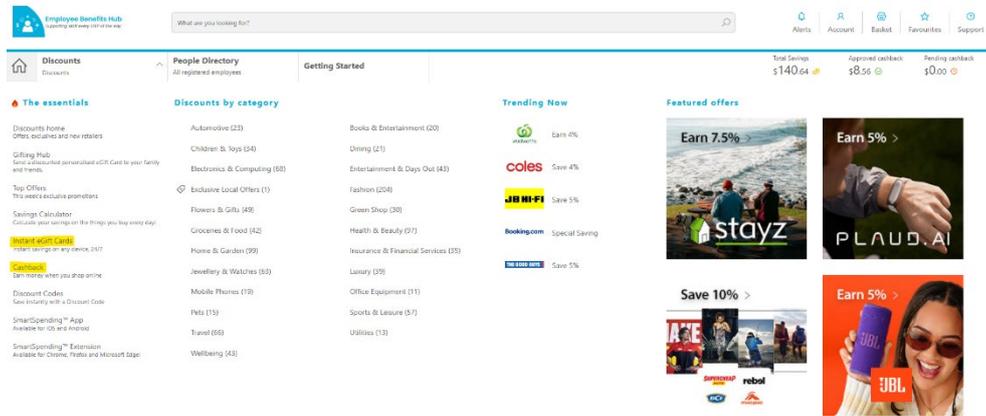
Step 1: Start at the Employee Benefits Hub login screen. Enter your details to sign in. If you have any difficulties logging in, please reach out to Volunteer Coordinator Karla.



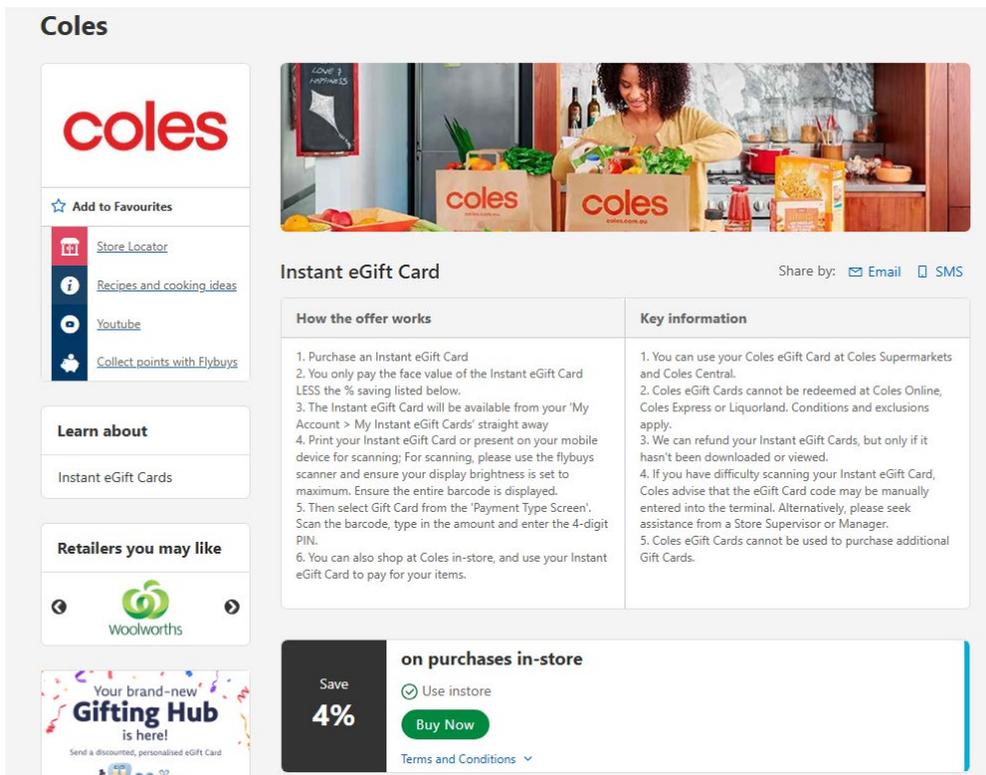
Step 2: Once logged in, you will land on the STEPS Employee Benefits Hub home page. You can use the search bar to find any of the available retailers, or head to the highlighted 'Discounts' drop-down menu to see your options.



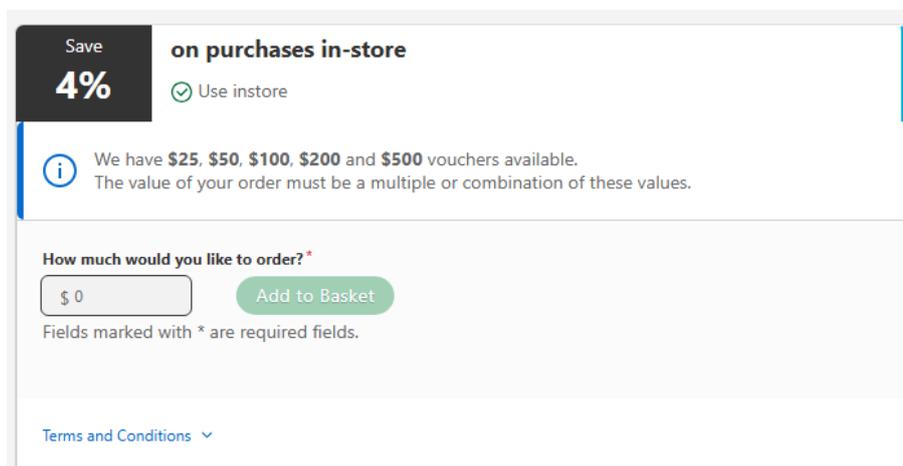
Step 3: There are many options here, including links to download the app to your mobile phone or add the extension to your home browser. To secure your discounted gift card, click the 'Instant eGift Cards' link on the sidebar. To find cashback offers, click the 'Cashback' link. For this tutorial, we're clicking on the 'Coles Save 4%' under the 'Trending Now' heading.



Step 4: 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.



Step 5: 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.



Step 6: 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.

Item	Value	You Save	You Pay
Coles Instant eGift Card 4% Off	AS 100	\$4.00	\$96.00
		Total Savings	\$4.00
		Total to Pay	\$96.00

Step 7: 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 8: 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.

Order & Date	Product(s)	Action
549950805 25/03/2026 15:24:34	Coles Instant eGift Card	\$100.00 Hide Details

ORDER #549950805

Email Address
hollym@stepsgroup.com.au

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

Coles Instant eGift Card	Value: \$100.00	Cost: \$96.00	View
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[Cancel & Refund](#)