

## Process for Ordering Target Gift Cards

Log on to [www.target.com/corporategiftcards](http://www.target.com/corporategiftcards)



Click on “Get Started” on the left side of the page.

Click on “Create a New Account”.

Complete all required fields and click on “Continue”

Target 028 - Windows Internet Explorer  
https://corporategiftcards.target.com/pos/public/user/createUser.asp

Corporate GiftCards | Your Profile | Place an Order | Fresh Orders | FAQ | Sign Out

### Create Profile

New to the Corporate GiftCards ordering system? Create your profile below.  
\* indicates required field

1. Company and Contact Information

Company\*

Industry\*

First Name\*  Last Name\*

Job Title\*

Address\*

ZIP/Postal Code\*  City\*

Country\*  State\*

E-mail\*

Please contact me with special news and updates about my Corporate GiftCard account. [Learn More](#)

International Phone/Fax

Phone Number\*  -  -  Ext.

Fax Number  -  -

How did you hear about us?

How will you use your GiftCards?

2. Primary Billing Address

Complete second Page “Primary Billing Address” and third page “Primary Shipping Address” or click in the upper left arrow “Same as Primary Contact Address”.

Create a password

A confirmation will be sent to your e-mail address

Target 028 - Windows Internet Explorer  
https://corporategiftcards.target.com/pos/public/user/registerAuth.asp

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### Confirmation Sent

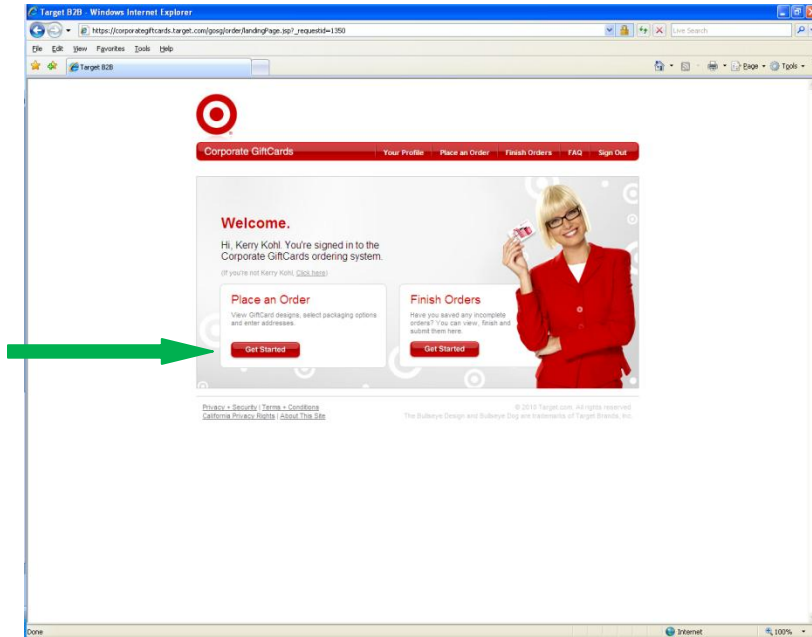
Thanks for your registration. A link to confirm your profile has been sent to your e-mail account. Check your e-mail and click the link, then sign in with your Guest Number and password to get started.

Please visit [www.target.com/corporategiftcards](http://www.target.com/corporategiftcards) for more information about our Target Corporate GiftCards Program and its benefits.

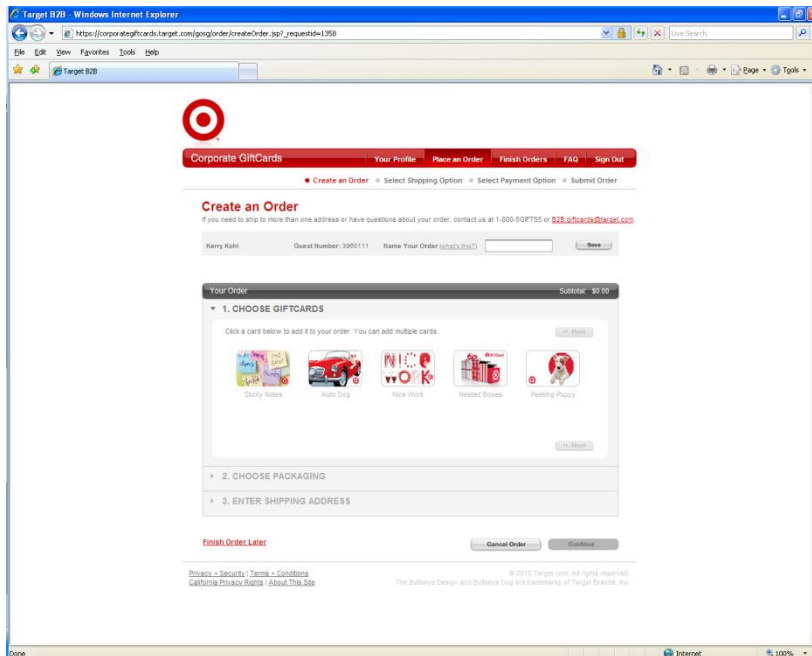
[Privacy](#) | [Security](#) | [Terms](#) | [Conditions](#)  
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Once e-mail received, use assigned “Guest Number” to log in, and click on “Get Started” under “Place an Order”.



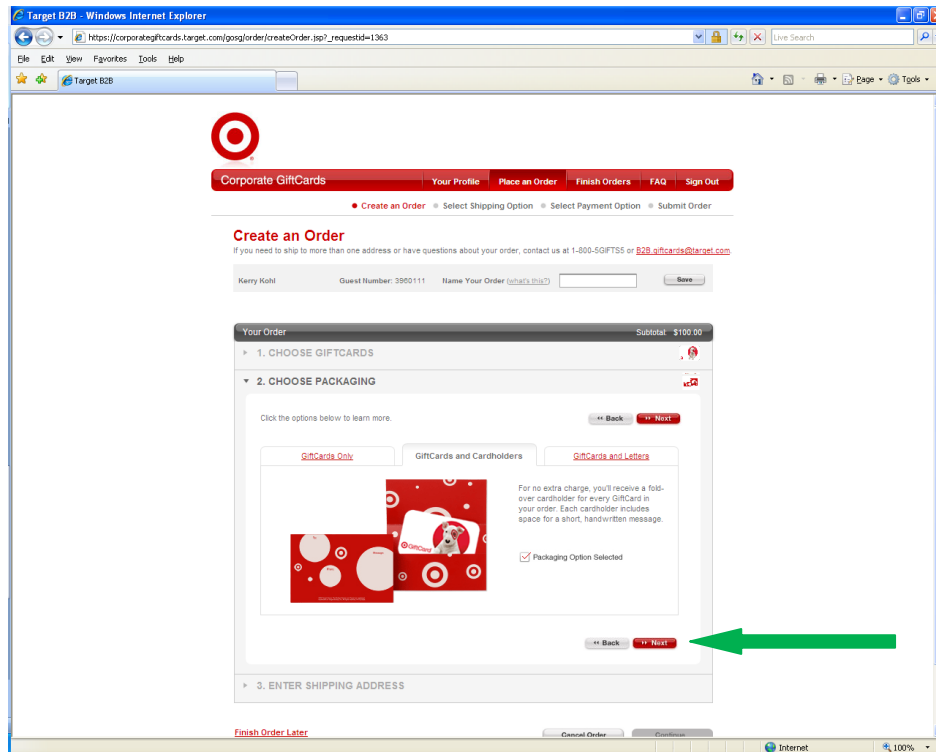
Choose the type of gift card design you desire, and enter the quantity and value. Do this for as many different values as you need.



Once complete, click on “Next”.

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Choose the packaging – A single box, individual fold-over card holders, or a letter with a customized message.

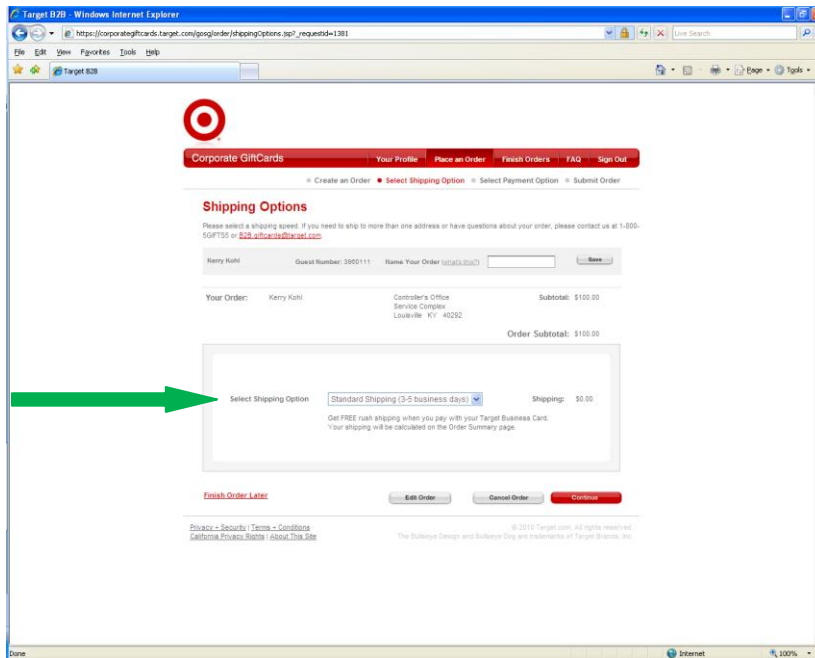


Click on “Next”.

Enter the Shipping Address or click the box for “Same as Primary Shipping Address in your Profile”.

Click on “Next”.

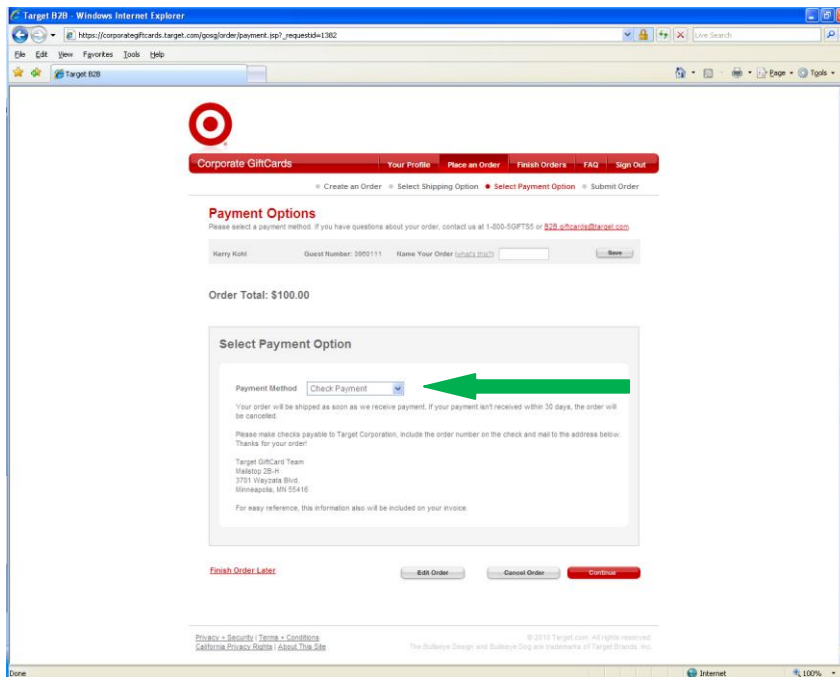
Select the type of shipping – Standard = \$0 or Rush = \$8.00



Click on Edit Order, Cancel Order or Continue.

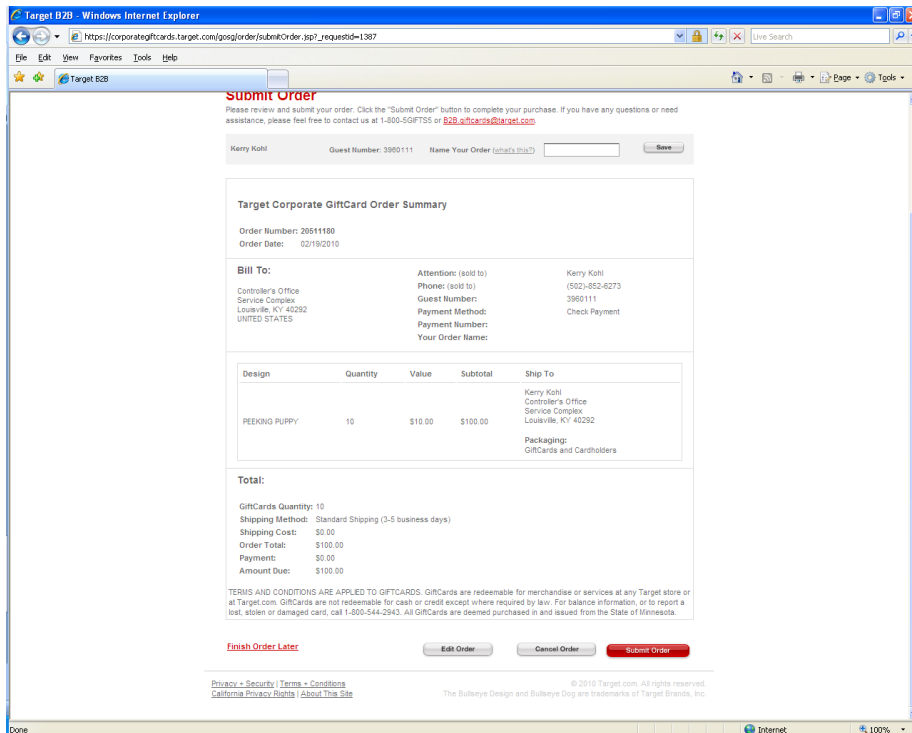
Select “Check Payment” as Payment Method.

Complete the Request for Disbursement form with all applicable information (including Target Order Number) using vendor #0000063455 and the Minneapolis address as provided on the order page.



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Print out a copy of the completed order and attach to Request for Disbursement form.



Submit to Controller's Office.

Once Target receives the check, they will release the gift cards and mail them directly to your department.

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