

We've created a process to make the set up and funding of your account quick and easy!

**Reach out to the following Tango Card contacts to get started or learn more:**

Kim Buettner – Primary Contact – [kim.buettner@tangocard.com](mailto:kim.buettner@tangocard.com)

Aaron Zide – [aaron.zide@tangocard.com](mailto:aaron.zide@tangocard.com)

**For internal questions regarding your rewards program, reach out to the Pitney Bowes procurement contact:**

Kevin Chan – Global Strategic Sourcing – [kevin.chan@pb.com](mailto:kevin.chan@pb.com)

**Funding Options:**

- **ACH/PO** – Net 45 payment terms
- **Credit Card** – 2–3 days; use when needing to send e-gifts in fewer than 60 days.

**ACH – PO Invoice Processing:**

- Tango Card account is created (2 business days)
- Invoice can be generated and provided to the account holder (2 business days)
- Account holder requests a PO using the Tango Card invoice
- PO is approved by budget holder and PO number is created
- Respond to the Tango Card email in which the invoice was provided with the updated PO number.
- Tango Card updates the invoice and directly submits to Pitney Bowes AP team with PO number – [SAPPOinvoices@pb.com](mailto:SAPPOinvoices@pb.com) (2 business days)
- Pitney Bowes pays Tango Card for the invoice (45 days)
- Funds appear in Tango Card account two business days after being received by Tango Card.
- Email confirmation from Tango Card is sent to account holder

*If the above timeframe doesn't meet your needs, please contact Tango Card to discuss faster payment options.*



### **Credit Card:**

Fund with a credit card if you're fewer than 45 days out from sending rewards. Credit cards can be registered in the Rewards Genius dashboard.

An account must be funded before submitting an order.

*\*Credit cards are subject to a 3.5% processing fee. We also accept no-fee payments via ACH or wire*

### **Register Your Purchasing Card.**

Click **here** to watch a video about How to Add a Credit Card in your Reward Genius portal.

- Log into Rewards Genius
- Click the Funding tab on the left side of the screen.
- Click Add Credit Card
- Complete credit-card information and Billing address fields
- Enter an email address to automatically receive receipts via email. You can add up to five additional email recipients.
- Click Save.

### **Add Funds with Registered Purchasing Card**

Note: It can take up to 72 hours for a new credit card to process and fund the account.

- Click the Funding tab on the left side of the screen.
- Click Add Funds next to the credit card that will be used for this transaction.
- Enter the amount you'd like to add, click Add Funds.
- A pop-up window confirming your request will appear.
- Click Yes, Fund to confirm.

A confirmation email will be sent to the email addresses registered to the card.