



Private Panellist Guide

Requesting vouchers

Thank you for your participation in our studies as a receiving and posting panellist.

This guide explains step by step how to exchange your reward points for vouchers.

We recommend that you download this PDF to your desktop for easy access.

General information

As soon as you have accumulated 2500 points, you can get a £25 voucher.



Vouchers can **only** be redeemed when you reach a minimum of **2500 points**.

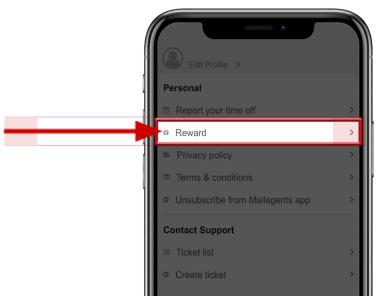
- The £25 voucher can be split between different retailers. For example, £10 for Amazon and £15 for Starbucks.
- If you are **unable to redeem your voucher via the app**, please send an email to '<u>support@mailagents.uk</u>' with your voucher request, or raise a ticket in the app under the category "Rewards".
- There are three ways to receive your voucher codes:
 - 1. **By email**, as an e-gift card that can be redeemed online. This may take a few hours to generate.
 - 2. By post (this is only available for some retailers).
 - 3. **By email**, as a document you can print and take with you to a retailer.
- In addition, feel free to watch our video on this topic. Simply click on the following link: <u>'Rewards'</u>





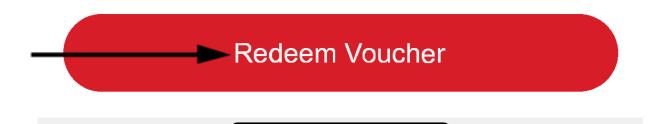
How can you request a voucher?

1. To request a voucher, click on '**Reward**' in the menu of the Mailagents app:



^{*} Please note that this is an example and variations are possible.

2. If you have at least 2500 points, you will see a red button saying "Redeem Voucher". Click on it, then click "Yes". You will receive a voucher code and a link by email:

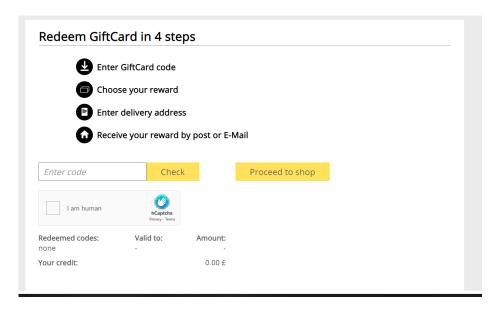


^{*} Please note that this is an example and variations are possible.

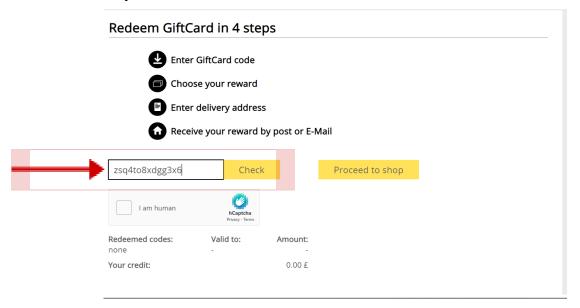




3. To redeem your voucher code, click on the link in the email or go to https://spectosqbp.cadooz.com/:



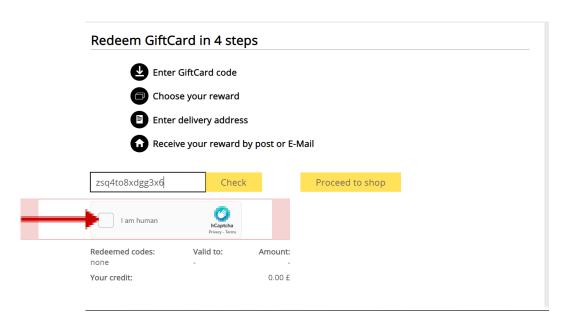
4. Enter your voucher code and click 'Check':



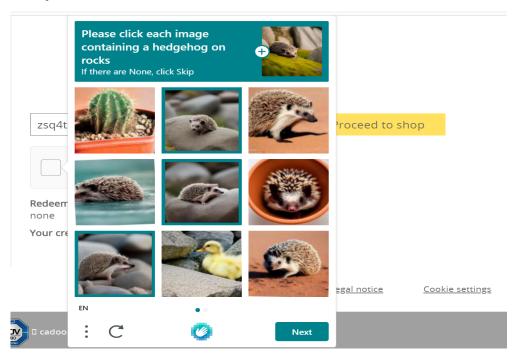




5. Make sure to tick the CAPTCHA box marked "I am human" and complete the CAPTCHA test:



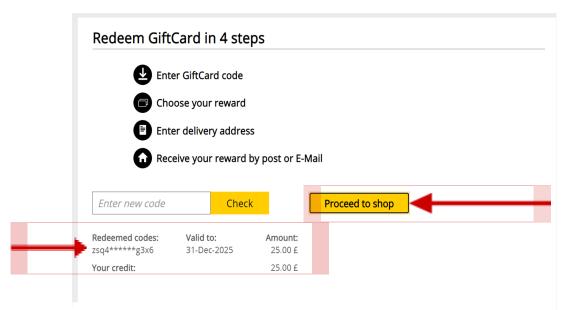
Example:



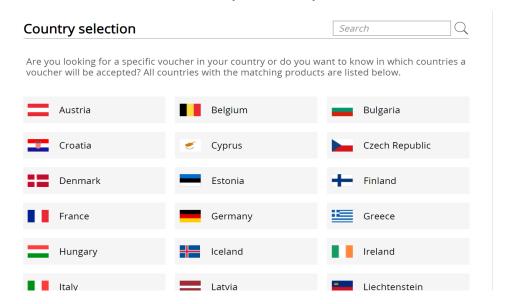




6. Check that the correct amount is loaded and then click 'Proceed to shop':



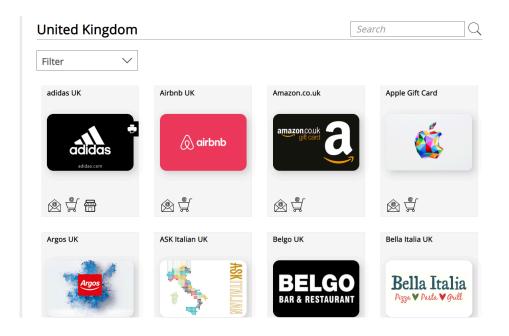
7. You will then be asked to select your country:



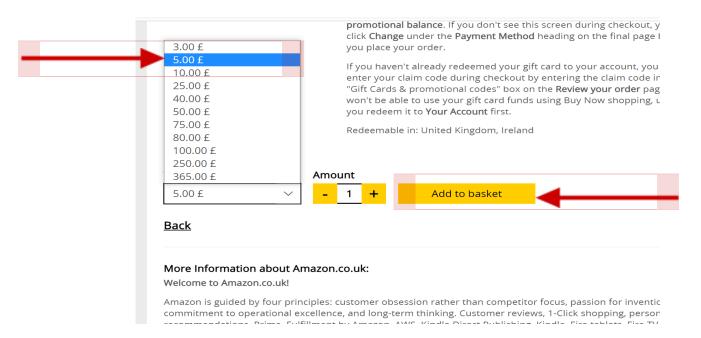




8. Next, you will see a list of retailers available and you can select the one you want:



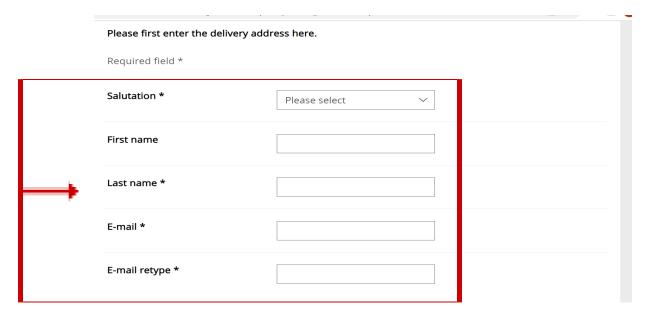
- Please note that some vouchers can **only be delivered by post**. This depends on the retailer you choose.
 - **9.** Scroll down to the value of the card, select the amount you want loaded for the chosen retailer and then click 'Add to basket':



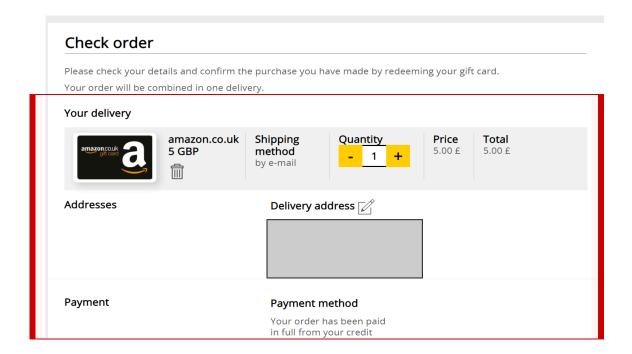




10. Fill in your contact details and then click **'Continue'**:

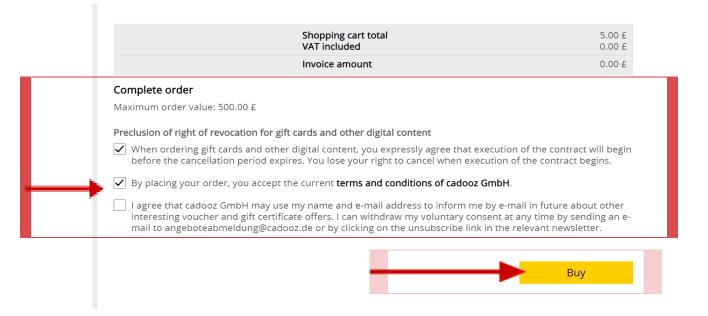


11. Please check all order details are correct and agree to the terms and conditions as appropriate. Afterwards, click '**Buy**':

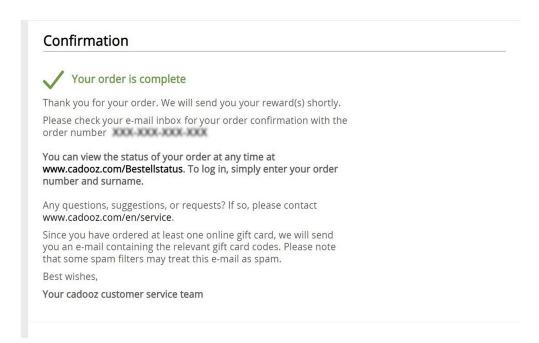








12. Once your order is complete, you will receive your **order confirmation**:





You will receive your order confirmation **by email**. This will usually happen within a few minutes, but can occasionally take up to an hour.

Thank you for helping to improve the service Royal Mail provides to homes, businesses and communities!