# Information

## Corporate Accounts

- [Corporate House Account Set Up Form](#)        Email us and we will send you a form.
- [Set up a Corporate Discount Program](#)        Email us and we will respond quickly.
- <u>Instructions</u> for how your employees will <u>activate</u> their discount number
  - For a **$** Dollar discount amount – *SCROLL DOWN TO PAGE 2*
  - For a **%** Percentage discount amount – *SCROLL DOWN TO PAGE 3*

## Gift Cards / Declining Balance Account

- [Request a Gift Card](#)      -      For personal use, please allow 24-hour turnaround.
- **Check Gift Card Balance**  -      https://ams-ui.volantecloud.com/rwestcafe/login
- **Reload a Gift Card**      -      https://ams-ui.volantecloud.com/rwestcafe/login
- <u>Instructions</u> on how to use a Gift Card for Online Orders and at the Self-checkout terminal:
  - *SCROLL DOWN TO NEXT PAGE 4*

# Employer Discount Instructions – ($ Dollar $ Discount Amount)

**SIGN UP**

**SAVE BADGE**

**LOAD**

1. Click the link https://ams-ui.volantecloud.com/rwestcafe/login
2. Click Sign Up.
3. Enter Acct ID (employer card number provided to you), a Valid Email and Password.
4. View Badge.   Save this image for use at Self-Checkout.
5. At this screen "**reload**" additional funds to pay any balance more than your discount.
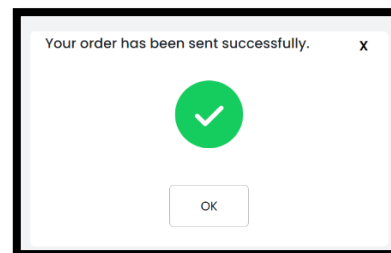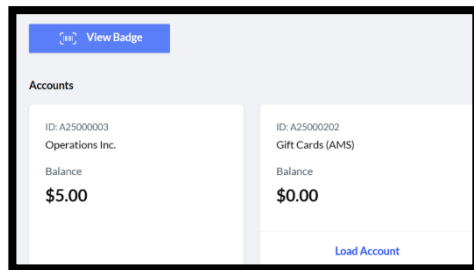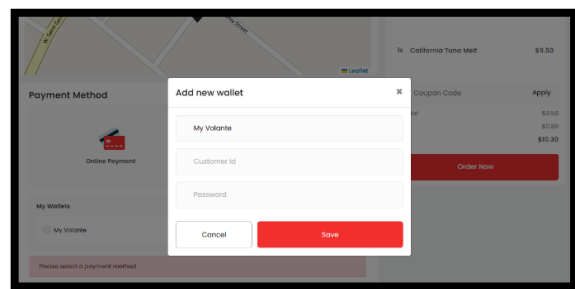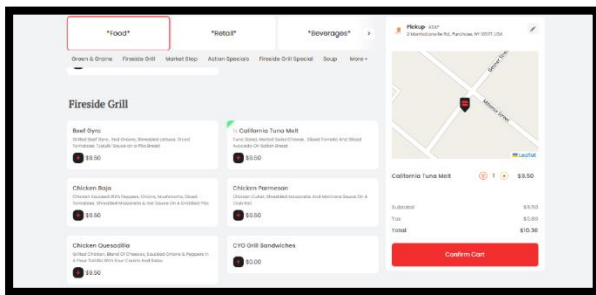   - ❖ If you are placing an online order which exceeds your employer discount these preloaded funds are necessary to complete your order.
   - ❖ At the self-checkout preloaded funds or credit cards can be used.

**For Ordering online: Go to  www.9WestCafe.com  then select Online Ordering**

**DO THIS THE FIRST TIME YOU ORDER ONLINE ...**

1. Begin placing your order by selecting the date and time of pick up.
2. Hit LOG IN at the top.
3. Register.
4. Start your online order by adding items to your cart.
5. When done, View Basket, then Confirm Cart.
6. As a first-time user click Add New Wallet.
6. Enter your ID (Badge #) and Password (same password used above in AMS), then save.
7. If you order total is more than your Wallet balance ($ discount + preloaded dollars), select "**Manage My Volante**" then "**Load Account**" and follow the instructions.
   - ❖ It may take up to 2 minutes for funds to appear in your wallet.
8. Click Order Now.  You will get a confirmation window and an email receipt from Volante.

# Employer Discount Instructions – (% Discount Amount)

**SIGN UP**

**SAVE BADGE**

**LOAD FUNDS**

1. Click the link https://ams-ui.volantecloud.com/rwestcafe/login
2. Click Sign Up
3. Enter Acct ID (employer card number provided to you) a Valid Email and Password.
4. View Badge.   Save this image for use at Self-Checkout
5. At this screen you can "reload" additional funds to pay the balance of your order.
   - ❖ If you are placing an online order preloaded funds or credit card payment methods can be used to complete your order.
   - ❖ At the self-checkout preloaded funds or credit cards can be used.

**For Ordering online: Go to  www.9WestCafe.com  then select Online Ordering**

**DO THIS THE FIRST TIME YOU ORDER...**

1. Begin placing your order by selecting the date and time of pick up.
2. Hit LOG IN at the top.
3. Register.
4. Start your online order by adding items to your cart.
5. When done, View Basket, then Confirm Cart.
6. As a first-time user click Add New Wallet.
6. Enter assigned ID (Badge #) and Password (same password used in AMS), then save.
7. If you would like to load your Wallet with additional funds to pay the balance due,  select "Manage My Volante" then "Load Account" and follow the instructions.
   - ❖ It may take up to 2 minutes for funds to appear in your wallet.
   - ❖ You do not NEED to perform this step if you prefer to pay balance of order (after your employer discount) with a credit card each time you order online.
8. Click Order Now.  You will get a confirmation window and an email receipt from Volante.
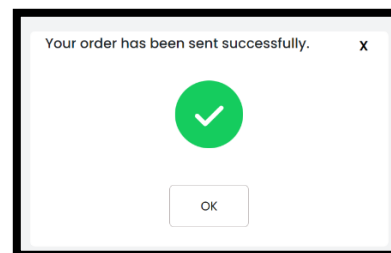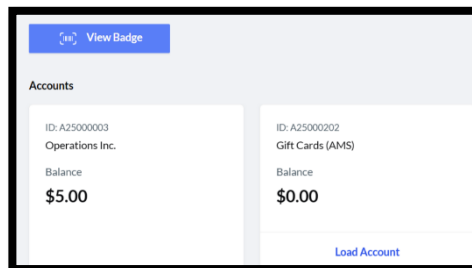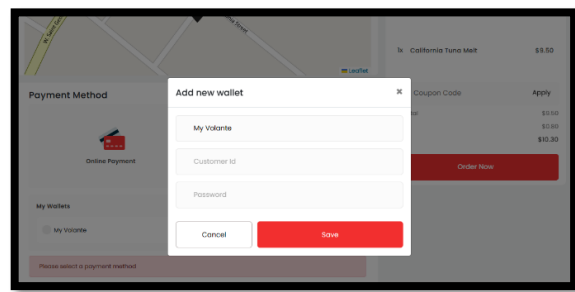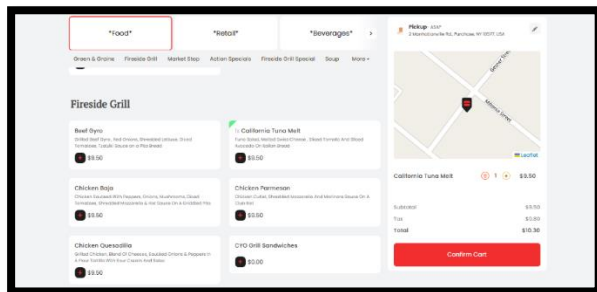








*For Assistance:* 203.559.4932 or support@cidining.com

# How to Use Your Gift Card / Stored Value Card

**REGISTER YOUR CARD:**

1. Click the link https://ams-ui.volantecloud.com/rwestcafe/login
2. Click Sign Up
3. Open an account with a valid email ID and Password.
4. Now click View Badge.
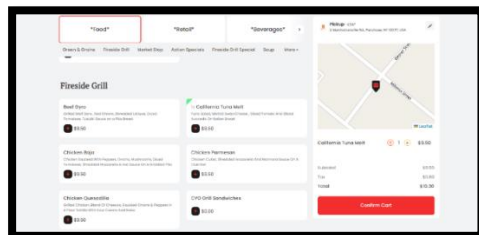5. You will find your Employee ID and Badge Number.

   *Save this image for use at Self-Checkout*
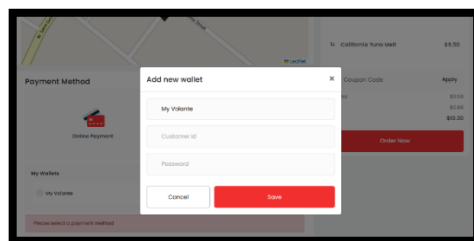
**HOW TO USE WHEN PLACING AN ORDER ONLINE:**

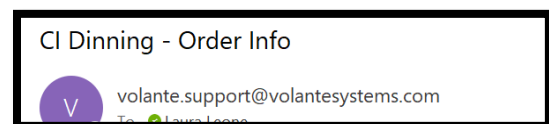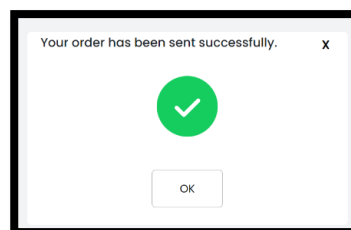6. Now open the 9West webpage http://www.9westcafe.com/ then Online Ordering
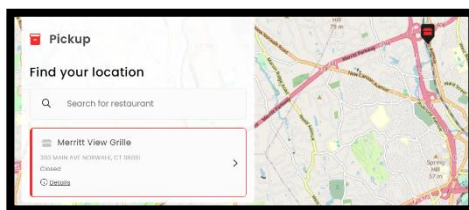


7. Begin placing your order by adding to your cart.
8. When done, View Basket, then Confirm Cart



9. Now as a new user click Add New Wallet



10. Enter your ID and Password (same password as AMS), then Save
11. If you order more than what is in your wallet you will need to pay the balance with a credit card
12. Click Order Now. You will get a confirmation window and an email receipt from Volante.



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