

## About Physical Rewards Link

All Printed Reward Links are mailed directly to the recipient via USPS First Class Mail, with no tracking information, and cannot be printed on site.

## Requesting Bulk Orders

1. Login to the Tango Portal
2. Click the **Upload Bulk Order** at the top right corner of the screen
3. Select **Mail Delivery Template** from the Download Bulk Template dropdown.

**Result:** An Excel file will be available for download.

4. Open the Excel File.
5. Complete the required fields based on the instructions an example within the file.
6. **Optional Step:** If this is your first time issuing Printer Rewards Links, feel free to email the completed order template for review to [tango@unc.edu](mailto:tango@unc.edu) before uploading it back to the Tango Portal.
7. Save the completed field with a unique file name.
8. Click the **Upload Bulk Order button**, on the Send Rewards page to upload the saved file.  
**Result:** You will receive an email confirmation letting you know the order was uploaded successfully and the order is added to your cart.
9. Click the **Cart** button.
10. Continue by following steps 6 to 11, from the Issuing Digital Rewards Links (Prepaid Gift Cards) chapter of the guidebook to checkout.

**Result:** The Tango Program Support Team will print the rewards and mail them directly to the recipients.

## What Participants Receive

Printed Reward Links are mailed directly to recipients. The Printed Reward Link will arrive in a standard size envelope with an orange stripe on the bottom of the envelope within 7-10 business days, once issued. Enclosed will be the printed Redemption URL, PIN, and instructions on how to redeem the reward.