

The Scrip Program Instructions

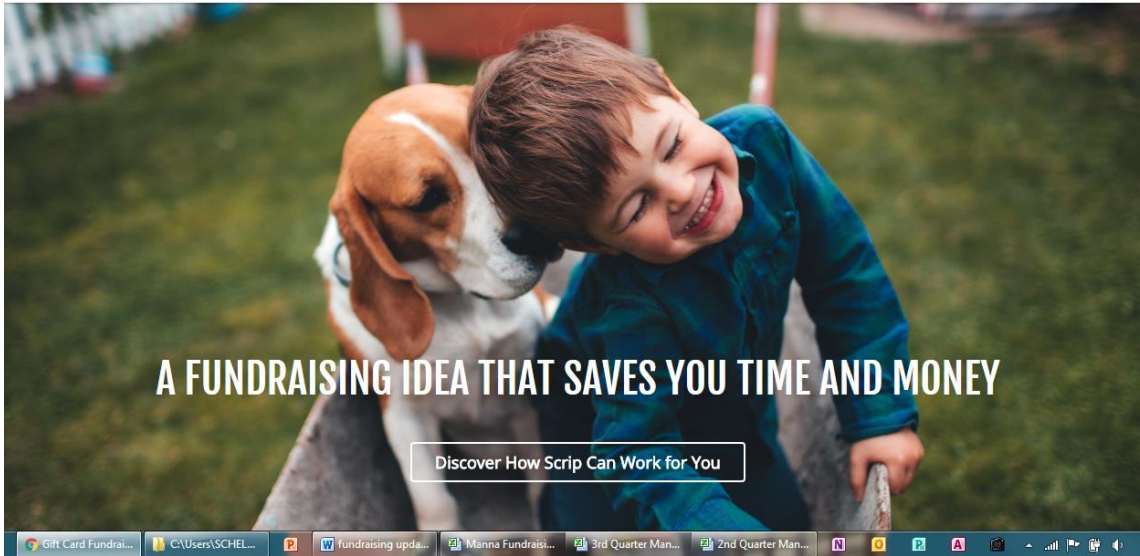
The Scrip Program (formerly the Manna program) allows St. Thomas More to receive a credit when gift cards are purchased through the Scrip program. It is mandatory for all families to purchase enough gift cards for the school to receive \$150 in credits. Starting this year, the \$150 will be paid up front and then tuition credits will be received on a quarterly basis for all gift cards purchased giving you an opportunity to earn the \$150 back.

Please note that the school needs to receive \$150 in credits. You are not just purchasing \$150 in gift cards. For each gift card purchased, the school receives a small percentage. For example, if you were to buy a Jewel (Albertsons) \$100 Gift card the school will receive \$4 (4% Rebate).

During the 2017-2018 school year, a Scrip order will be placed weekly when school is in session even if the week includes a holiday. A summer order schedule will be distributed in April, 2018.

Enroll:

Before placing your first scrip order, you will need to first create a ShopWithScrip® account. Go to <https://shop.shopwithscrip.com/> and click on the 'Get Started' or "Register" button at the top of the page. Next, click 'Join Your Existing Program.' You will then need to enter our organization's unique enrollment code (L7BF5F3255873). This code allows the ShopWithScrip system to link your account activity with our organization. Next, fill in all the required information and click 'Register.' You will be asked to select two challenge questions and provide answers, which will be required if you forget your password. Keep in mind that your answers are case-sensitive. Please note that there is a captcha located at the bottom of the form that must be completed. The captcha is not case sensitive but a space must be placed between the two words.



JOIN YOUR EXISTING PROGRAM

Does your organization already have a scrip program that you're looking to join? All you have to do is ask your scrip coordinator for the enrollment code, [enter the code](#) on ShopWithScrip and you'll be prompted to create your personal ShopWithScrip account. After setting that up, you'll be on your way to raising money for your organization!

[Join Your Existing Program](#)

Enroll

Before you start the enrollment process, please be sure you have your organization's enrollment code available through your scrip coordinator.

Enrollment code:*

REGISTER

CONNECT WITH US

Great Lakes Scrip Center
800-255-6150

QUICK LINKS

[Retailer List](#)

ABOUT GLSC

[Our Company](#)

STAY CONNECTED

[Keep up on the latest scrip news.](#)

Once you have put in the enrollment code, complete all of the personal information requested and then you can now sign up for Presto Pay.

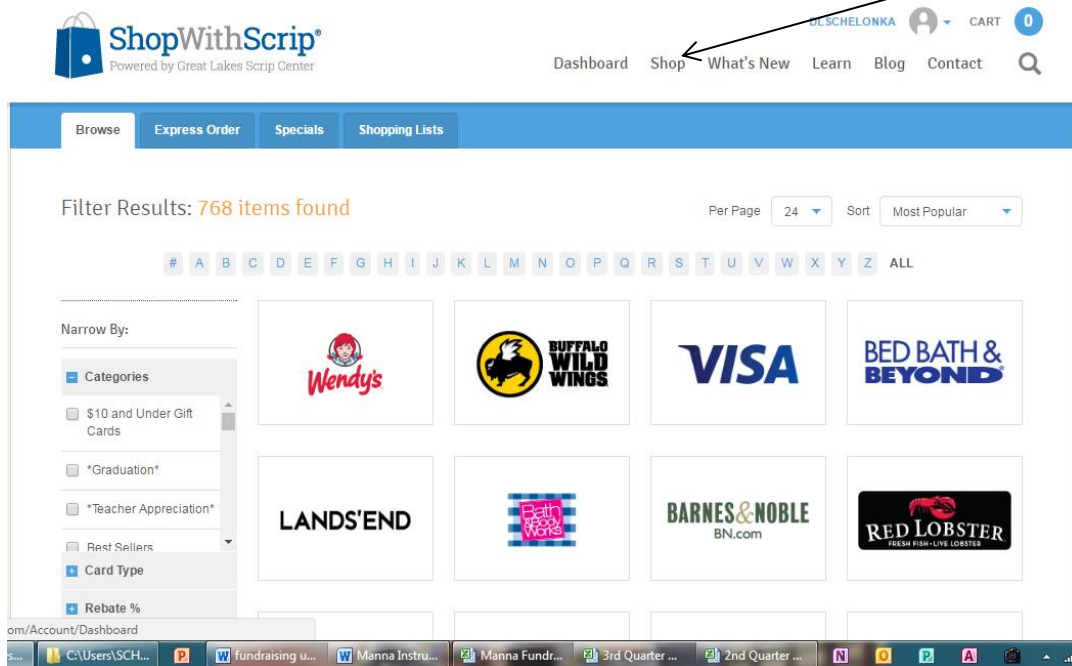
Presto Pay:

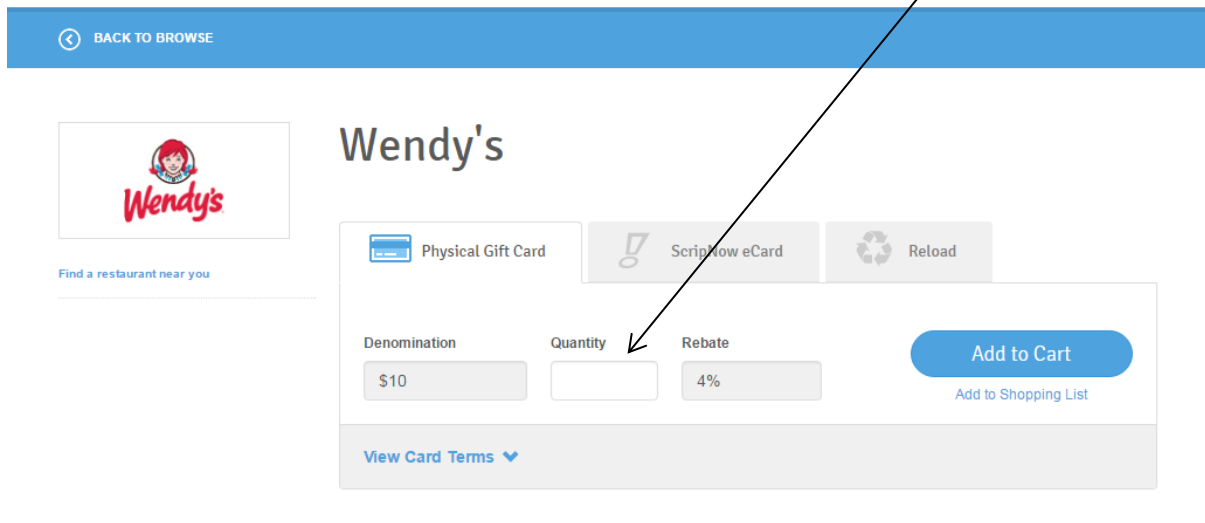
Similar to Manna, orders will only be accepted if they are paid through Presto Pay where the funds are automatically withdrawn from your checking account. Once you enroll in Presto Pay, it will take about 1-2 business days to verify Presto Pay and it could take up to an additional day for me to approve Presto Pay for you once you send me the enrollment notification. Since it takes a few days, please enroll in Presto Pay as soon as possible once you have enrolled.

To enroll in Presto Pay, click on “dashboard” near the top of your screen and then click on Presto Pay. You will need your banking routing number and account number to complete the process. Once you have filled out the form, the Script Center will send two small deposits to your bank account. Once you see those deposits (even if they are just pending), you will need to enter in the deposits on the Presto Pay page and also create a four digit numeric PIN. The four digit PIN will be keyed in by you every time you submit an order. Once you have verified, you will receive an e-mail with a four digit code (different from your PIN) that I will need to enter. Please forward the e-mail with the 4 digit code to DLSchelonka@yahoo.com so that I can do the final step to authorize your Presto Pay.

Placing an Order:

To shop, you click on the “shop” button at the top of the screen and place your order. When selecting a merchant, you have the choice of selecting Physical, ScripNow or reload. To get the cards, you will need to select “physical”. The biggest differences in ordering through this website is that you need to select your method of gift card (physical, scripnow or reload) and once you select you enter in the number of cards you want (not the total dollar amount as you did with the Manna program). Once you have completed your order, click on “cart” in the upper right hand corner to pay for your order. Please remember to click on “Presto Pay” and enter your 4 digit pin before you submit your order to ensure that your order will be processed.





ScripNow:

ScripNow is the method of purchase where you can receive your gift cards electronically instantly. If you select ScripNow, you will receive your electronic gift certificate two ways. The first way is that you will receive an e-mail with the gift certificate and can click on the certificate, print and use. The second way is through your dashboard on the website. Simply click on “view scripnow”. All of your electronic gift certificates will be listed and you will be allowed to view them from there.

Once you select the view link, an image of the certificate will come up on screen. You can print the certificate from there, or if you are on a mobile device you can have the merchant scan the certificate’s barcode. If necessary the certificate code can also be entered in at the merchant or online.

Once a ScripNow has been viewed, it is still available for use. The ScripNow will appear in the Viewed ScripNow section and can be re-accessed by selecting the product link. They can be used multiple times and many track their balances automatically. For those without automatic balance tracking, you can manually enter in the balance. Throughout our testing period, ScripNow has been available within minutes of purchasing.

Reload:

Reload allows you to reload your gift cards (nice and eco-friendly). To reload a gift card that you previously received from this program, go to the Shop and find the same card. Click on the reload pushbutton and enter in the applicable information for your card. Once you have registered a card in this manner, you will also be able to use the wallet

(same location as ScripNow) to reload your balances. Reloading a balance operates the same as ScripNow and will be available immediately for use.

Using Scrip on Your Phone

When you go to the website shopwithscrip.com on your mobile phone, you are able to add the site to your home screen and you will be able to use a mobile version of the site.

You can also access [myscripwallet](http://myscripwallet.com) from your phone when you place an order for scripnow. Once you place a scripnow order and receive an e-mail, the e-mail will include a link to [myscripwallet](http://myscripwallet.com). If you had this to your home screen, you can easily make scripnow and reload purchases from your phone. In addition, you are able to view all of your scripnow purchases. Some of them will show a QRC code that can be scanned by the merchant and others will show a code that the merchant will need to key in. Having this on your phone allows for more simplified redemption and purchasing.

Tuition Credits:

Manna credits will function a little bit differently this year. Your deposit that you paid in February will be applied to your Manna \$150 requirement. A portion of all Manna purchases will be applied as a tuition credit on a quarterly basis to allow you to earn back the amount paid up front.

You will receive an e-mail after every order stating how much of a credit the School received for your order. You will receive 100% of the amount the school receives in tuition credits for the first \$150 in credits the school receives for your orders. Any credits the school earns above \$150 for your orders, you will receive 50% of the credits as a tuition credit.

For example:

- 1) If your first order is the purchase of a \$100 Jewel gift card (which earns 4%), the school rebate will be \$4.00. You will receive a tuition credit of \$4.00 to slowly earn back the \$150 that you paid.
- 2) If you have already received \$150 in tuition credits and you place an order for a \$100 Jewel gift card (which earns 4%), the school rebate will be \$4.00. You will receive a tuition credit of \$2.00. This allows the school to still receive a benefit from the Scrip purchases.

Merchant Listing:

There is a merchant listing on the site which allows you to determine the following information:

- The rebate percentage.
- The denominations offered.
- If the merchant is available for scripnow or reload.

The merchant listing can be found by clicking on “shop” and making a selection on the left side under “retailer lists”. You can select an alphabetical list or a listing by category.

FAQs

There is an extensive FAQ section offered within the website under the ‘Learn’ tab.

Any questions should be forwarded to Donna Schelonka at DLSchelonka@yahoo.com.