

# shopwithscrip<sup>®</sup> . com

## Family User Guide

Welcome to the world of scrip fundraising! This guide will teach you how to navigate our website, and walk you through our ordering process. Using ShopWithScrip.com, you'll be able to place orders for scrip and manage your account from any internet-connected computer or device. Inside you'll find a step-by-step guide for ordering scrip online. So, let's start at square one.

Allatoona's Code: 24375L6A173L7

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## **Getting Started**

When you login to ShopWithScrip.com, all the tools you need to place orders and manage your scrip account are at your fingertips. You'll be able to place orders and generate reports. In this guide, we will cover where to find important information and how to take your scrip shopping online. Let's get started!

### Allatoona's Code: 24375L6A173L7

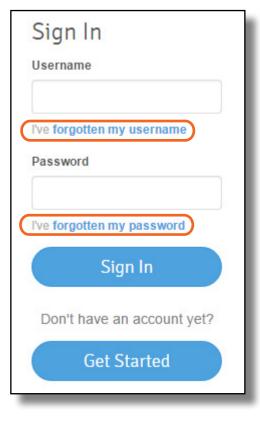
#### Family Account

To sign in, click the **Sign In** button at the top of the page and enter your username and password. We strongly suggest you use a complex password and change it every few months.

Minimum password requirements:

- Length 8 characters
- At least 1 upper- and lower-case letter
- At least one number
- At least one symbol (?, !, #)

If you ever forget your username or password, use the links on the login page to send instructions to reset them to your registered email address.



## The ShopWithScrip Dashboard

You will find all the tools and functions needed to order scrip, view your order history, and generate reports on your Dashboard.

shopwithscrip	com Search Q	Dashboard	JANE.DOE@GMAIL.COM
Account Settings Manage Non-Profits	Dashboard		
Profile Reminders Security	Your Organization: GLSC Employee Purchases	Your Coordinator: Emily Nemmers (616) 827-8180	
Messages Family Functions		csglscrip@gmail.com	
14	Announcements View All Presto-Pay for your lunch with "Ca	afe" Scrip!	February 23
	Family Functions	View ScripNow	Shopping Lists
	Your Orders Review and manage your purchases	Change Profile / Password Manage Non-Profits Messages Order History	PrestoPay Specials Reminders Reports

#### **Family Functions**

- 1 **Express Order.** Quickly add products to your cart from one page, perfect when you know exactly what you're looking for. Learn more on page 8.
- 2 View ScripNow. Your Wallet contains all your ScripNow eCards and information on registered reload cards. Learn more about the Wallet on page 18.
- 3 **Shopping Lists.** Set up shopping lists to quickly add products you regularly order to your cart. Learn more on page 9.
- 4 Change Profile / Password. Use this page to change your username, email, and default address.
- 5 Manage Non-Profits. This page shows which non-profits you have linked to your account, and allows you to add new ones. If your account is linked to multiple organizations, you can set a default that is selected automatically when you login.
- 6 **Messages.** Send and receive messages from your Coordinator.
- **Order History.** View your full order and rebate history.
- (8) **PrestoPay.** Sign up for our secure online payment system, PrestoPay, if your program has enabled it. Learn more on page 21.
- **9** Specials. View all the current bonus rebates.
- (1) **Reminders.** Set reminders for yourself to place weekly orders.
- (1) **Reports.** Generate reports for order details, history, and rebate summaries.

Dashboard		
Your Organization: GLSC Employee Purchases	Your Coordinator: Emily Nemmers (616) 827-8180 csglscrip@gmail.com	
Announcements View All Presto-Pay for your lunch with "C Family Functions Express Order	afe" Scrip!	February 23
Your Orders Review and manage your purchases (6)	<ul> <li>Change Profile / Password</li> <li>Manage Non-Profits</li> <li>Messages</li> <li>Order History</li> </ul>	<ul> <li>8 PrestoPay</li> <li>9 Specials</li> <li>10 Reminders</li> <li>11 Reports</li> </ul>

#### Allatoona's Code: 24375L6A173L7

## Types of Scrip

#### **Physical Cards**

Physical cards are normal gift cards just like you'd get at the store. When you place an order for physical cards, your Coordinator will include them in their organization order and distribute them to you when they arrive. Ask your Coordinator about your program's ordering schedule to make sure you get your scrip when you need it!

#### ScripNow eCards

You can order <u>ScripNow</u> electronic gift cards on ShopWithScrip.com. The eCard will be delivered right to your ShopWithScrip account. You can print it out on your home printer and use it in stores just like a physical gift card, or you can use it for online shopping by entering the card number and PIN at the checkout page.

#### Reload & ReloadNow

<u>Reloading</u> is a time-saving option that allows you to add funds to gift cards you've already purchased through ShopWithScrip. Here are a few guidelines to remember when reloading gift cards:

- When Reload orders are placed and paid for before 3:30 p.m. EST, Monday through Friday, the funds will be added to your card overnight! If you pay by check, the funds will be on your card the day after the order is released by your Coordinator.
- Plus, for a growing number of retailers, you can add funds to your cards even faster with ReloadNow<sup>™</sup>. When you pay for your order with PrestoPay<sup>™</sup>, funds will be added to your card in minutes, 24 hours a day/7 days a week. If you pay by check, the funds will be on your card minutes after the order is released by your Coordinator.

#### ShopWithScrip Family User Guide | © Great Lakes Scrip Center LLC

Reload Reload

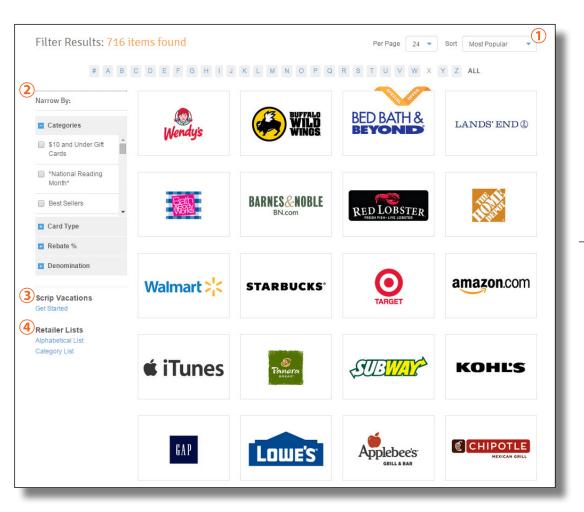


## **Ordering Scrip**

#### Shop Page

Use the Shop page to browse the 700+ stores that offer scrip. You can sort and filter through stores in a few different ways:

- Sorting View stores either in alphabetical order, or with the most popular first. You can also use the letters across the top of the page to find stores by their starting letter.
- 2 Narrowing Your Results In the sidebar to the left, you can check boxes to narrow your selection:
  - View specific categories, like home improvement or grocery.
  - Only list stores with a certain card type available: physical, Reload, or ScripNow.
  - Highlight a range of rebate percentages or available denominations.
- 3 Scrip Vacations If you're interested in paying for a vacation with scrip, click **Get Started**.
- 4 Retailer Lists These links will generate PDF lists including all the stores we have available.



#### **Express Order**

If you already know the scrip you want to order, start typing the store's name to quickly find products and add them to your cart.

Browse	Express Order	Specials	Shopping Lists					
	EVERYDAY REBATE	Quickly	oress Or add items by name to s Added					
		Prod	uct	Card Type	Qty.	Rebate	\$ Value	\$ Total
		Total			0			\$0.00

#### Specials

This page lists all the current products offering bonus rebates. You can also identify products on bonus by the orange "Special Offer" banner displayed on their logo.

### **Special Offers**

Product	Bonus	Normal	Start	End	
Bed Bath & Beyond \$25	8%	7%	3/7/2015	3/20/2015	ADD TO CART
Bed Bath & Beyond \$100	8%	7%	3/7/2015	3/20/2015	ADD TO CART
Cabela's \$25	12%	11%	3/7/2015	3/20/2015	ADD TO CART
Cabela's \$50 ScripNow!	12%	11%	3/7/2015	3/20/2015	ADD TO CART
Cabela's \$100	12%	11%	3/7/2015	3/20/2015	ADD TO CART
Cabela's \$100 ScripNow!	12%	11%	3/7/2015	3/20/2015	ADD TO CART

#### Shopping Lists

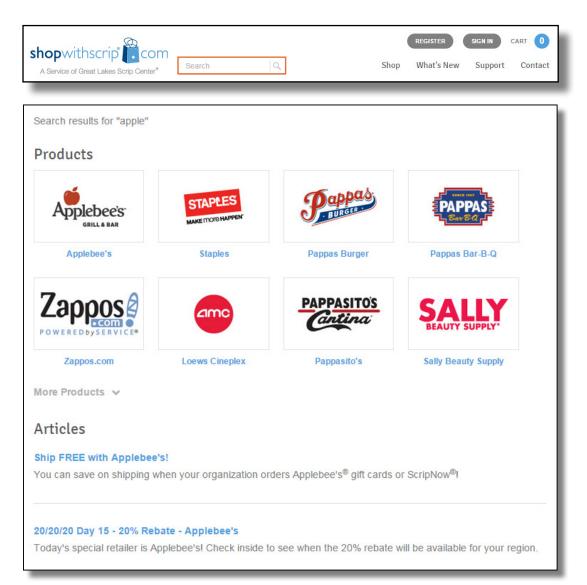
You can set up shopping lists to quickly add products you regularly order to your cart. For example, you could set up a shopping list for the gas and grocery scrip you order every week.

Sh	opping List	S				NEW S	HOPPING	LIST
SELEC		RT					×	);
	Product	Card Type	Qty.	Rebate	\$ Rebate	\$ Amount	Gift?	
	Panera Bread \$25	Plastic	1	9%	\$2.25	\$25.00		>
	iTunes \$15 ScripNow!	ScripNow	1	5%	\$0.75	<b>\$</b> 15		>
	Order Subtotal		2		\$3.00	\$40.00		
Gas +	Groceries	RT					×	þ
	Product	Card Type	Qty.	Rebate	\$ Rebate	\$ Amount	Gift?	
	Meijer \$100	Plastic	1	3%	\$3.00	\$100.00		>
	Speedway \$100	Plastic	1	4%	\$4.00	\$100.00		>

#### Search Bar

Start typing a store's name and then select it from the dropdown menu to go directly to their brand page. The search bar will also find results from our support pages and What's New articles.

apple
BRANDS
Applebee's
ARTICLES
20/20/20 Day 15 - 20% Rebate - Applebee's
Ship FREE with Applebee's!



### Brand Detail Page

Use the tabs at the top of the page to choose between Physical cards, ScripNow, and Reload or ReloadNow. If any product types are not available, they will be grayed out.

Applebee's	Applebee's	5		
GRILL & BAR	Physical Gift Card	ScripNow eCard	😮 Reload	
	Denomination \$25 •	Quantity Rebate		to Cart Shopping List
	View Card Terms 💙			

#### Ordering Physical Cards

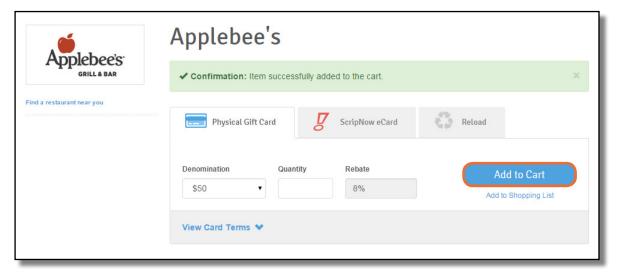
Select a denomination from the dropdown menu.

GRILL & BAR	Applebee's
Find a restaurant near you	Physical Gift Card ScripNow eCard Reload
	Denomination     Quantity     Rebate     Add to Cart       \$25     8%     Add to Shopping List       \$50     View Card Terms *
	Anniahas'a

Enter a quantity (number of cards to order). After you do this, the total cost will appear above the **Add to Cart** button.

Applebee's	Applebee's
GRILL & BAR	Physical Gift Card ScripNow eCard Reload
	DenominationQuantityRebateTotal: \$250.00\$50\$58%Add to Cart
	Add to Shopping List

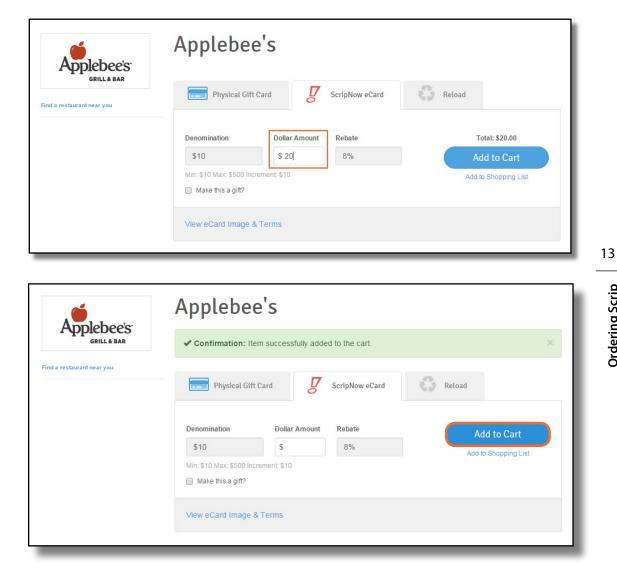
Click the **Add to Cart** button and you will receive a confirmation.



#### Ordering ScripNow eCards

Enter a dollar amount. Many ScripNow eCards have a minimum & maximum possible value, and must be ordered in increments of \$10. Some ScripNow is available in fixed denominations.

Click Add to Cart and you will receive a confirmation.



#### Ordering a ScripNow eGift

8 3 Physical Gift Card ScripNow eCard Reload You can also send ScripNow eGifts, delivered directly to someone's email address, even if they're not a scrip shopper. Denomination Dollar Amount Rebate Add to Cart (1) Enter a dollar amount. 8% \$10 \$ Add to Shopping List Min: \$10 Max: \$500 Increment: \$10 Check the box next to "Make this a gift?" (2) 2 Make this a gift? Enter a personal message, if you want, and (3) **Gift Options** choose a display image for the eGift. Personal Message Select a display image 4 Choose to deliver it now, or schedule a delivery (3) date in the future. Applebee's < Enter the recipient's name and email address. (5) 150 characters remaining Enter your name and phone number. (6) Delivery 4 7 Make sure your settings are accurate, then click FUTURE DATE When:\* NOW Next. About the Recipient Delivery (5) Name:\* FUTURE DATE NOW When:\* Email:\* 03/11/2015 Confirm March 2015 > Email:\* < About the Recipi Fr Sa Su Mo Tu We Th About You Name:\* 22 23 24 25 26 27 28 (6) Name:\* 3 4 5 6 7 Email:\* 9 10 12 13 14 8 Phone:\* Confirm 18 19 20 21 Email:\* 15 16 17 What is this? 22 23 24 25 26 27 28 7 About You 29 30 31 2 3 4 1

#### Ordering Reload & ReloadNow

If you already have a registered card, select it by name from the dropdown menu.

	Safeway	
Find a location near you	Physical Gift Card ScripNow eCard	ReloadNow
	Denomination     Dollar Amount     Rebate       Enter your own     \$     4%       Min: \$25 Max: \$400     \$	Add to Cart Add to Shopping List
	Select Your Registered Card Dad's Safeway Card  Edit Card / Register Another Card / Unregister This Card	
	Additional Reload Information 💙	

Denomination	Dollar Amount	Rebate	4	Register Card
Enter your own	\$	4%		
Min: \$25 Max: \$400				
Card No.				
)				
Card Name				
)				
Card Pin (if Applicable)				
Enter the security pin on	the back of your card,	ifavailable		
CANCEL				

To register a new card:

- 1 Enter the card number.
- 2 Pick a name for the card.
- 3 Enter the card pin if it has one.
- **4** Click **Register Card**.

The next time you reload the card, it will be listed in the dropdown menu.

Enter a dollar amount. Reload and ReloadNow have a minimum & maximum possible value. Gift cards also have a maximum card balance. Click **Additional Reload Information** for details on reloading a specific card.

Click **Add to Cart** and you will receive a confirmation.

Denomination		Dollar Amount	Rebate				Total: \$35.00	
Enter your owr	n	\$ 35	4%				Add to Cart	
Min: \$25 Max: \$400	)					Ad	ld to Shopping Lis	st
Select Your Reg	gistered	Card						
Dad's Safeway	y Card			•				
Edit Card / Regi	ister And	ther Card /	Unregister T	his Card				
Additional Data	ad Infor	nation At						
Additional Relo	ad Infor	mation 💙						
Additional Relo	ad Infor	mation 💙						
Additional Relo	ad Infor	mation 💙						
Additional Relo	ad Infor	mation 💙	_	_	_	_	_	
_			e cart.		-	-	×	
_			e cart.		_		×	
Additional Relo Confirmation: Item Physical Gift C	n successfi	ully added to the	e cart. Now eCard	0	ReloadNow		×	
Confirmation: Item	n successfi	ully added to the		0	ReloadNow		×	
Confirmation: Item	n successfu Pard	ully added to the	Now eCard	0			×	
Confirmation: Item	n successfi ard Dollar A	ully added to the	Now eCard	0	Add	I to Cart	×	
Confirmation: Item Physical Gift C enomination Enter your own	n successfu Pard	Illy added to the Script	Now eCard	0	Add	I to Cart Shopping List	×	
Confirmation: Item Physical Gift C enomination Enter your own in: \$25 Max: \$400	n successfu ard Dollar A \$	Illy added to the Script	Now eCard	6	Add		×	
Confirmation: Item	n successfu Card Dollar A \$ red Card	Illy added to the Script	Now eCard	•	Add		×	

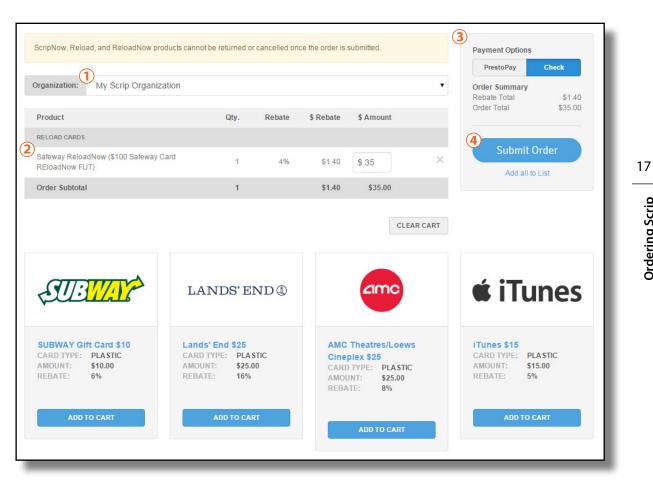
#### **Cart Breakdown**

When you're ready to submit your order, click the cart icon at the top of the page on the right-hand side..

- 1 Your active non-profit is listed at the top of the page, and you can change it from the dropdown menu.
- 2 Edit or delete products in your cart. Change the quantity of physical cards, or change the amount for ScripNow and Reload.
- 3 View your order summary and choose to pay with PrestoPay or by check. There is a \$0.15 convenience fee for PrestoPay orders.

Click Submit Order. (4)





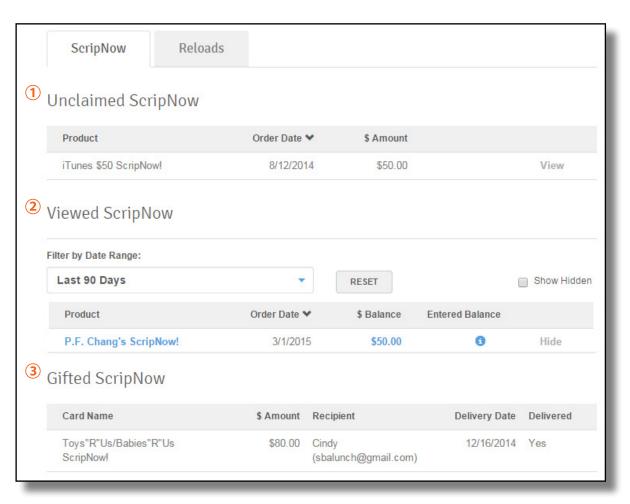
## **Using Your Wallet**

Your Wallet, accessible from the Dashboard by clicking **View ScripNow**, contains all your ScripNow eCards and information on registered reloadable cards.

#### ScripNow in the Wallet

- 1 Unclaimed ScripNow. eCards you have ordered, but haven't accessed yet. Each entry lists the date you ordered it along with the value, and you can click the "View" link to open up your eCard to print or use the online code.
- 2 Viewed ScripNow. eCards you have already accessed. If you don't use the full value at one time, you can click the amount listed under "Balance" to enter the amount left on the eCard. When it's fully used, you can click "Hide" to remove the eCard from view. At any time, you can check the "Show Hidden" box to view all your hidden ScripNow.
- 3 **Gifted ScripNow.** Here you can see all the delivered ScripNow you have sent as eGifts. The recipient is listed with their email address, along with a confirmation and the date it was delivered.

# Family Functions Image: Express Order Image: Express Order Image: Shopping Lists



#### Reload in the Wallet

You can also click the **Reloads** tab to view all your reloadable cards.

1 Click **Register a Card** to register a new card, or see the list of cards you've already registered below.

2 Click a card's name to view the card's number, track its balance, save the security PIN, change the name, or reload it.

Wallet				
ScripNow	Reloads			
1 REGISTER A CARD			< 1 2 3	3 4 5
Card Name	Brand Nan	10	\$ Balance	Entered Balanc
Mom's Grocery	Albertsons			0
2 Dad's Safeway Car	d Safeway			0
Dad's Safeway C	ard		×	
đ0				
	Current Card Balar			
	Last reloaded o			
	ENTER BALANO	E		
Brand Name:	Safeway			
Card No:	1234 5678 9123 4567			
Card Name:	Dad's Safeway Card			
Card Pin:			_	
	Enter the security pin on the ba	ck of your card, if available		
		SAVE	FER	
Add to Rel	load: \$ 0	ADD TO CART		
			CANCEL	

## PrestoPay

If your Coordinator has enabled it for your organization, you can sign up for PrestoPay, our secure online payment system. Just click the **PrestoPay** link under Family Functions on your Dashboard.

Family Functions		
Express Order	View ScripNow	Shopping Lists
Your Orders Review and manage your purchases	Change Profile / Password Manage Non-Profits Messages Order History	PrestoPay Specials Reminders Reports

Read through the terms and conditions carefully, then click **Yes and I Agree**.

PrestoPay	
prestopay->	prestopay-> Coordinator Guide
Family Registration	Coordinator Guide
Register for PrestoPay today!	PrestoPay details for program coordinators.
You currently do not have a Pr	estoPay account. Would you like to activate one?
your order. With PrestoPay your	r you to pay your organization for your order on-line, at the time you place payment will be electronically deducted from your checking account, and n behalf of your non-profit organization.
paying for your order with Presto amount of your order plus a smal coordinator is notified of your pay	Iled, and verified your bank account information, you will have the option of Pay. When you choose PrestoPay, GLSC will debit your bank account for the I convenience fee of \$0.15 on the day you place your order. Your scrip rment and your gift cards will be delivered when your order is released by rip coordinator for exact delivery timing.
You can still pay your organizatio you order, during the check-out p	n via check, and will have the option to select your payment type each time process.
you order, during the check-out p	
PrestoPay payments are made to for their order with PrestoPay™,	o GLSC on behalf of your non-profit organization. If one of your families pays and their payment is returned or rejected for any reason, one of the following
PrestoPay payments are made to for their order with PrestoPay™, actions will be taken: • If the family order has not I CHARGE YOUR NON-PRC your non-profit organizatio	and their payment is returned or rejected for any reason, one of the following been released by your organization, we will cancel the family order and DFIT ORGANIZATION A BANK CHARGE OF \$30.00. Your family will then own
PrestoPay payments are made to for their order with PrestoPay <sup>TM</sup> , actions will be taken: • If the family order has not I CHARGE YOUR NON-PRC your non-profit organizatio • If the family order has beei ORGANIZATION for the fa	and their payment is returned or rejected for any reason, one of the following been released by your organization, we will cancel the family order and DFIT ORGANIZATION A BANK CHARGE OF \$30.00. Your family will then own in the \$30.00 fee.
PrestoPay payments are made to for their order with PrestoPay <sup>TM</sup> , actions will be taken: • If the family order has not I CHARGE YOUR NON-PRG your non-profit organizatio • If the family order has beei ORGANIZATION for the fa	and their payment is returned or rejected for any reason, one of the following been released by your organization, we will cancel the family order and PFIT ORGANIZATION A BANK CHARGE OF \$30.00. Your family will then own in the \$30.00 fee. In released by your organization, we will CHARGE YOUR NON-PROFIT ce value of your order, PLUS A BANK CHARGE OF \$30.00. <b>Your family will</b>

	Please enter your account information below.
	1 Bank Name:*
	Account Name:*
	Account Type:*  Checking Savings
	Routing Number:*
	What is this?
1 Enter your bank name, and choose a name for this account.	Account Number:*
	Please enter your account holder information below.
2 Select your account type, then enter	3 First Name:*
your routing number and account	Last Name:*
number. These numbers can be found at the bottom of a check.	Address:*
	Address 2:
3 Enter your personal information,	
including address, phone number, last 4 digits of your SSN, and date of birth.	City:*
digits of your 55N, and date of birth.	State:* Alabama 🔻
4 Enter the CAPTCHA code shown in the	Zip Code:*
image, then click <b>Next</b> .	Phone Number:*
	Last 4 digits of SSN:*
	Date of Birth:*
	4 Validation:
	Validation:
	Type the text
	NEXT CANCEL

PrestoPay

To verify your account, 2 small deposits will be made to your bank account within the next 2 business days. When you see them, return to your Dashboard and click the PrestoPay link again.

- 1 Enter the 2 deposit amounts.
- 2 Enter and confirm a PIN for your PrestoPay account. You will need this every time you pay for an order with PrestoPay, so remember it and keep it secure.

You will receive a 4-digit approval code. Send it to your Coordinator so they can finish activating your PrestoPay account.

#### Complete PrestoPay account verification and select your PIN.

To verify your PrestoPay account, please enter the two random numbers that were deposited in your bank account. You'll also need to choose a secure, 4-digit PIN number you will need to enter every time you checkout with PrestoPay. Keep this safe!

Bank Info	
Bank Name:	Bank Test
Account Name:	Account Test
Account Number:	*****9999
Deposit Amounts:	\$\$
	Enter a dollar amount (Ex: \$0.50)
PIN Selection Pick a number between 10 (2) PIN: Confirm PIN:	00 and 9999
NEXT CANCEL	

#### PrestoPay approval code

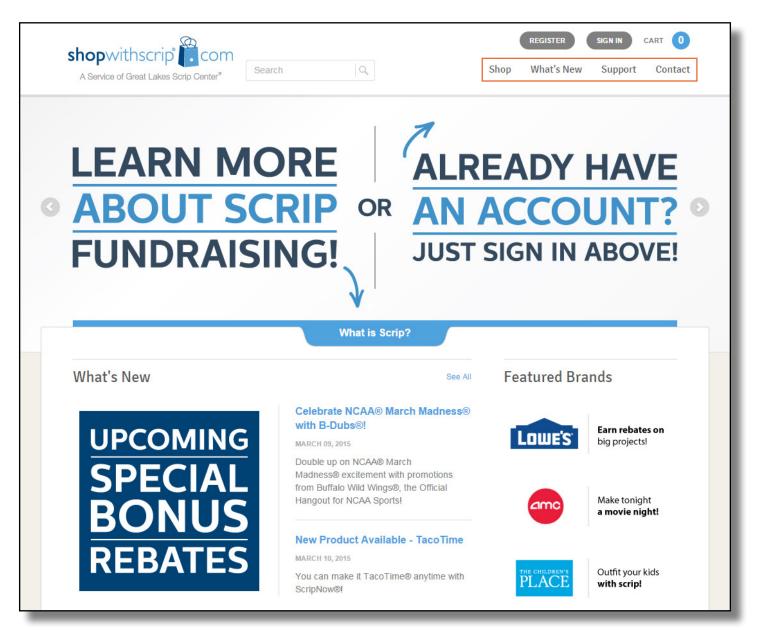
You have successfully verified your PrestoPay™ account information. To complete the enrollment process, you will need your program coordinator's approval. We will be sending you an e-mail that contains a unique approval code. Contact your coordinator with that code, and they can then approve you to make PrestoPay™ purchases. If you do not get the approval code, contact your coordinator and they can send you another.

Your PrestoPay approval code is:

#### 4442

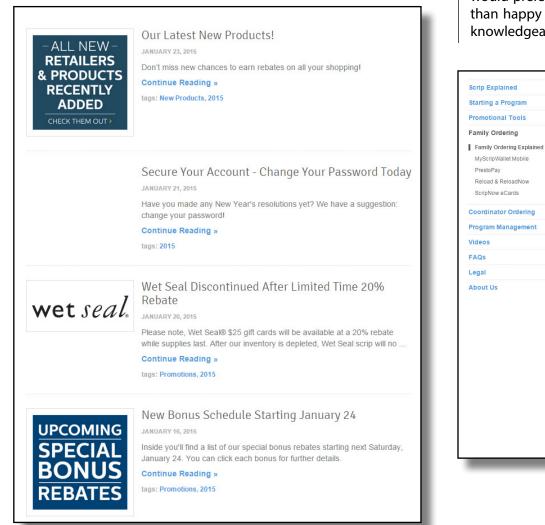
## More ShopWithScrip.com Resources

Check out the links in the top-right of our navigation bar for more helpful resources.



#### What's New

You'll find all the latest scrip news on our What's New page like new product announcements, bonus rebates, special promotions and more! Check in regularly to stay on top of scrip updates and changes.



#### Support

MyScripWallet Mobile

Reload & ReloadNow

ScripNow eCards

PrestoPay

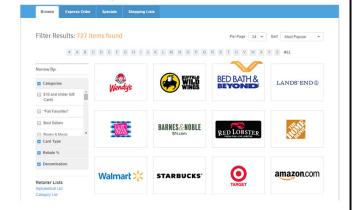
You may run across a question, or want to know more about everything that ShopWithScrip® has to offer. Luckily, you can find the answers to your questions in the Support section. We cover everything, from explaining the concept of scrip to using our new mobile scrip experience, MyScripWallet<sup>™</sup>. If you would prefer to speak with someone directly, we will be more than happy to help! Our Customer Support team is extremely knowledgeable and would love hearing from you.

#### Ordering Scrip for Families /

#### Family Ordering Explained

We have 700 of your favorite brands on ShopWithScrip®, and there are a few great ways to find exactly what you are looking for!

#### **Browse the Shop**



Clicking Shop at the top of the page will open up our full selection of stores. You can use the filters on the left side of the page to look at certain categories, like home improvement or grocery, or refine your selection by rebate percentage and available denominations. Under Card Type, select ScripNow®, Reload, or Physical to just view products of that type. Use the sort option at the top to order them by the most popular, or by brand name to list them alphabetically. Hover your mouse over any of the logos to see that store's rebate percentage and available card types.

Don't forget to keep an eye out for our Special Offers ribbon on store logos to see bonuses! You can also click the Specials tab for a full list of current bonuses

#### MyScripWallet

Put fundraising at your fingertips<sup>™</sup>! MyScripWallet<sup>™</sup> is ShopWithScrip's mobile website, offering the widest selection of electronically delivered products and the highest rebates available anywhere. You can order electronic gift cards, reload physical cards, and in many cases redeem them right from your phone! And it's fully integrated with ShopWithScrip.com, so you only need one login and you can use your PrestoPay account in both places. MyScripWallet lets you shop on-the-go, earning rebates on every purchase.

You can login to MyScripWallet using your same ShopWithScrip® username and password. Once online, you can browse the full selection of direct delivery products available on ShopWithScrip. com with the same great rebates, then place an order and pay with PrestoPay right on your phone! MyScripWallet is supported on Apple and Android mobile devices—just type <u>www.MyScripWallet</u>. <u>com</u> into the browser, login, and you'll be ready to shop!

MyScripWallet also gives you access to any ScripNow<sup>®</sup> eCard you've purchased, even when you're on the go. ShopWithScrip and MyScripWallet are fully synchronized, so you'll be able to view eCards you've purchased on either site, whether you ordered them on your desktop or through MyScripWallet. Even better, many stores will allow you to redeem eCards and reloaded plastic cards right off the screen of your mobile device. If the printed eCard or physical reload card is required, you'll see that noted right on the product page.





Thank you for using ShopWithScrip.com!

Need help? Call ShopWithScrip support at 1.800.727.4715, option 3 or e-mail us at <u>ShopWithScrip@glscrip.com</u>

Hours 8:00 a.m. - 4:30 p.m. Eastern, Monday - Thursday 8:00 a.m. - 4:00 p.m. Eastern, Friday

2015 Calendar