Welcome to ShopWithScrip.com, a user-friendly, web-based tool to help you place your scrip order. ShopWithScrip.com is a faster, easier, more accurate way to pass order information to your organization’s scrip coordinator using the internet. Scrip is an easy method to raise money for your favorite non-profit organization (NPO). This guide will take you through the entire process from registering to placing your order. Not exactly sure of what ShopWithScrip.com does? Think of it as a secure electronic order form – Fill in the blanks, verify, and submit.
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What is ShopWithScrip?

ShopWithScrip.com is your free online scrip management software from Great Lakes Scrip Center (GLSC).

Once your non-profit organization is enrolled at ShopWithScrip.com, your family can register and place scrip orders on their own. Scrip coordinators then gather up individual family orders, collect payments, and submit and distribute orders.

ShopWithScrip automatically offers your families the GLSC retailers you know and love. Since ShopWithScrip is a full featured scrip management program, your coordinator can add scrip from local retailers not offered by GLSC.

ShopWithScrip gives you full reporting based on date ranges you choose. You can find sales and earnings history or look at specific order details for your family. All reports can be exported to a text file or spreadsheet for easy customization.

Why you should use ShopWithScrip

This site offers you convenience. ShopWithScrip is a fully secured web application allowing you to place orders 24 hours a day, 7 days a week, and 365 days a year, from any internet connected computer!

ShopWithScrip is more accurate than traditional paper order forms; discounts, products and denominations are updated immediately by GLSC as changes occur.

ShopWithScrip provides timely family reports showing purchase history and current order status.

Who can use ShopWithScrip?

Any family can use ShopWithScrip. However, to place an order you must establish a link from your account to one or more non-profit organizations with an enrollment code obtained from the organizations’ scrip coordinator.

What you need to use ShopWithScrip

To use ShopWithScrip you need the following:
- A participating non-profit organization
- An email address
- A computer with internet access and a current web browser. We recommend:
  - Internet Explorer 7.0
  - Mozilla Firefox 2.0 or higher
  - Apple Safari 2.0
The Family Home Page

When you log on to ShopWithScrip, you will be taken to your Family Home Page. To access your Home Page while on another page, select the “My Account” tab.

The list on the left of this page allows you to perform many account management functions:

- The **Account Activity** option allows you to view all orders you have placed with ShopWithScrip.com.
- Choosing **Change Profile/Password** allows you to modify your email address, street address, student’s name and classroom and change your password.
- **Manage Non-Profits** allows you to add non-profits to your account.
- Clicking on **My Announcements** shows any messages your scrip coordinator has sent to you.
- The **Reports** link provides the option to view/print/export reports related to your account activity and history.
- Choosing **Presto Pay** allows you to activate/deactivate an electronic payment option through our secure server.
Placing an Order

To begin ordering scrip, choose one of the shopping methods available on your Family Home Page:

- Search by Brand (A)
- Browse by Category (B)
- Express Add (C)
- Order from Favorites (D)
Search By Brand

If you know the name of the product(s) you wish to purchase, your starting point is the Search Brands box. Simply type a portion of the name, or the full product name in the box and select “Go.”

Select the link or the logo itself when you locate the product you wish to purchase.
Search By Brand (cont.)

An image of the card appears with available denominations listed on the right (A). To add the item to your order, click on the box containing the desired product, enter the quantity (Qty) and select “Add to Cart” (B).

Larger images of the front and back of the card (which contains the retailers terms and conditions) are available by selecting the “View Larger” link (C).

To find a location or for more information about a retailer, select the link listed under Additional Information (D).
Search By Brand (cont.)

When you select “Add to cart,” a box appears on your screen with the product name, quantity ordered, contribution amount and product total. From here, you can “Continue Shopping” (E) or “Proceed to Checkout” (F).

Browse By Category

To shop for a retailer by type of store, select the “Browse” button.
Browse By Category (cont.)

Choose the category of interest, or if you are unsure, choose “All Categories.”

Narrow your choice by selecting the first letter of the desired retailer or product. For details, further information, and to make a purchase, click on the logo or underlined link. *(For specific ordering instructions review pages 7 and 8.)*
Express Add

If you know exactly what you are ordering and want to quickly add these items to your shopping cart, choose “Express Add.”

Type the first few letters of the item you are looking for. The drop down box will contain all products whose names begin with the letters you type.
Express Add (cont.)

Select the item you wish to add, enter the quantity desired and press enter or click “Add to Cart.”

A pop-up box will appear at the top of the screen, directly below the address bar letting you know you have successfully added the product to your cart. Repeat as needed to complete your order.
Favorites

While you are shopping, you have the option of adding frequently purchased products to a personal “Favorites” folder.

If you have selected a product that you anticipate purchasing frequently in the future, click “Add to Favorites.”

You can also add to your Favorites directly from your shopping cart, or save the entire cart!
Favorites (cont.)

Once you have established a Favorites list, you can use it to quickly place your order.

Choose “Add to Cart” next to the product you wish to purchase.

Fill in the Quantity and select “Add to Cart.”

A box at the top of your screen verifies that your choice has been added to your cart. You may then choose more items from your favorites list, check out, or continue shopping for additional items.
Checking Out

When you have finished shopping, click the “Checkout” button to review your shopping cart.

Verify the denomination and quantity for each item. To make changes to the product quantity, click the “Edit” button (A). Clicking “Works At” (B) will allow you to see where the card is redeemable. You can also “Add it to your Favorites” (C) or “Remove” it from your order (D). Once you have verified your order, click the “Checkout” (E) button to confirm.

Payment Options

The next step is choosing your form of payment. If your organization has enabled Presto-Pay, you can pay by this secure, automated method. Otherwise select the “Check” button. Then click “Confirm Your Order”.

BACK TO TOP
Payment Options (cont.)

If you pay by check, this is your order confirmation. Print this page and submit to your Coordinator with your check.

If you pay through Presto-Pay, this is your order confirmation:

For more information on Presto-Pay and how to enroll, see the following pages.
Presto-Pay

Presto-Pay™ is a convenient way for your family to pay your organization online at the time you place your order. GLSC will electronically accept your payment on behalf of your non-profit organization.

GLSC will automatically debit your checking account for the face value amount of your order, plus a small convenience fee of $0.39, and hold that payment until your non-profit’s order has been released by your coordinator.

Once your organization has enabled you to use this feature, you will notice a message like the one below. Simply click on the link to begin the enrollment process.

Carefully read the terms and conditions and click “Yes, and I Agree.”
Presto-Pay (cont.)

Complete the form with your banking information and click “Next.” At this point, you will need to wait for GLSC to verify the account. This process takes about two business days. You can still place your order, but must pay by check until your account is completely verified.

To verify your account information, Great Lakes Scrip Center will make two small deposits of money into your designated account.

Once you receive the deposits, take note of both amounts and return to your Family Home Page on ShopWithScrip.com.
Presto-Pay (cont.)

Enter the two digit amounts supplied by your bank as deposited by GLSC, and click “Next.”

Congratulations! You are now ready to Presto-Pay!

During the check-out process you will be prompted to select your payment type as either Presto-Pay, or pay your organization by check.

Please remember, your account will be debited within see business day from the day you place your order. We will apply that payment to your organization’s order, when that order is released to us by your organization’s coordinator.

Please also remember, that Presto-Pay payments are made to GLSC on behalf of your non-profit organization. If you pay for your order with Presto-Pay, and your payment is returned or rejected for any reason, we will:

* CANCEL your order if it has not been released by your coordinator, or
* If your order has been released by your organization, we will CHARGE YOUR NON-PROFIT ORGANIZATION for the face value of your order, PLUS A BANK CHARGE OF $36.00. You will then owe your non-profit organization that full amount.
Reloading Cards

ShopWithScrip offers you the opportunity to “reload” funds onto gift cards you already possess—and still earn a rebate for your organization! To see the retailers participating in this reload service, log on to your account at ShopWithScrip.com, and click “Reload.”
Reloading Cards (cont.)

Click on the “Order” button located in the Reload box. Be sure you are clicking in the Card Reload box and not one of the boxes with the denomination listed. If you do not order the reload, you will receive a new card instead of reloading your existing one.

In the pop-up box, enter the card number and give the card a nickname for easy identification. Click the orange “Register Card” button. Once you have registered a card, you will be able to select the card from a drop-down menu for future reload transactions.
Reloading Cards (cont.)

On the next screen, enter the amount of money you would like to add to the card (notice the minimum and maximum amounts) and select “Add to Cart.”

A box at the top of your screen verifies the reload has been added to your cart.

At this time, you may add more items to your order. Keep in mind, though, that if you are paying with Presto-Pay and want your card reloaded as soon as possible, Reload cards are the only items you can have in your order. If you have more items to purchase that are not Reloads, you will want to place that order separately. Otherwise your card will not be activated until your organization’s total order has been placed by your coordinator and processed by GLSC.
Reloading Cards (cont.)

If you are finished, continue to the checkout.

Select your payment options and click “Confirm your Order.”

If you select Presto-Pay and only reload-able items are in your cart, you will immediately receive a confirmation page stating the exact date and time your reloaded funds will be available for use.
Reloading Cards (cont.)

If you opt to pay by *check, you will receive this confirmation page:

```
Order Confirmation

Your order has been submitted to your coordinator.

Order #25781
Order Date: 9/15/2008
Family Name: 67 User
Teacher/Classroom: Not Assigned
Email Address: 
Non-Profit Organization: SWA Support

Please print this order confirmation, submit it with your check, and indicate here you will receive your order.

[] I will pick up the order

[] Other: ____________________________
I understand my non-profit organization will not be responsible for lost or missing certificates.

Your Ordered Items:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Face Value</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starbucks Card Reload - mine (4159)</td>
<td>15</td>
<td>$1.90</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

$15.00
```

Or, if you pay by Presto-Pay and have *other non-reloaded* items in the order, you will receive this confirmation page:

```
Order Confirmation

Your order has been submitted to your coordinator.

Order #26091
Order Date: 9/27/2008
Family Name: Treating 67
Teacher/Classroom: Not Assigned
Email Address: 
Non-Profit Organization: SWA Support

The Presto-Pay system will debit your account beginning account (XXXXX2256) with the amount of $75.29

Your Ordered Items:

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Face Value</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS/Pharmacy Card Reload - mine (4959)</td>
<td>25</td>
<td>$1.80</td>
<td>$45.00</td>
</tr>
<tr>
<td>Disney Store $20</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Disney Store $20</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Starbucks Card Reload - mine (4459)</td>
<td>15</td>
<td>$1.80</td>
<td>$27.00</td>
</tr>
</tbody>
</table>

$75.29
```

*With either of these options, your coordinator is required to process your order. Once that has been processed, you will receive an email stating when your reloaded fund will be available for use.*
Thank you for using ShopWithScrip.com!

Need help?

Call our Online Technical Advisor at 1-800-727-4715, option #4.
Email us at shopwithscrip@glscrip.com

ShopWithScrip Business Hours

Monday – Friday: 8:00am - 4:00pm EST
EST (Eastern Standard Time)

To place an order:
https://www.shopwithscrip.com

To inquire about the status of your order or to make changes to your order, please contact your coordinator.