shopwithscrip®.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.

Table of Contents

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!
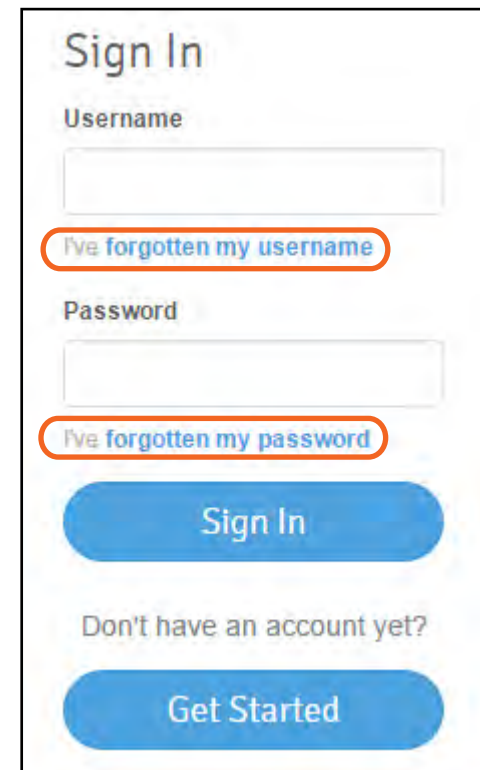
Family Account

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.
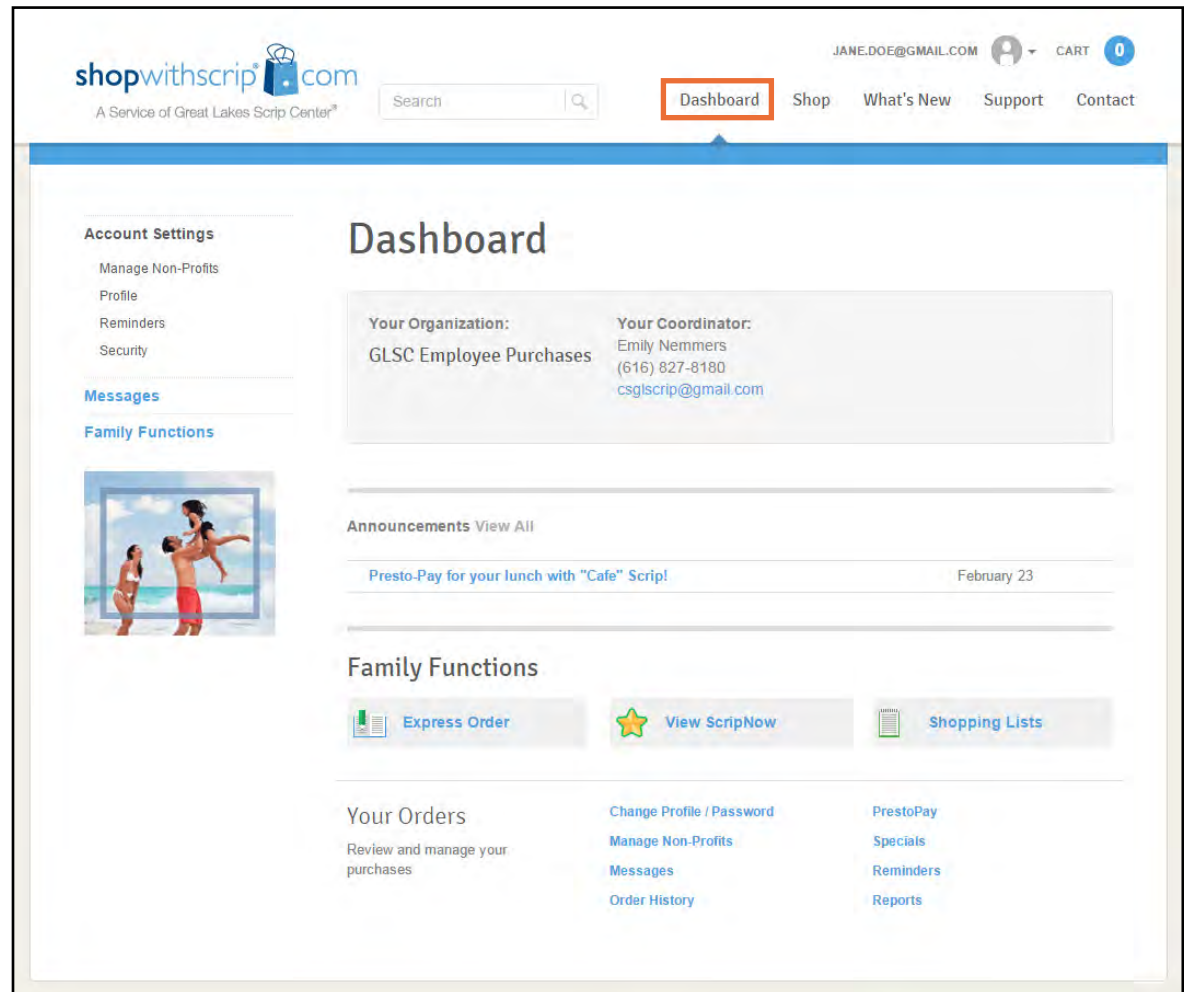
Family Functions

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.

⑦ **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.

⑩ **Reminders.** Set reminders for yourself to place weekly orders.

⑪ **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 "Cafe" Scrip!   February 23

Family Functions

① Express Order

② View ScripNow

③ Shopping Lists

Your Orders
Review and manage your purchases

④ Change Profile / Password
⑤ Manage Non-Profits
⑥ Messages
⑦ Order History

⑧ PrestoPay
⑨ Specials
⑩ Reminders
⑪ Reports

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 ScripNow 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

Reloading 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™. When you pay for your order with PrestoPay™, 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.
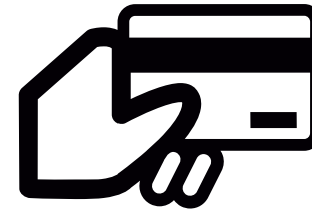
Ordering Scrip

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:

① 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.
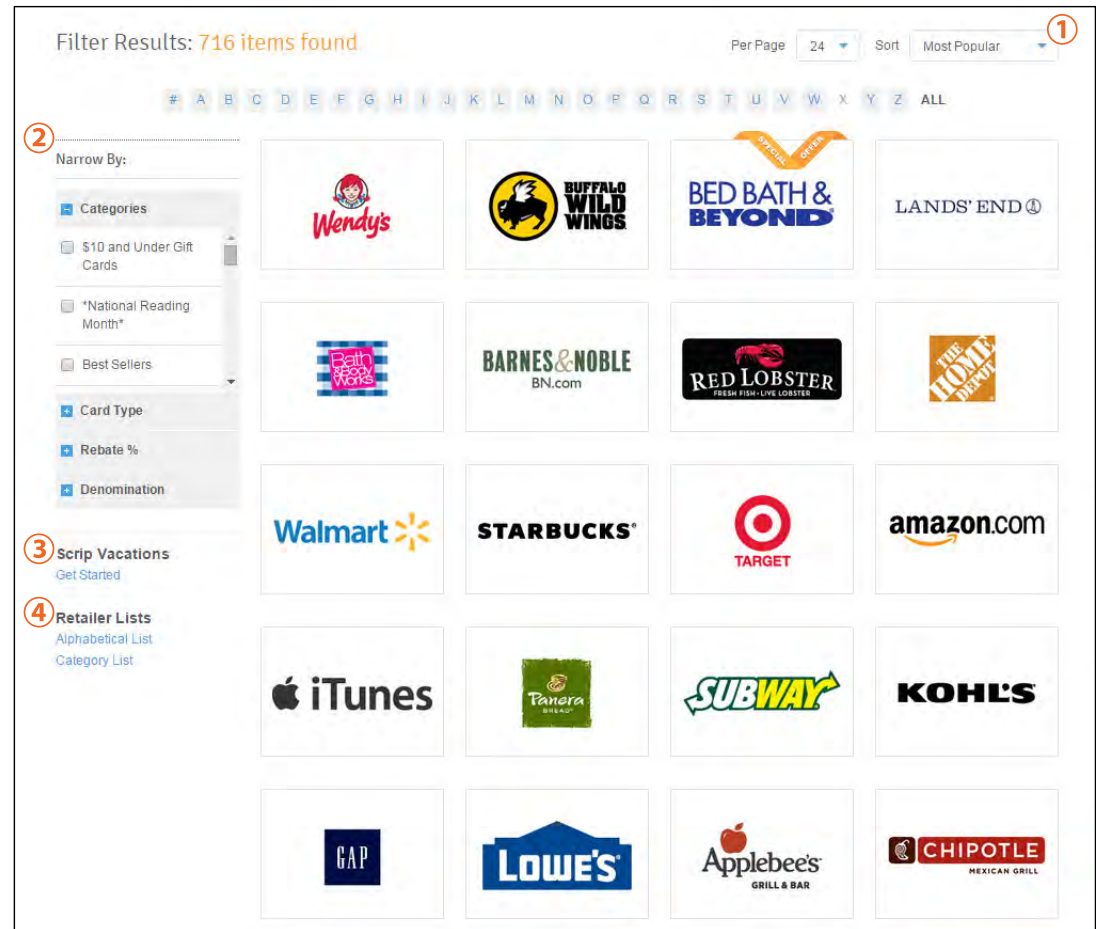
Express Order

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.

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.

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.
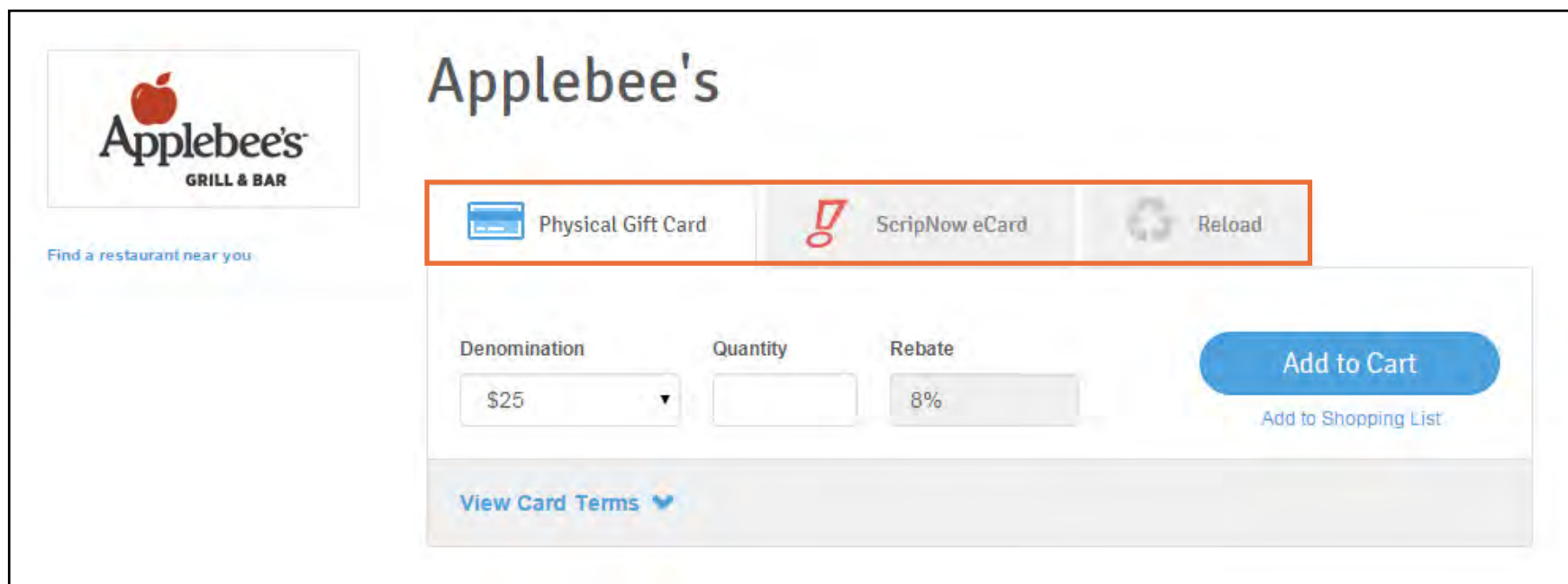
Search Bar

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.
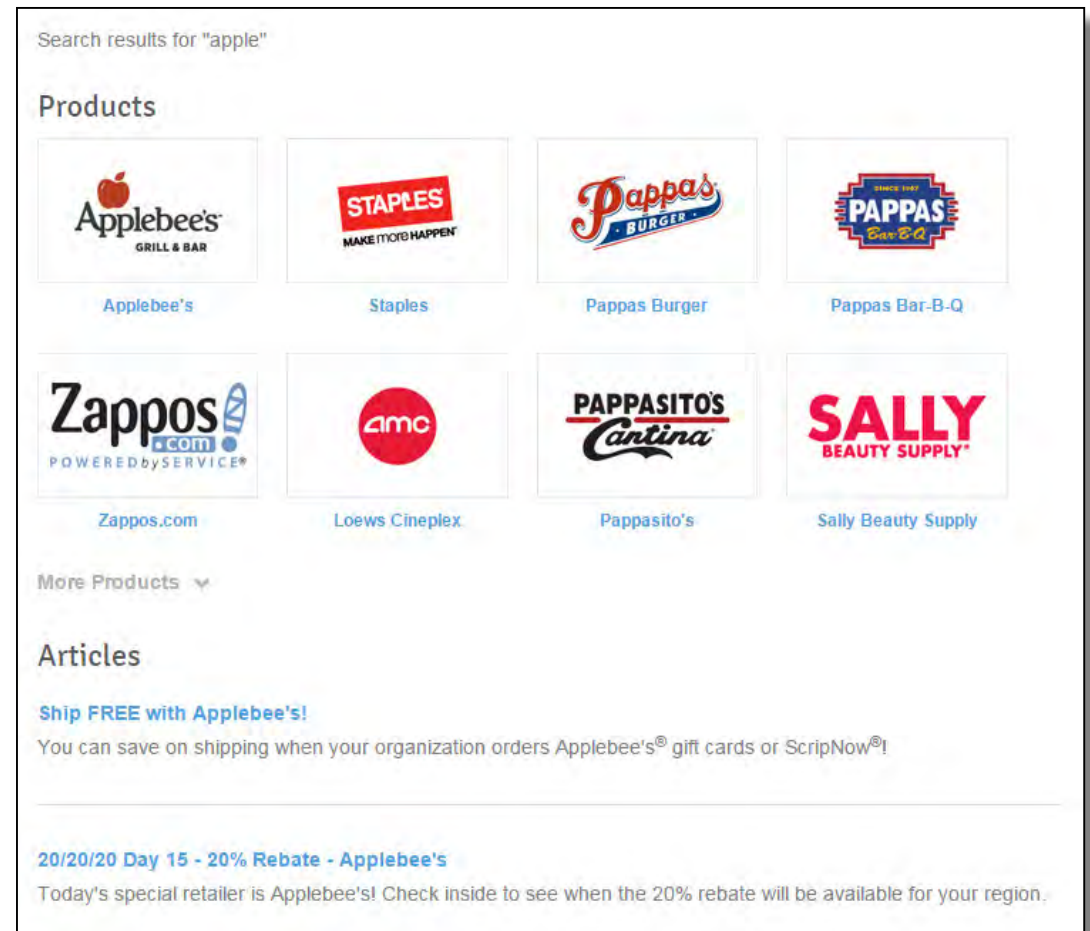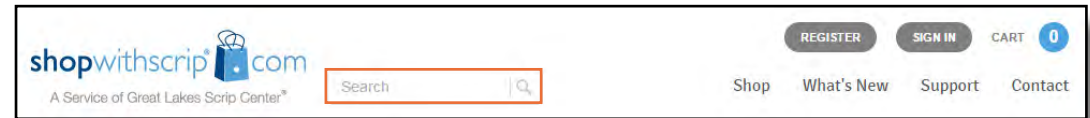
Brand Detail Page

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.
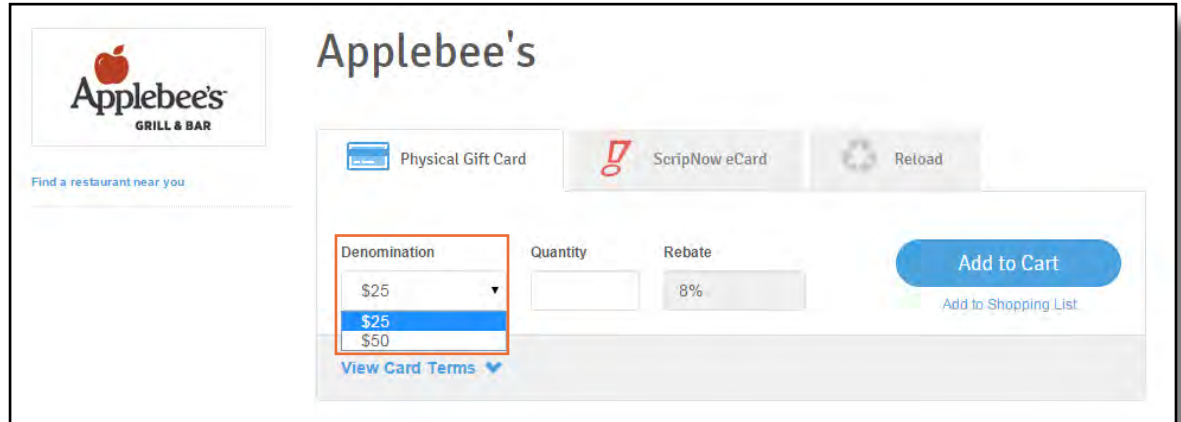
Ordering Physical Cards

Select a denomination from the dropdown menu.
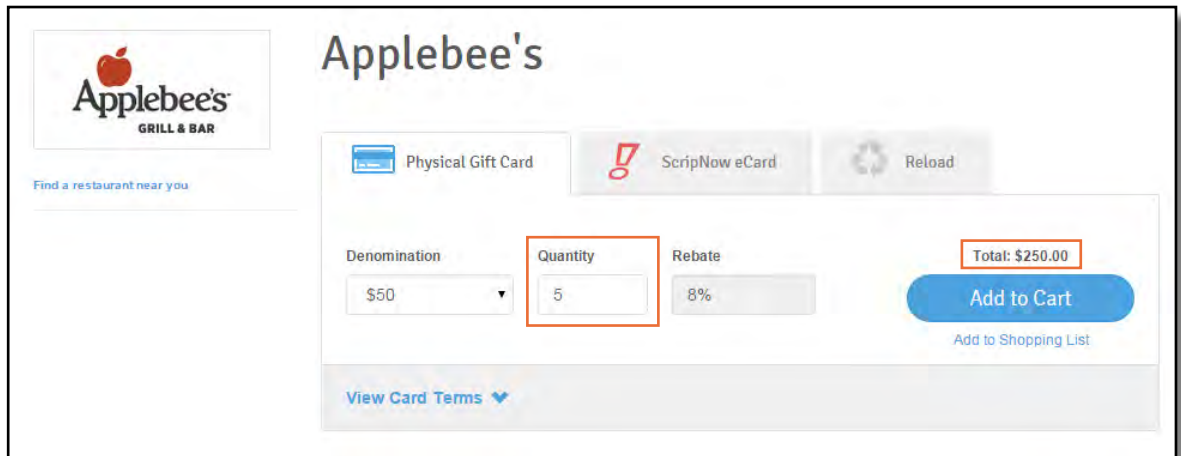
Enter a quantity (number of cards to order). After you do this, the total cost will appear above the **Add to Cart** button.
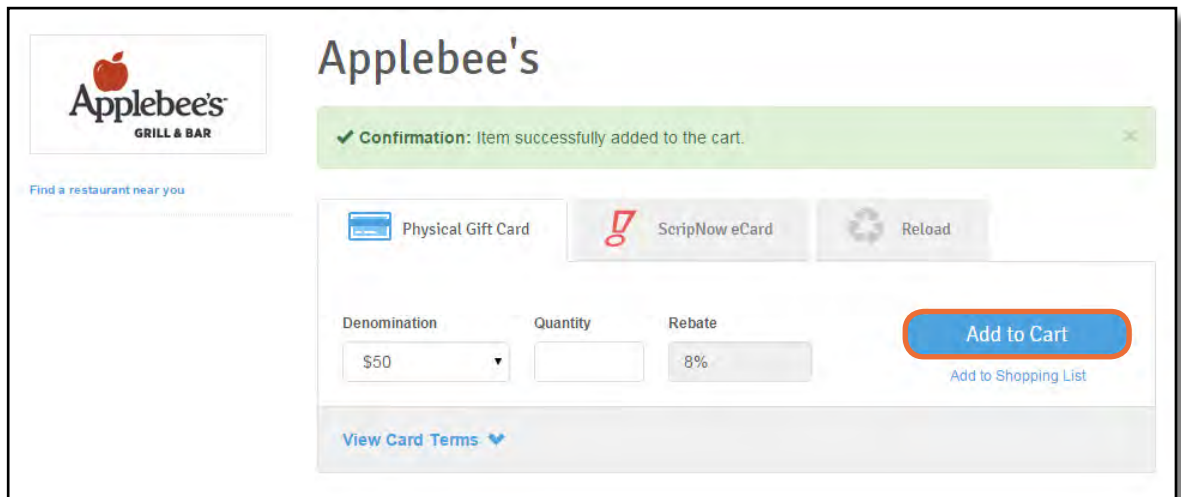
Click the **Add to Cart** button and you will receive a confirmation.
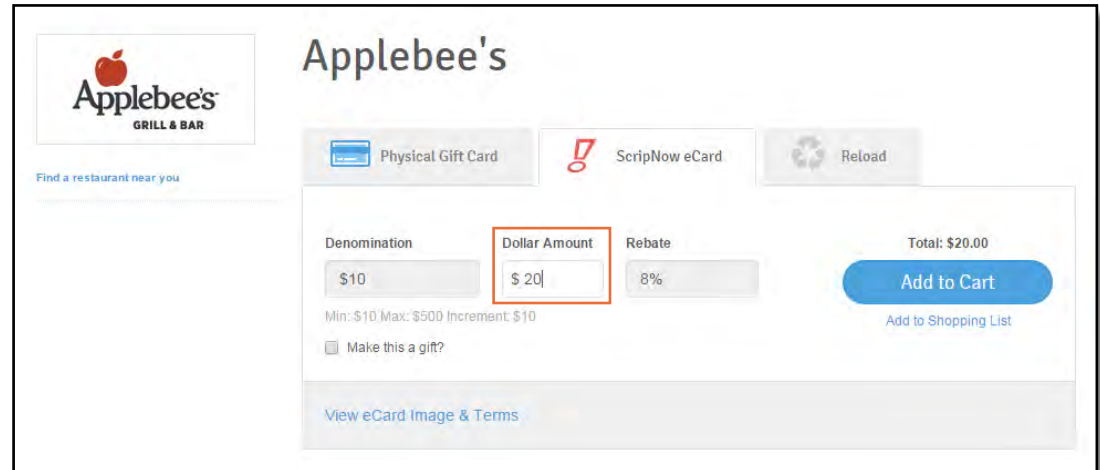
Ordering ScripNow eCards

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

You can also send ScripNow eGifts, delivered directly to someone's email address, even if they're not a scrip shopper.

① Enter a dollar amount.

② Check the box next to "Make this a gift?"

③ Enter a personal message, if you want, and choose a display image for the eGift.

④ Choose to deliver it now, or schedule a delivery date in the future.

⑤ Enter the recipient's name and email address.

⑥ Enter your name and phone number.

⑦ Make sure your settings are accurate, then click **Next.**

Ordering Reload & ReloadNow

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

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.

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.

④ Click **Submit Order.**

Using Your Wallet

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

Family Functions

| | Express Order | | View ScripNow | | Shopping Lists |

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.
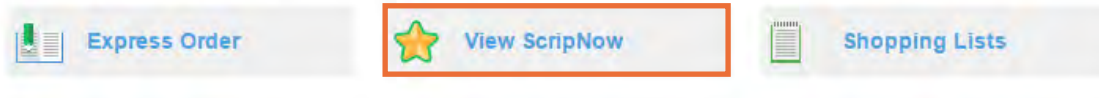
ScripNow   **Reloads**

① **Unclaimed ScripNow**

Product	Order Date ❯	$ Amount	
iTunes $50 ScripNow!	8/12/2014	$50.00	View

② **Viewed ScripNow**

Filter by Date Range:

| Last 90 Days ▾ | RESET | ☐ Show Hidden |

Product	Order Date ❯	$ Balance	Entered Balance	
P.F. Chang's ScripNow!	3/1/2015	$50.00	ⓘ	Hide
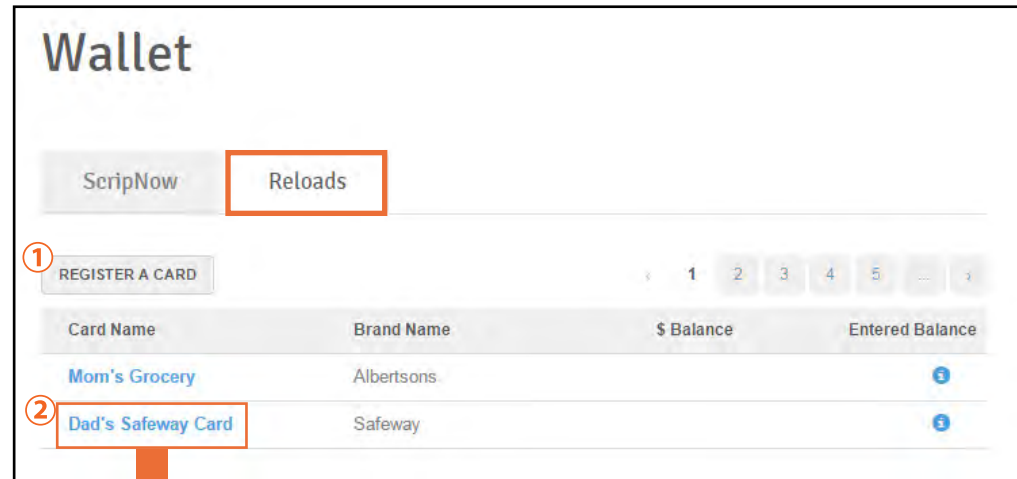
③ **Gifted ScripNow**

Card Name	$ Amount	Recipient	Delivery Date	Delivered
Toys"R"Us/Babies"R"Us ScripNow!	$80.00	Cindy (sbalunch@gmail.com)	12/16/2014	Yes

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.

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

Family Registration
Register for PrestoPay today!

Coordinator Guide
PrestoPay details for program coordinators.

You currently do not have a PrestoPay account. Would you like to activate one?

PrestoPay is a convenient way for you to pay your organization for your order on-line, at the time you place your order. With PrestoPay your payment will be electronically deducted from your checking account, and GLSC will accept your payment on behalf of your non-profit organization.

Once you have successfully enrolled, and verified your bank account information, you will have the option of paying for your order with PrestoPay. When you choose PrestoPay, GLSC will debit your bank account for the amount of your order plus a small convenience fee of $0.15 *on the day you 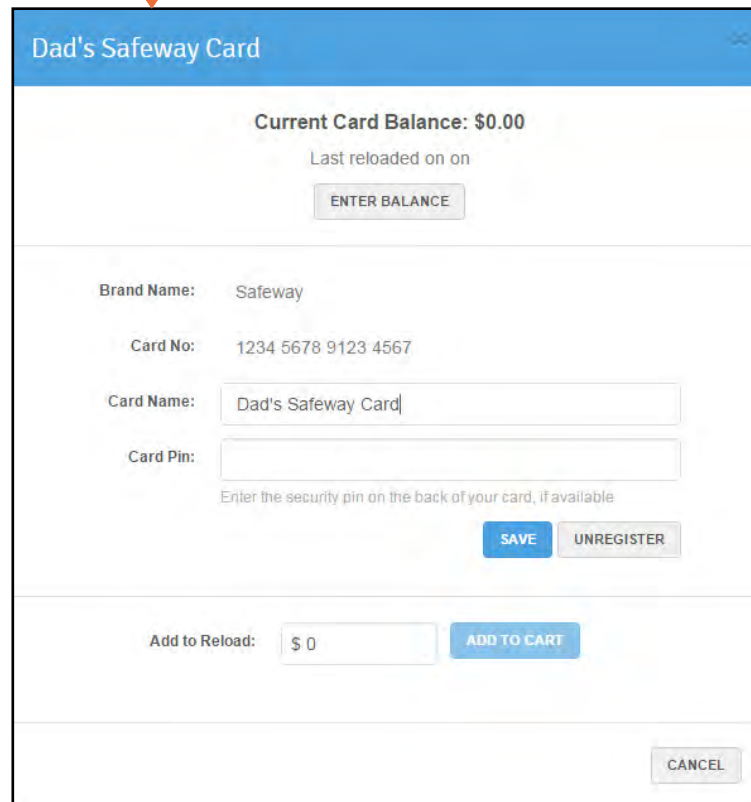place your order*. Your scrip coordinator is notified of your payment and your gift cards will be delivered when your order is released by your coordinator. Contact your scrip coordinator for exact delivery timing.

You can still pay your organization via check, and will have the option to select your payment type each time you order, during the check-out process.

PrestoPay payments are made to GLSC on behalf of your non-profit organization. If one of your families pays for their order with PrestoPay™, and their payment is returned or rejected for any reason, one of the following actions will be taken:

- If the family order has not been released by your organization, we will cancel the family order and CHARGE YOUR NON-PROFIT ORGANIZATION A BANK CHARGE OF $30.00. Your family will then owe your non-profit organization the $30.00 fee.
- If the family 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 $30.00. **Your family will then owe your non-profit organization that full amount.**

Why is this safe?

By clicking "Yes and I Agree" you are stating that you have read, understand, and agree to the Supporter Terms of Use found here.

YES AND I AGREE   NO, THANKS

① Enter your bank name, and choose a name for this account.

② Select your account type, then enter your routing number and account number. These numbers can be found at the bottom of a check.

③ Enter your personal information, including address, phone number, last 4 digits of your SSN, and date of birth.

④ Enter the CAPTCHA code shown in the image, then click **Next**.

Please enter your account information below.

① Bank Name:*

Account Name:*

② Account Type:* ⦿ Checking
○ Savings

Routing Number:*

What is this?

Account Number:*

Please enter your account holder information below.

③ First Name:*

Last Name:*

Address:*

Address 2:

City:*
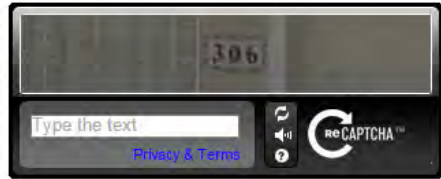
State:* Alabama ▾

Zip Code:*

Phone Number:*

Last 4 digits of SSN:*

Date of Birth:*

④ Validation:

306

Type the text

Privacy & Terms

reCAPTCHA ™

NEXT   CANCEL

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.

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
① Deposit Amounts:	$ ____ $ ____

Enter a dollar amount (Ex: $0.50)

PIN Selection

Pick a number between 1000 and 9999

② PIN:	_____
Confirm PIN:	_____

[NEXT]   [CANCEL]

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

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.
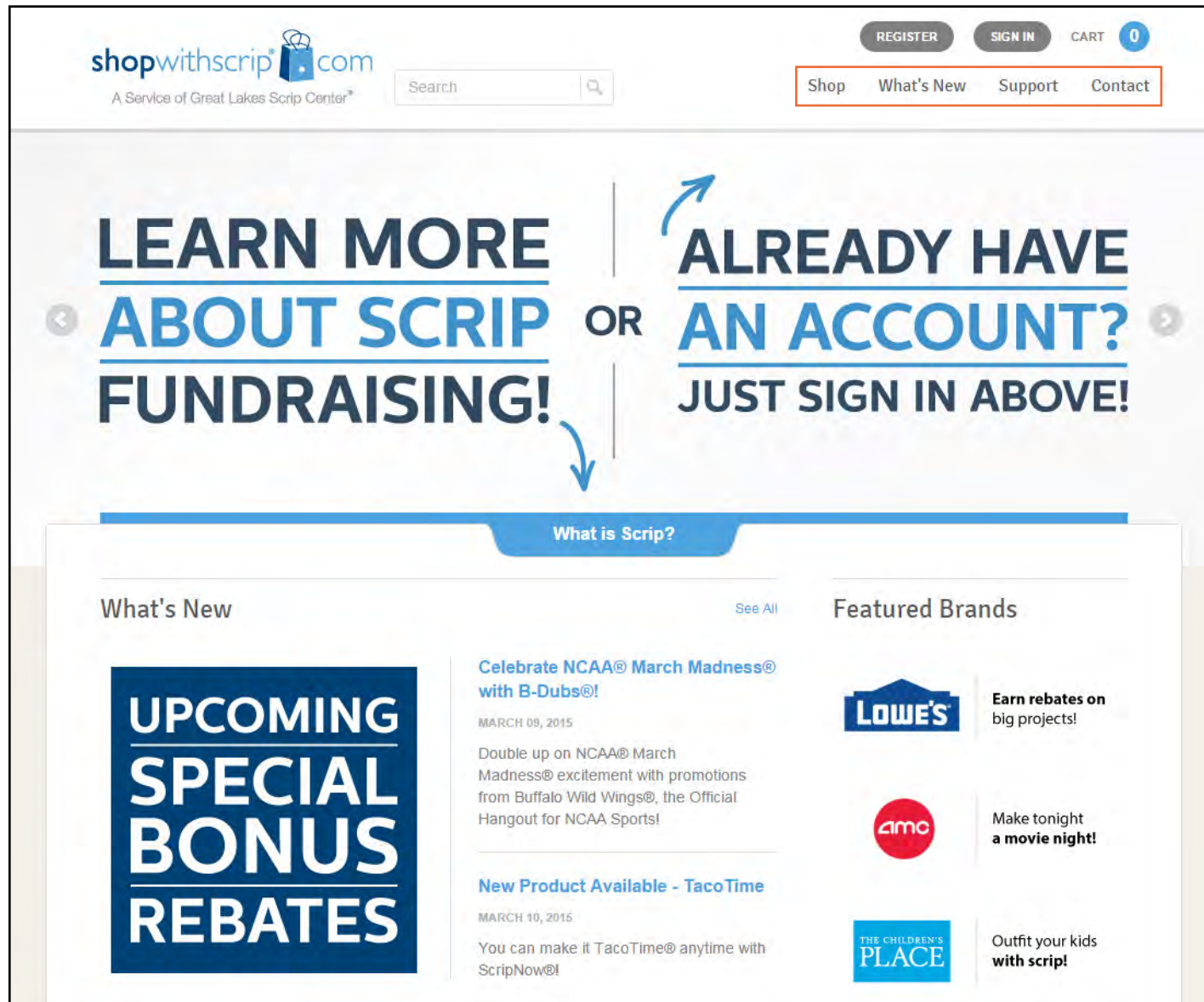
What's New

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

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™. 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.

ShopWithScrip Resources

MyScripWallet

Put fundraising at your fingertips™! MyScripWallet™ 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 www.MyScripWallet. com into the browser, login, and you'll be ready to shop!

MyScripWallet also gives you access to any ScripNow® 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.
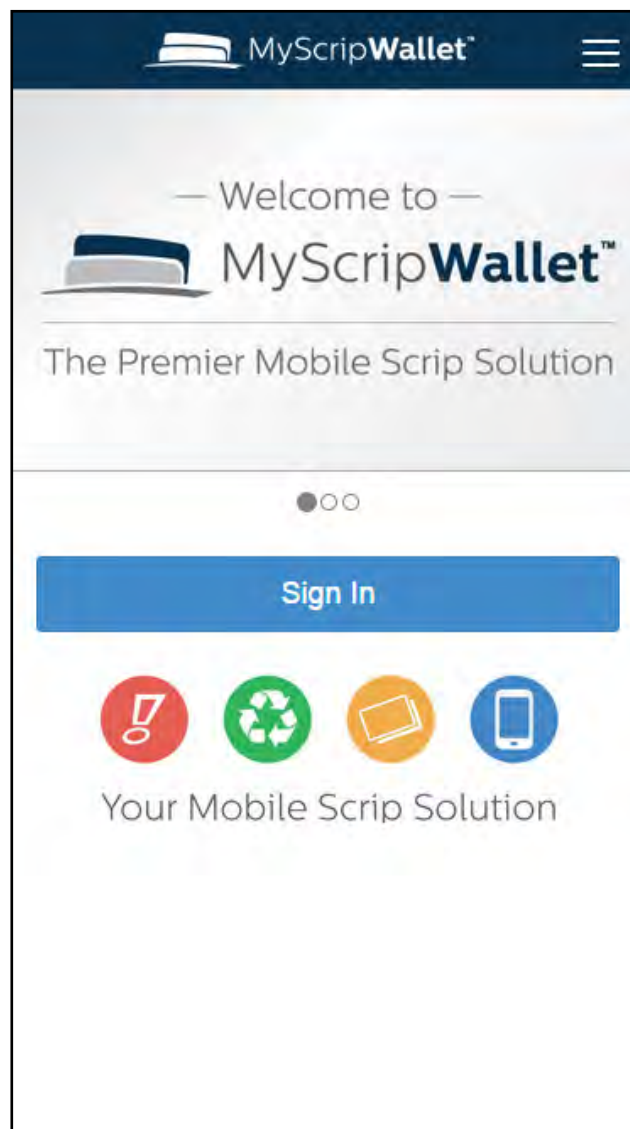
Thank you for using ShopWithScrip.com!

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

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

[2015 Calendar](#)

Contact Us