



Family User Guide

Welcome to ShopWithScrip.com! With this user-friendly, web-based tool, you now have a faster, easier and more convenient way to order scrip gift cards to support your favorite non-profit organization. This guide will take you through the entire ShopWithScrip ordering process. Get ready to become a scrip shopping pro!

My Account

Family Home Page.....	3
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Types of Scrip

Plastic Gift Cards.....	4
Reload / <i>ReloadNow</i> ™.....	4
ScripNow™ / eGift.....	4

Scrip Ordering Methods

Shopping Links.....	5
Search Brands.....	6
Browse by Category.....	7
Special Offers.....	7
Express Add.....	7
Favorites.....	8

Ordering Scrip Online

Product Detail Page.....	9
Plastic Gift Cards.....	9
ScripNow.....	10
ScripNow eGift.....	11
Redeeming ScripNow.....	12
Reload.....	13
<i>ReloadNow</i>	14

Finalizing Your Order

Checking Out.....	15
Payment Options.....	15
Enrolling in PrestoPay™.....	16
Verifying Your PrestoPay Account.....	17

Contact Us.....18

Family Home Page

When you log on to ShopWithScrip®, the first thing you will see is your Family Home Page. To access your Family Home Page from another page, simply select the 'My Account' tab. The list on the left side of this page allows you to perform many account management functions:

Account Activity: View all orders you have placed on ShopWithScrip.com.

Vouchers: A list of vouchers that your organization offers credit for, if your coordinator has enabled any.

Change Profile / Password: Modify your email address, street address, student's name and classroom, and change your password.

Manage Non-Profits: Add non-profit organizations to your account and select your default organization (if you have more than one). *You will need a unique enrollment code from each non-profit organization.*

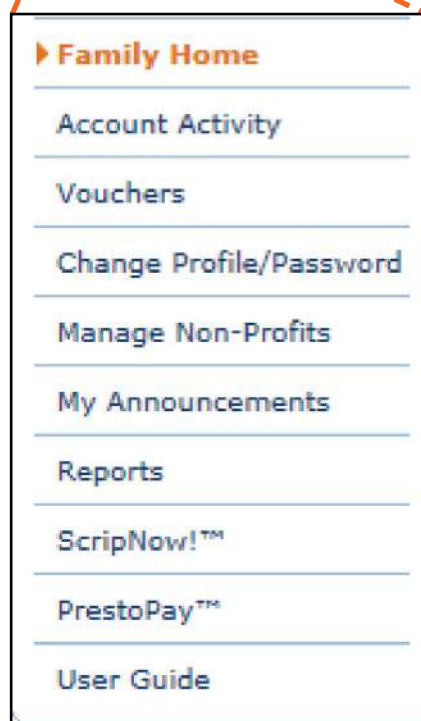
My Announcements: Read messages from your coordinator.

Reports: View and print your account activity and rebate history.

ScripNow: View and print ScripNow eCards delivered to your account.

PrestoPay: Learn more about this secure online payment system and activate your PrestoPay account (ask your coordinator if PrestoPay is enabled for your organization).

User Guide: View and print a PDF version of the ShopWithScrip step-by-step family user guide.



Plastic Gift Cards

Plastic gift cards are physical gift cards or paper certificates that you purchase on ShopWithScrip.com. These will be shipped directly to your coordinator. Check with your coordinator for your organization's order and distribution dates.

Reload / ReloadNow

Some retailers offer the option to add funds to an existing plastic gift card. The card must have been purchased from Great Lakes Scrip Center to be eligible for reload on ShopWithScrip. If your order is paid for online with PrestoPay by 3:30 p.m. EST (Monday-Friday) on normal business days, your funds will be available by the next morning. If you pay for your reload order by check, your funds will be available the morning after your coordinator releases the order. Reload orders placed after 3:30 p.m. EST Friday will process Monday evening and your funds will be available Tuesday morning.

ReloadNow is available for select retailers. With this option, the reloaded funds will be available on your plastic gift card in minutes when the order is paid for online with PrestoPay (24 hours a day, 7 days a week).

ScripNow / eGift

Some retailers also offer the option of ordering and printing electronic gift cards (eCards) right from home. Your ScripNow eCard will be delivered directly to your ShopWithScrip account in minutes when you pay for your order with PrestoPay (24 hours a day, 7 days a week). You can print the certificate for use at the retailer store location, copy and paste the code at checkout for an online purchase, or send the eCard as a gift to any email address! If you pay for your ScripNow order by check, your ScripNow eCard will be delivered minutes after your coordinator releases your order.

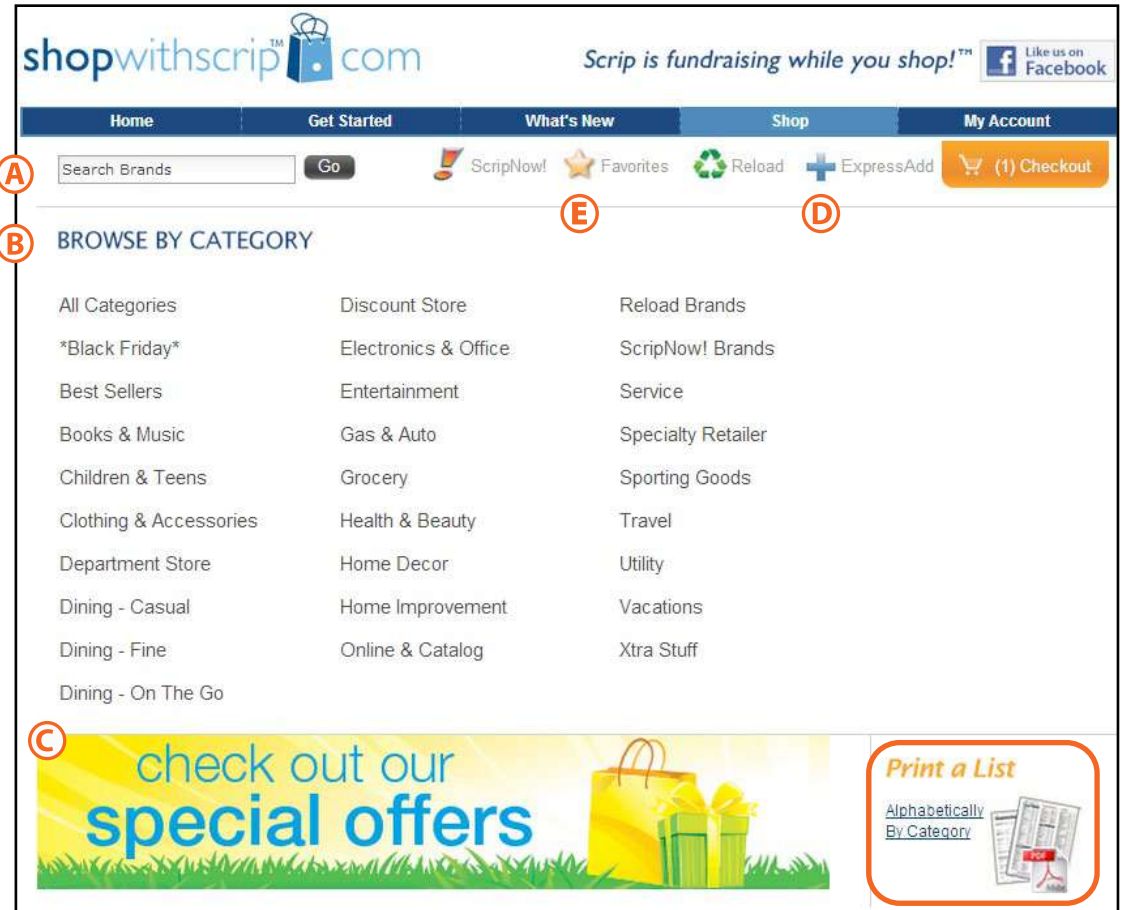


Shopping Links

To begin ordering gift cards click on the **'Shop'** tab. There are several easy ways to find and order the gift card(s) of your choice:

- A. Search Brands
- B. Browse by Category
- C. Special Offers
- D. Express Add
- E. Favorites

A printable PDF list of all retailers is available in the lower right-hand corner of the **'Shop'** page.



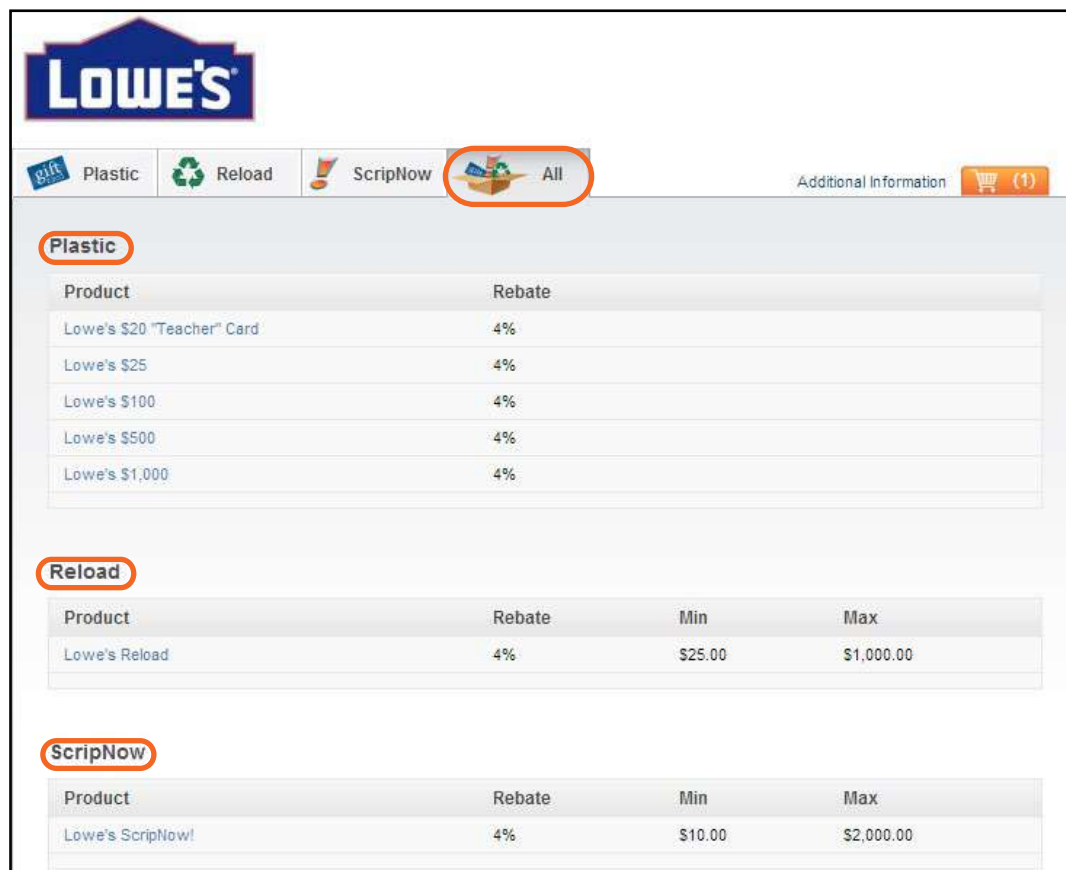
Search Brands

If you know the name of the product(s) you wish to purchase, your starting point is the 'Search Brands' box. Simply type the first few letters of the brand name in the box and select 'Go.'

Note: Spelling and punctuation affect search results. Typing the first few letters of the brand will deliver the best results.

When you locate the brand you wish to purchase, click on either the brand name or the logo.

A product detail page will appear for the selected brand. Tabs along the top of the page will show the different types of cards available for that brand (*Plastic, Reload, and ScripNow*). Each brand is different; some may contain all options, while others may only contain one card type. If there are multiple options for the card click the 'All' tab if you want to see a complete list of products.



Browse by Category

To find brands by type or category, click on the **'Shop'** tab or click on the **'Browse'** button from the **'My Account'** page.

Select the category of interest, or click **'All Categories'** for a list of all available brands. Narrow your choice by selecting the first letter of the desired brand. For product details or to make a purchase, click on the logo or underlined brand name. This will take you to the product detail page. (You will find step-by-step ordering instructions on pg. 9).

Special Offers

For a complete list of special offers or bonus offers click the special offers banner at the bottom of the **'Shop'** tab. To order one of the special offer products simply click **'Add to Cart.'**

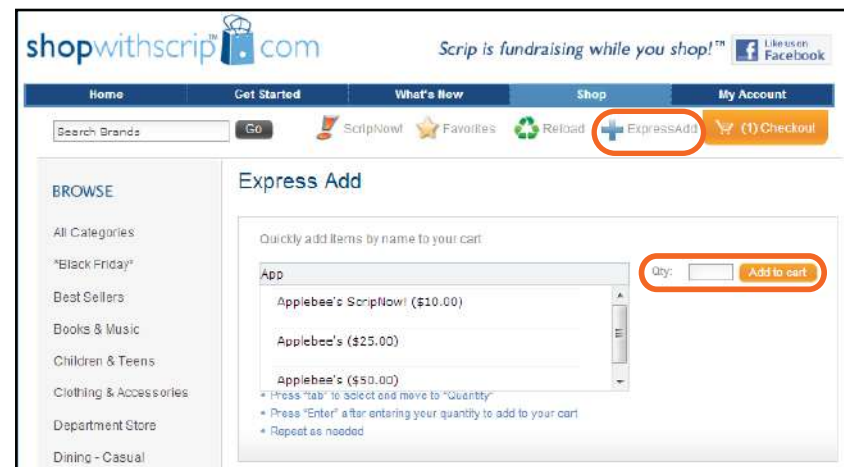
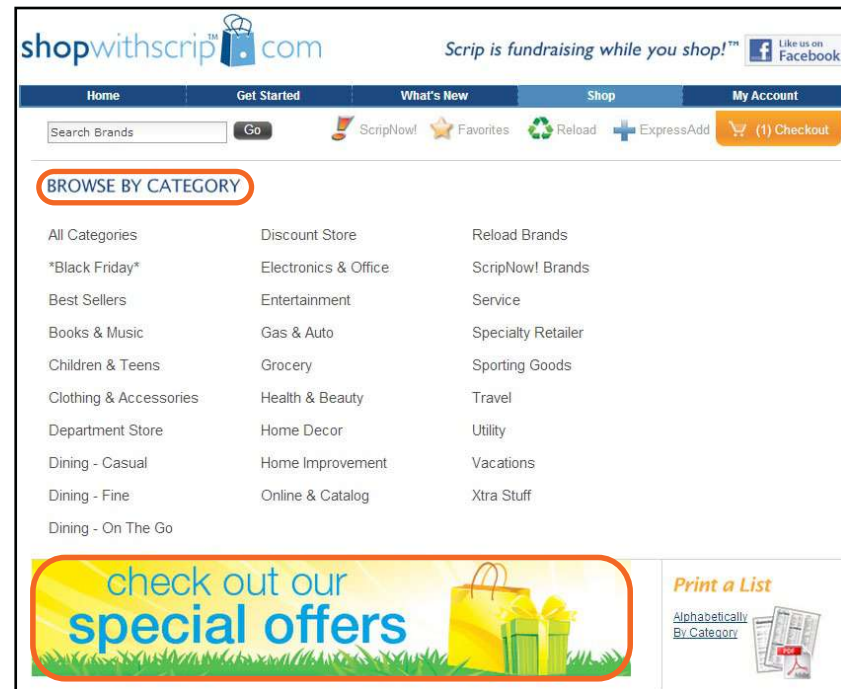
Express Add

If you know exactly what you are ordering, **'Express Add'** is the easiest way to add these items to your shopping cart.

Type the first few letters of the item you are looking for. The drop-down menu will contain all brand names beginning with the letters you type.

Select the item you wish to add, enter the quantity desired in the **'Qty'** field, and press the enter key or click **'Add to Cart.'**

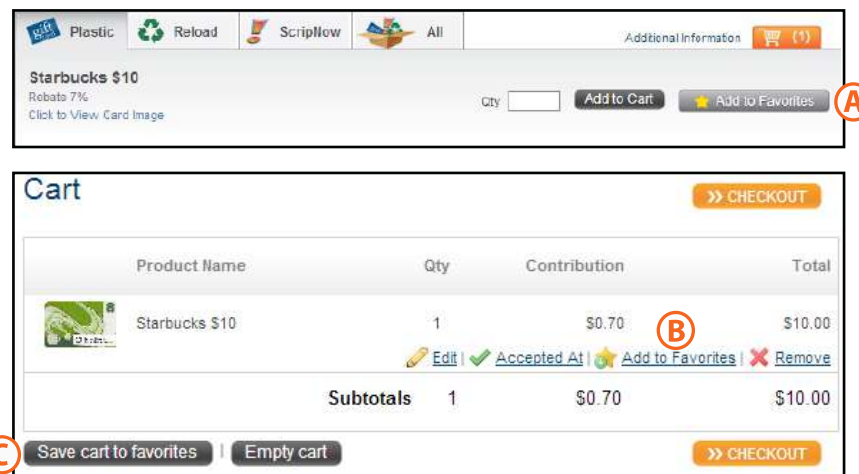
A blue notification box will appear at the top of the screen letting you know you have successfully added the product to your cart. Repeat as necessary until your order is complete.



Favorites

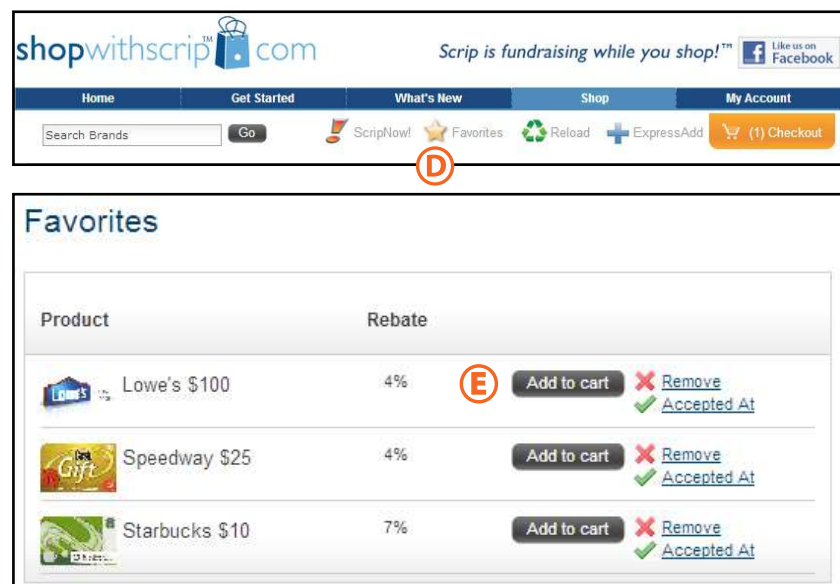
You have the option to add frequently purchased products to a personal favorites list. Simply click on the **'Add to Favorites'** icon (A) and the product will be added to your list for easy shopping in the future.

You can also add to your **'Favorites'** directly from your shopping cart (B), or save the entire cart to your **'Favorites'** (C).



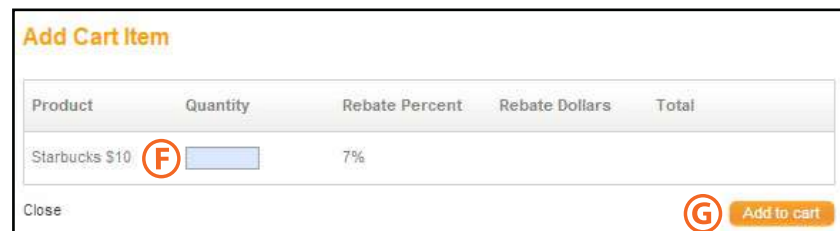
Once you have created a favorites list, you can use it to quickly place your order. Click on the **'Favorites'** icon (D) to be taken to your favorites list.

From your favorites, choose **'Add to Cart'** (E) next to the product you wish to purchase.



Enter the Quantity (F) and select **'Add to Cart'** (G).

A blue notification 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.



The Product Detail Page

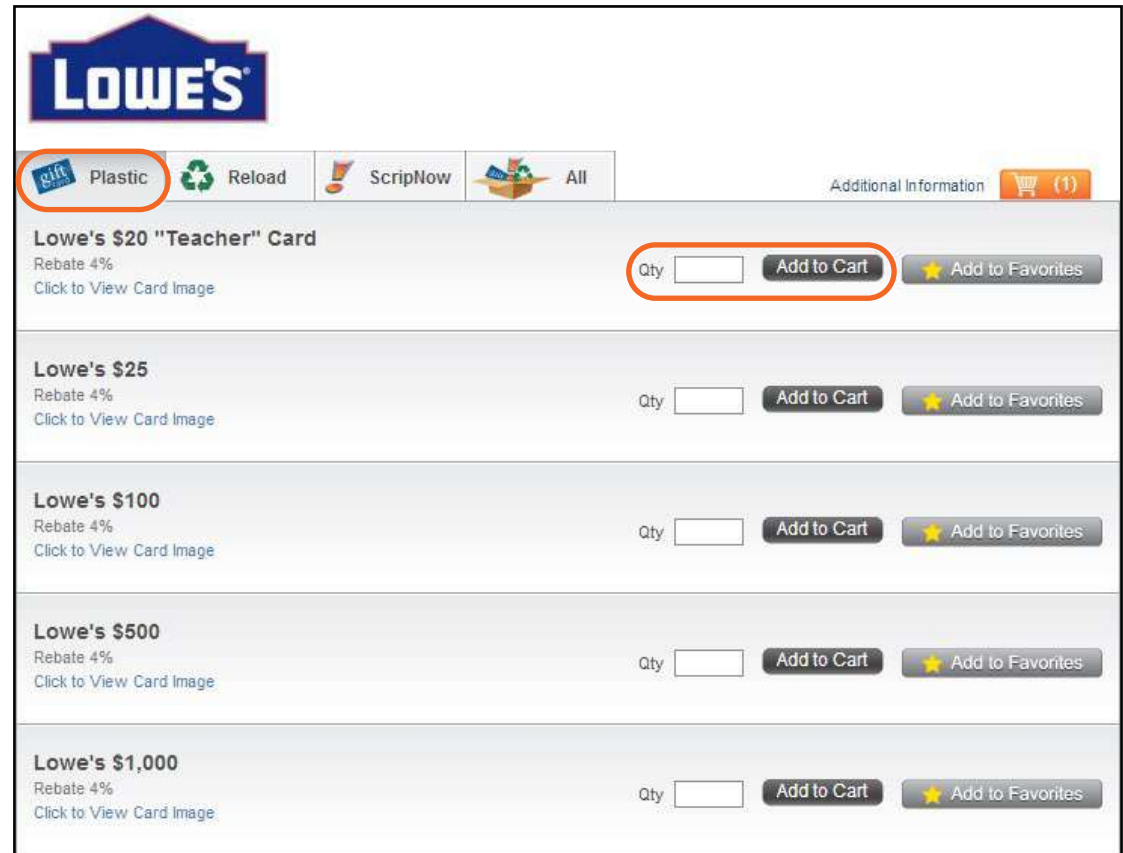
Using one of our shopping links, select the brand you wish to purchase scrip for. This will take you to the product detail page. Tabs along the top of the page will show the different types of scrip (*Plastic, Reload, and ScripNow*).

Plastic Gift Cards

Click on the **'Plastic'** tab to order a gift card or certificate that will be shipped directly to your organization's coordinator.

Locate the denomination you wish to order and enter the quantity desired in the **'Qty'** field, then press enter or click **'Add to Cart.'**

A blue notification box will appear at the top of the screen letting you know you have successfully added the product to your cart. To continue shopping click the **'Shop'** tab.



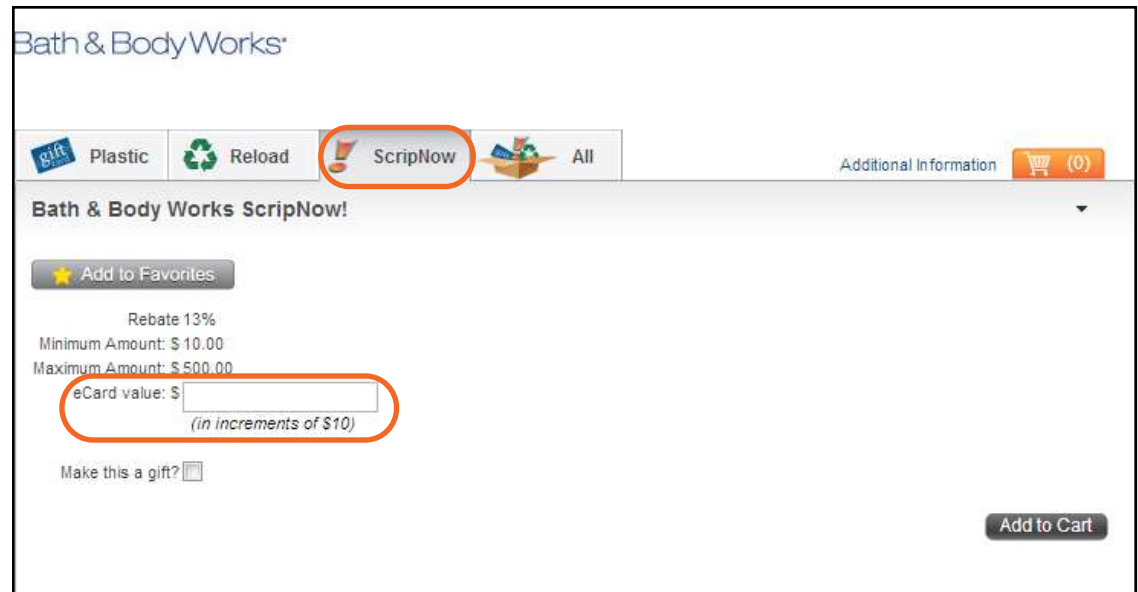
ScripNow

To browse brands offering electronic gift cards (delivered in minutes to your ShopWithScrip account), select the **'Shop'** tab and click on the **'ScripNow'** icon at the top of the page.

Click on the brand you wish to order. The product detail page will appear with the **'ScripNow'** tab highlighted.

For most ScripNow eCards you will be able to choose the denomination you wish to order in \$10 increments. A minimum amount and a maximum amount will be listed below the tab. Enter the amount you want to order in the **'eCard Value'** field. Then click **'Add to Cart.'**

If the ScripNow brand has a fixed-denomination, click on the denomination you want to order and enter the quantity of eCards you wish to purchase in the available field. Then click **'Add to Cart.'**



ScripNow eGift

You have the option to send ScripNow as a gift to anyone with an email address.

To send a ScripNow eGift, check the box marked **'Make this a gift.'** This will open additional fields for you to fill in information about the recipient and yourself, as well as an area for you to add a personal message to the recipient.

For some ScripNow brands, you can choose from a selection of images to appear on the eCard you send.

You can also choose to send the eGift **'Now,'** or schedule delivery up to a year in advance – perfect for birthdays and holidays!

Once you have completed filling out the information click **'Next.'** Your eGift information will be available for review. If everything is correct click **'Add to Cart.'** Use the **'Back'** button to go back and make changes.

Bath & Body Works

gift Plastic Reload **ScripNow** All Additional Information (1)


Bath & Body Works ScripNow!

★ Add to Favorites

Rebate 13%
Minimum Amount: \$ 10.00
Maximum Amount: \$ 500.00
eCard value: \$
(in increments of \$10)

Make this a gift? ☒

Gift Options



Personal Message
150 characters to go

Delivery
When
☒ Now
☐

About the Recipient
Name
Email
Confirm

About You
Name
Phone

Next

Redeeming ScripNow

To redeem your ScripNow eCards, navigate to the **'My Account'** page and click on the **'View ScripNow'** button. You will also receive an email telling you your eCards are ready.



'Unclaimed ScripNow' will appear at the top of the page. Click to view and print your eCard, which you can take to the store and use just like you would a plastic gift card. For online shopping, simply copy and paste the unique code from your ScripNow certificate when you check out on the retailer's website.

Once you have viewed your ScripNow eCard, it will move to the **'Claimed ScripNow'** section. You can view and print out eCards as many times as you like, and they can be used multiple times until the balance is zero.

Note: ScripNow is non-returnable.

The screenshot shows the 'ScripNow! Purchase History' page. It includes a date range filter (Start: 1/10/2012, End: 1/10/2013) and a 'Filter' button. The page is divided into two sections: 'Unclaimed ScripNow!' and 'Claimed ScripNow!'. The 'Unclaimed ScripNow!' section contains a table with two rows of unclaimed eCards. The 'Claimed ScripNow!' section contains a table with seven rows of claimed eCards. Each row in both tables includes the Order Date, Product, Amount, and a 'View' link.

Order Date	Product	Amount	
11/22/2012	SpaFinder \$50 ScripNow!	50.00	Print
11/22/2012	Banana Republic ScripNow!	500.00	View

Order Date	Product	Last View	Amount	
1/22/2012	Williams-Sonoma ScripNow!	1/22/2012	50.00	View
1/22/2012	Lands' End \$100 ScripNow!	1/22/2012	100.00	View
2/4/2012	Banana Republic ScripNow!	2/4/2012	170.00	View
2/11/2012	Pottery Barn ScripNow!	2/11/2012	40.00	View
2/12/2012	Applebee's ScripNow!	2/12/2012	40.00	View
2/14/2012	Banana Republic ScripNow!	2/14/2012	380.00	View
2/17/2012	Pottery Barn ScripNow!	2/17/2012	40.00	View

Reload

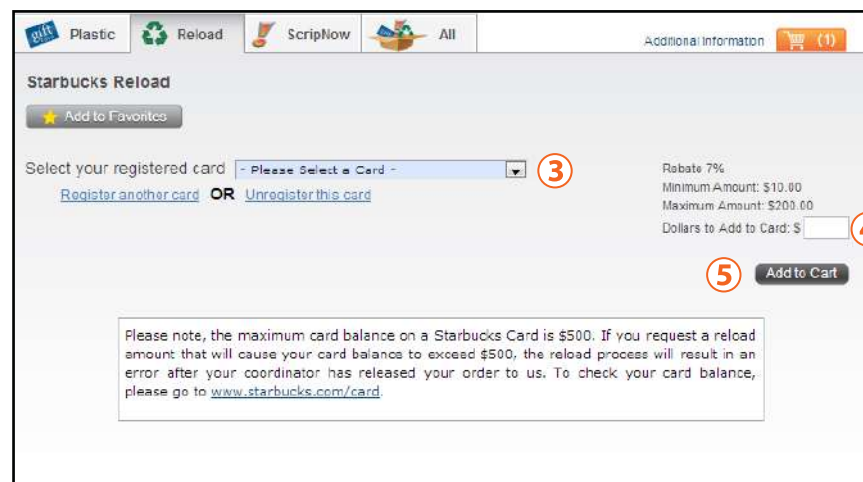
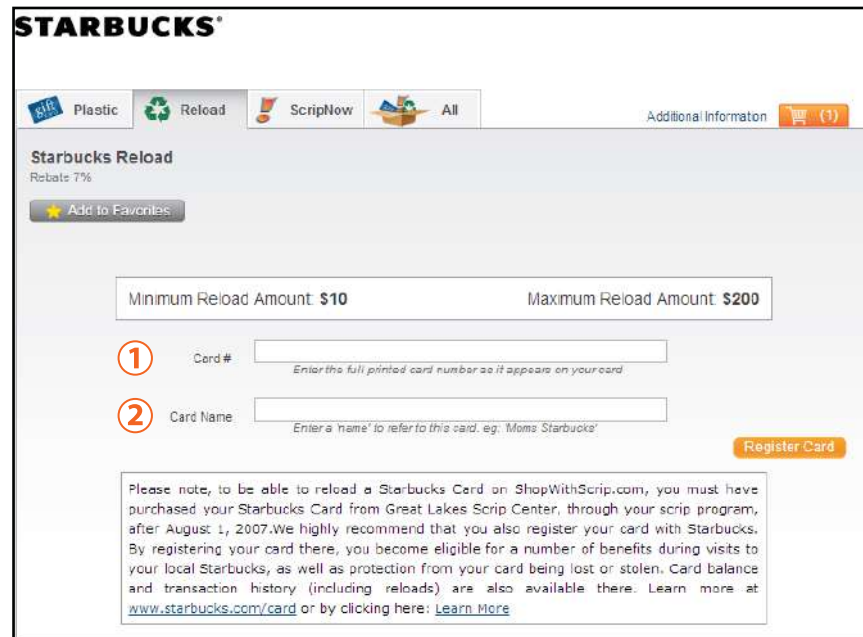
To view reloadable brands, log on to your ShopWithScrip account and click the **'Reload'** icon on the **'My Account'** or the **'Shop'** page.

Select the Reload brand you wish to order. The product detail page will appear with the **'Reload'** tab highlighted. A minimum amount and a maximum amount will be listed below the tab.

1. To register your card, enter your card number in the **'Card #'** field.
2. Enter a name for your card in the **'Card Name'** field for easy identification and then click the **'Register Card'** button.
3. To select the card you just registered, click the arrow in the **'Please Select a Card'** field and choose the appropriate name.
4. Next type in the dollar amount in the **'Dollars to Add to Card'** field.
5. Then, click **'Add to Cart.'**

If you are finished shopping, proceed to the checkout. Or, to continue shopping, click the **'Shop'** tab.

If you pay for your Reload order online with PrestoPay by 3:30 p.m. EST (Monday-Friday), your funds will be available the next morning. Reload orders placed after 3:30 p.m. EST Friday will process on Monday, and your funds will be available Tuesday morning. If you pay for your reload order by check, your funds will be available the morning after your coordinator releases the order.



ReloadNow

If the brand is available in *ReloadNow*, it will be specified in the product name under the Reload tab. (To place a *ReloadNow* order, follow the steps on pg.13).

When you pay with PrestoPay, you will receive email confirmation in minutes that the funds were added, and you're ready to shop! If you choose to pay for your *ReloadNow* by submitting a check to your organization, you will receive email confirmation of your funds minutes after your coordinator releases your order.

The screenshot shows the Albertsons ReloadNow web interface. At the top is the Albertsons logo. Below it are three tabs: 'gift' (with a gift icon), 'Plastic' (with a recycling icon), and 'Reload' (with a recycling icon). To the right of these tabs are links for 'Additional Information' and a shopping cart icon with '(1)' items. The main heading is 'Albertsons/Jewel ReloadNow' in a red-bordered box. Below this is a 'reload 9/9' status indicator and an 'Add to Favorites' button. The form contains two input fields for 'Card #' and 'Card Name', each with a placeholder text: 'Enter the full printed card number as it appears on your card' and 'Enter a name to refer to this card. eg: 'Moms Starbucks'' respectively. Above these fields are labels for 'Minimum Reload Amount: \$10' and 'Maximum Reload Amount: \$400'. A 'Register Card' button is located to the right of the Card Name field. At the bottom, a note states: 'Please note, to be able to reload a Albertsons/Jewel Gift Card on ShopWithScrip.com, you must have purchased your Albertsons/Jewel Gift Card from Great Lakes Scrip Center, through your scrip program, after April 1, 2012. Your gift card balance is available at by calling 1-877-932-7948'.

Checking Out

1. When you have finished shopping, click the **'Checkout'** button to review your shopping cart.

Verify the denomination, quantity, and overall total for each item. Make sure you have chosen the correct product and type of card as well. To make changes to the product quantity, click the **'Edit'** button. Clicking **'Accepted At'** will allow you to see where the card is redeemable. You can also choose **'Add to Favorites'**, or **'Remove'** to take this item out of your order.

2. Once you have verified your order total, click the **'Checkout'** button to proceed.

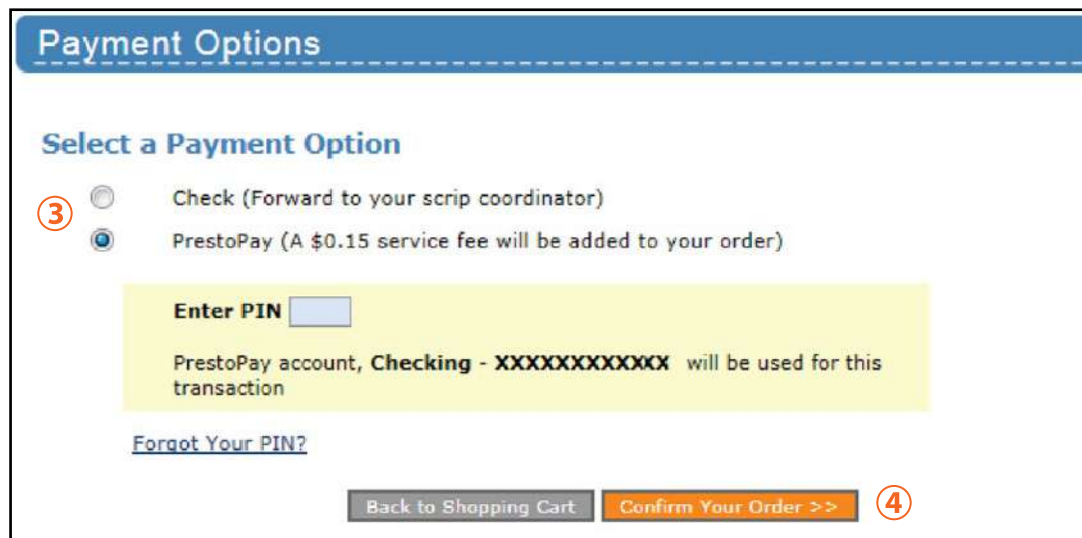
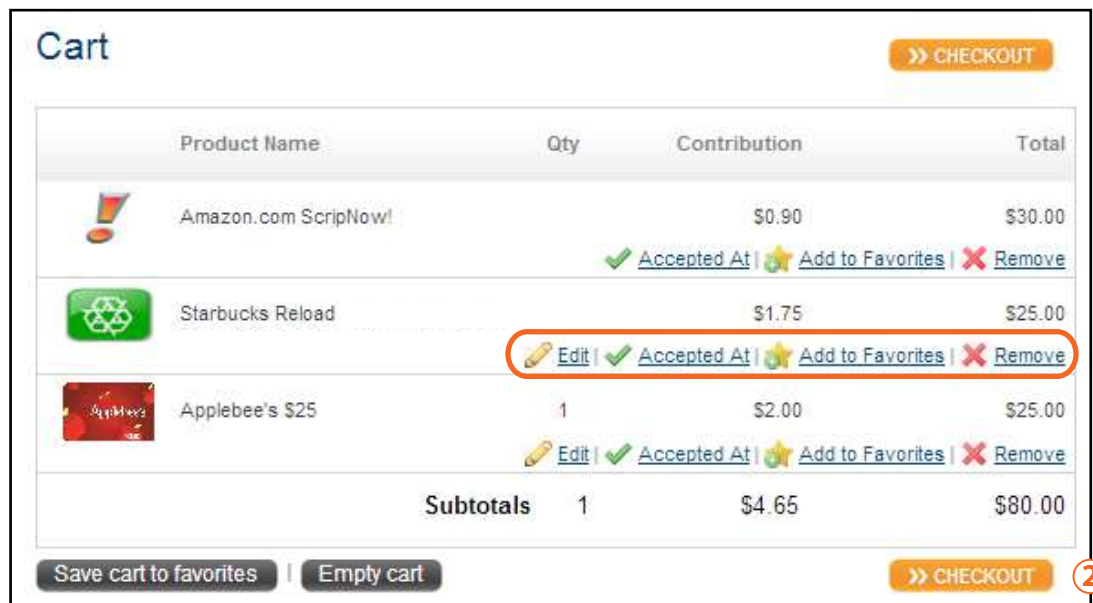
Note: If you do not check out, the items in your cart will be saved until the next time you log in to your ShopWithScrip account. It is important to note that the rebates on items may change while they are saved in your cart. You will receive the rebate in effect at the time you check out. The rebate for each product is listed under **'Contribution.'**

Payment Options

3. The next step is choosing your form of payment. If you will be paying your organization for the order with a personal check, select the **'Check'** option. If your organization has enabled **PrestoPay** and you have completed the enrollment process, enter your 4-digit pin to pay by this secure online method.

4. Finally, click **'Confirm Your Order.'**

If you choose to pay by check, print your order confirmation page and submit it to your coordinator with your payment. For more information about PrestoPay and how to enroll, see the following section.



Enrolling in PrestoPay

PrestoPay is a convenient way for you to pay online at the time you place your order. Simply link your bank account information to your ShopWithScrip account on our secure server, and GLSC will be able to electronically accept your payment on behalf of your organization. No need to bother with cash or checks!

When you check out on ShopWithScrip.com, enter your secure PIN number (created when you enroll in PrestoPay, pg. 17) and your account will automatically be debited for the face value of your order, plus a small convenience fee of just \$0.15 per order. It's that easy!

Once your organization has enabled use of the PrestoPay feature, you will notice a message in a blue banner at the top of your screen prompting you to create a PrestoPay account. Simply click on the link to begin the enrollment process.

Carefully read the terms and conditions and click 'Yes, and I Agree.'

Note: If you are enrolled in more than one organization, you will only have to set up PrestoPay once. You will need to be approved by each organization you'll be ordering through.



Verifying Your PrestoPay Account

1. Type in the name of your bank.
2. Name this account whatever you would like (something easy to identify).
3. Choose either checking or savings based on your account type.
4. Enter your bank account number and routing number located at the bottom of your checks.
5. Type the validation code you see in the black box and click 'Next.'

At this point, you will need to wait for Great Lakes Scrip Center to verify the account. This process takes about 2-3 business days. You can still place your order, but must pay by check until your account is completely verified.

To verify your account information, GLSC will make two small deposits into your designated bank account. Make sure to check your bank statement after 2-3 business days, as no E-mail reminder will be sent out.

Once you receive the deposits, take note of both amounts and return to the PrestoPay link on the left side of your Family Home Page on ShopWithScrip.

6. Enter both two-digit amounts deposited into your bank account by GLSC.
7. Select a four-digit pin number, and enter it again to verify. Then, click 'Next.'

Now that your account is verified, you will be issued an approval code to give to your coordinator. This approval code will appear on your ShopWithScrip account and be sent to you by email. Once your coordinator has received your approval code and authorized you for online payment, you'll receive a second email confirming your PrestoPay account is active and can be used to pay for your ShopWithScrip orders.

Please enter your account information below.

Bank Name:

Account Name:

Account Type: ☒ Checking ☐ Savings

U.S. Check Sample

MEMO

2115544854 0012 145674801*

Routing Number (9 digits) | Check # | Account Number (3-17 digits) ||

Routing Number:

Account Number:

REMISC

Enter Validation Code:

Return to Dashboard **Next**

Complete your PrestoPay account verification, and select your PIN

Two small amounts have been deposited into your bank account. After checking your account statement, enter the deposit amounts into the boxes below. Choose a four digit PIN that you will be required to enter when you elect to pay for an order with PrestoPay.

Bank Info

Bank Name: LMCU

Account Name: Nick Checking

Account Number:

Deposit Amounts: 0. (Two digits) (Two digits)

PIN Selection

Enter a number between 1000 and 9999

PIN:

Verify:

Return to Dashboard **Next**



Thank you for using ShopWithScrip.com!

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

Need Help?

Call our Customer Support Team at 1-800-727-4715, Option 3
or e-mail us at ShopWithScrip@glscrip.com

ShopWithScrip School Year Business Hours

Monday – Thursday: 8:00 a.m. - 4:30 p.m. EST
Friday: 8:00 a.m. - 4:00 p.m. EST
(Eastern Standard Time)

ShopWithScrip Summer Business Hours

Monday – Thursday: 8:00 a.m. - 4 p.m. EST
Friday: 8:00 a.m. - 12 p.m. EST
(Eastern Standard Time)

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