

Exciting Scrip News- you can now choose to order online!

What is SCRIP?

When you purchase SCRIP, you're purchasing negotiable gift certificates/gift cards that are used just like cash. You can use "SCRIP" to purchase everyday items like groceries, clothing, gasoline, and other essentials from your favorite stores. SCRIP is also a great gift idea for friends, relatives and employees.

How does SCRIP work?

Participating SCRIP retailers agree to sell gift certificates/gift cards to our organization at a discount. Families buy the certificates for full face value and redeem them for full face value. The discount amount allowed by each retailer goes to the school.

How do I place my orders for SCRIP?

SCRIP can be purchased:

1. Weekdays in the Parish Office (Monday-Friday 8 am– 5 pm)
2. In church following all Masses on the weekend.
3. **NEW! Online via ShopwithScrip.com**

St. Mary's is excited to offer this new online choice for ordering SCRIP. Ordering online offers retailers that are not available within our limited inventory from the Parish Office.



How do I start ordering online?

ShopWithScrip.com is the new online ordering system that St. Mary's can use to gather your scrip orders. This new site offers you convenience – you can now order scrip from any internet-connected computer at home, school or office. To place an order, you have to create a free account at ShopWithScrip.com and identify yourself as a member of St. Mary's with our enrollment code shown below.

Member's Login

Login to order your scrip

Email Address

Password

Login

Not a member? - Click Here

Forgot your password?

HOW TO REGISTER

To register with ShopWithScrip, first open your web browser and go www.shopwithscrip.com.

To register a new account, go to the orange **Member's Login** box on the right side and click "Not a member?- Click Here". Follow the simple registration instructions and accept the terms and conditions of using the site.

The next screen you will see is called "join an organization". Before you can place an order, you must join St. Mary's by entering our organization's Enrollment code. The enrollment code is listed to the right. By associating this code with your newly created account, the ShopWithScrip system will associate your shopping activity with St. Mary's.

St. Mary Portage
ShopWithScrip
Enrollment Code:
F446CFDF9287

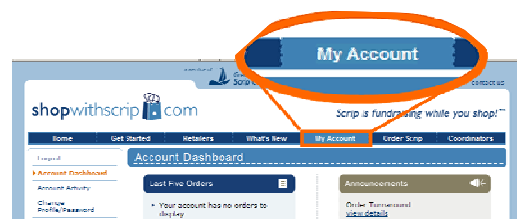
Scrip Program
Coordinator:
Kari Caulum

kcaulum@stmaryotic.com

USING SHOPWITHSCRIP.COM

You can manage your account through the Account Dashboard.

To access your Dashboard, click on the fifth tab, "My Account", at the top of any page. From here you can check your account activity, change your profile and password and read coordinator and site announcements.



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How do I start ordering online?- continued

ORDERING SCRIP

To order scrip, navigate to the order page by clicking “Order Scrip” at the top of any page.

ShopWithScrip has hundreds of different retail brands, so the order page organizes products by category. Some categories may have several pages of selections.

To find a product, jump to the appropriate section, or enter all or part of the retailer name in the search box.

Select items and quantities on the worksheet, and press the “add to cart” button to add them to your shopping cart. Click the “check out” button when you have completed your selections. Review your order, and press the “finish” button to submit your order. Finally, you will see an “order confirmation page”. Print this order confirmation page, and submit it with your payment.



How are my online orders handled?

Each Monday will be SCRIP ORDER DAY. Thursday will be SCRIP PICK-UP DAY.

Orders must be placed online by you. Payment and your order confirmation page must be turned in to the SCRIP Coordinator at the St. Mary Parish Office by 9:00 am on Mondays. If the SCRIP Coordinator has received payment and an order confirmation for your order it will be released to the Great Lakes SCRIP Center each Monday. Your SCRIP will be available for pick up on Thursday. *If payment and order confirmation has not been received, the order will be held for release the following Monday.*

How do I pay for my online order?

The SCRIP Program accepts **cash and checks only**.

Payment should be submitted to the SCRIP Coordinator at the Parish Office along with your order confirmation page. Checks should be made out to the St. Mary Scrip Program. Once you place your first order you will be provided with a SCRIP envelope for submitting future payments and confirmation pages to the parish office.

How do I pick up my online order?

Orders will be available for pick up after 12:00 pm on Thursdays in the Parish Office. Your delivered order will include your merchant certificates and your original order confirmation. Your first SCRIP order will be delivered in a reusable SCRIP envelope with your name on it. Please use this envelope for placing future orders.

Not a fan of online ordering, but would still like the variety of stores offered online?

It is not required to use the online ordering system. Shopwithscrip paper order forms can be filled out and turned in to the school or parish office with payment each Monday by 9:00 am. Your order will be entered into the ShopWithScrip system by the SCRIP Coordinator and be ready for pick up on Thursdays.

ShopwithScrip order forms will be available in the parish office, school office and on our website

What if I need Scrip right away?

A limited inventory of SCRIP is available for immediate purchase in the parish office during the week and for purchase after each Mass on the weekend. We do not carry all of our SCRIP merchants on hand that are available through ShopWithScrip.com.

Frequently Asked Questions???

Oops! I placed my online order and I want to change it. Can I do that? NO. However, your order is never processed without payment. Therefore, if you have placed an order in error and have not submitted any form of payment, your order may remain as a pending order and not be processed at all. Notify the coordinator and she can cancel that pending order of you. Once the order has been processed and released with payment. Changes may not be made.

Oops! I forgot to order a few things. Can I add to my order? NO. While the coordinator has the ability to modify orders, the easiest solution is to just go ahead and place an additional order.

If you have other questions please contact your SCRIP Coordinator, Kari Caulum at 742-6998 or kcaulum@stmaryotic.com. The first online order will be placed Monday, September 29th and pick up will be Thursday, October 2nd.

Payment & Order Confirmation must be turned in by 9 am Monday for your order to be processed! Happy Shopping!