

St. Anthony Scrip – New Member Instructions

I would like to introduce myself as the Scrip Coordinator. My name is **Mary Jo Ayers** and I am happy to take on this new challenge. I am here to help you with any questions you may have. Please feel free to call 563-542-3510 (cell) or e-mail me at dbq060S3@gmail.com.

We have an exciting new way for you to order scrip from the comfort of your own home. It is called “Shop With Scrip” and is offered through our current national scrip vendor, Great Lakes Scrip Center. Now, your family can register and place a scrip order in the comfort of your own home. The deadline will be 9 a.m. on the Monday of scrip weeks, but you can place your order anytime (literally 24/7, 365 days a year) online. We will continue to process and deliver orders on Thursdays as usual. We encourage you to place your order online. ***If you don’t have a computer, you may send in a paper order form with a check in your Scrip envelope, as you always did.*** Order forms will be available in the vestibule and gathering space of the church and at the Parish Offices. At this time we will be placing orders every two weeks. You will receive a schedule when you pick up your first order.

To Get Started:

You will need to go to **ShopWithScrip.com**. Click on the “Create Account” button in the green “Family Sign Up” box. Enter the name and password you would like to use. Fill in the Student Name, Classroom, and Delivery method. Delivery method should be entered as:

- Rectory
- St. Anthony
- OLG

A year of birth, city and zip code are required fields.

Enter your email address, telephone number, Student Name and Grade/Teacher. These are important so we can contact you in case of questions about your order, and where to send your order once it is filled.

When you have finished this page click on “I Accept”, and you will be prompted to enter your enrollment code. You will need to contact the Scrip Coordinator for that code.. Once that code is entered you will get verification that your “non-profit” preference is St. Anthony’s. Now you can place your first order.

To Place an Order:

The easiest and most efficient way to place an order is by choosing “Express Add” from the family home page. (You are more than welcome to click around to try out the other methods of adding items to your cart though.) Once you are in the “Express Add” mode, you can start typing in the few letters of the item you are looking for. You should use the names as they are indicated on the Scrip order form. The drop down box will contain all products whose names begin with the letters you type. If applicable, this will include all local products too which will be indicated by the word “Dubuque” next to the item. You will want to choose the local item in most cases as this usually means they have a higher percentage of profit available. Please note any restrictions on the scrip order form which may make the national certificate more appealing to you (i.e. Subway – Dubuque can only be used at the Dubuque locations). Once you find the item you want, select that item, enter the quantity of certificates desired and press enter or click “Add to Cart.” Repeat as needed to complete your order.

When you have finished shopping, click the “Checkout” button to review your shopping cart. Verify the denomination and quantity of each item. To make changes to the product, click the “Edit” button or “Remove” to remove it completely. Once you have verified your order, click the “Checkout” button to confirm.

To Pay for your Order:

Once you have clicked on “Checkout”, your next step is choosing your form of payment. Choose Check and then “Confirm Your Order”, print out 2 copies of your order, drop one off at the rectory with your check and keep the other for your records. Checks should be made out to “St. Anthony Scrip” for the total amount shown at the bottom of your Order Confirmation page. **If we do not receive a check, we cannot authorize your order and it will not be available on Thursday.**

More Details, Illustrations, and Other Cool Stuff:

- **Presto Pay:** this is Great Lake Scrip's version of Pay Pal, a secure online payment system. Several of the parish staff have already signed up! Just Click on Presto Pay and enter your information. After a couple of days, check with your bank and note the TWO amounts deposited into your account by Great Lakes Scrip. Log into your Scrip account, enter those two amounts. You will then be given a 4 digit code number that you will need to e-mail to me. Once I get that code, I will enter it to authorize your Presto Pay account and you will be ready to begin using Presto Pay.
- **ScripNow! And Reloading Cards:**These options are available to anyone. ScripNow! Is an option for printing scrip right from your home computer. Reloading cards can also be done from your computer and is an environmentally friendly option.
- There is a very detailed User Guide available on the Shopwithscrip.com website. Copies are available in the parish office (for signout), or you can view it yourself online, or print out a copy. You will need to sign in and click on the "User Guide" link in the left hand column.

As always, if you have questions, you can contact Mary Jo Ayers or by e-mail dbq060S3@gmail.com. If I am not immediately available I will return your call as soon as I possibly can, please DO leave a message!

Please note: to inquire about the status of an order or to make changes to an order, you will need to contact the Scrip Coordinator. **Thanks so much and have fun with the new system and watch the bulletin for more "Scrip News"!**