Where do I start? Take 30 minutes…Homework!!

1. Print off the merchant list: https://www.shopwithscrip.com/Shop/Product/BrandAlphabeticalList
2. Highlight the merchants you normally shop
3. Familiarize yourself with the Card types they offer.
   a. $xx – Physical Gift Card – **Circle** those that only offer physical cards
   b. S – ScripNow eCard
   c. R – Reload gift card – **Place a square around** those that offer Reload (but not ScripNow) **and a Star** ★
   d. RN – ReloadNow gift card – **Place a square around** those that offer ReloadNow (but not ScripNow)
4. Ordering – how/what:

   a. Circled merchants; you will need to plan ahead and order them during our Wednesday order week (usually 2x per month) (i.e. Dick's Sporting Goods)
   b. ★ **Squared merchants with a Star**: If you have not already purchased a card for these, you will need to plan ahead and order them during our Wednesday order week. Once you have them, register them (including pin#) on the website, then remember these need to reloaded <u>one business day before you need the funds</u>. (i.e. Crazy 8). See below on Registering Reloadable Physical Gift Cards.
   c. **Squared merchants without a star** – If you have not already purchased a card for these, you will need to plan ahead and order them during our Wednesday order week. Once you have them, register them (including pin#) on the website, then reload them within 10-15 minutes of needed the funds. (i.e. Albertsons, Tom Thumb/Safeway). ** Note ** consider having multiple gift cards for family members so you don't have to swap cards. See below on Registering Reloadable Physical Gift Cards.
   d. **Merchants with no circle or square** – you can order any time and they will be available within 10-15 minutes. (Home Depot can take up to an hour).

Step-by-Step on how to purchase a Physical Gift Card

1. Go to www.shopwithscrip.com
2. Click "Sign In", and enter your Username and Password, and click "Sign In"
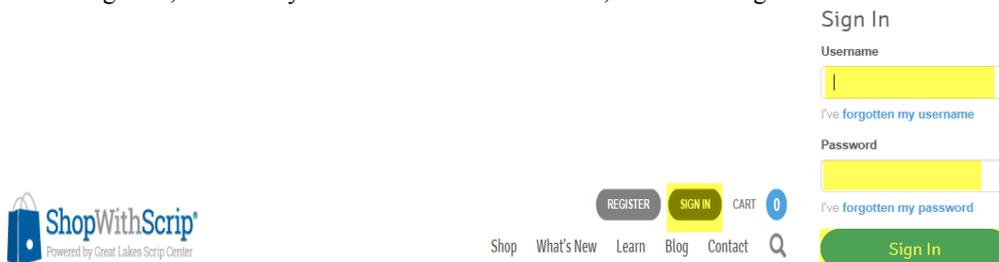
3. Click on "Shop" to view the merchants, or in the search box, type in the merchant you wish to purchase (i.e. CVS Pharmacy)

4. Click on "CVS" and you will be presented with the below page. CVS offers Physical, ScripNow eCard, and ReloadNow.

5. Click on the "Physical Gift Card" tab
6. Choose your "Denomination"
7. Provide your Quantity of cards
8. Click "Add to Cart". Continue with steps 4-8 for all your physical gift cards needed.

9. Click on the "Cart" at the top right of the screen

10. Verify your Order, Click on "Presto Pay", enter your "Pin", and click "Submit Order"

11. Physical Gift card orders should be placed by 9pm on Wednesday, and will be delivered no later than the following Wednesday. Ordering weeks may vary, so look for emails from your coordinator.

Registering Reloadable Physical Gift Cards

1. Once you have received your physical gift card from a previous Scrip Order, log into www.shopwithscrip.com
2. Search for the merchant you want to register your card for
3. Click on the Reload/ReloadNow tab
4. Click on "register another card"

5. Enter in the Card Number and Pin (if it has one, very useful if you lose your card)
6. When naming the card, please be sure to add the merchant name plus your value (this allows the SWS helpdesk to assist you better if you have any questions on your card). i.e CVS – Julie 1/2008, Safeway – Marissa – 6/2015 etc.

7. It is best to provide the Pin if there is one, which will help you if you ever lose your card.
8. Click "register card"
9. The card is now ready to Reload/ReloadNow.
   * Please be sure to keep a small balance on the card at all times. They will deactivate cards with a $0 balance after 30 days
   * If you have multiple Scrip Accounts, Reload/ReloadNow cards can only be registered under one account (you could order multiple cards and register one of them for each account.

Step-by-Step on how to order a ScripNow eCard or Reload/ReloadNow physical gift cards

1. Reloads and ScripNow eCards are best purchased thru MyScripWallet website. Log into: www.myscripwallet.com
2. Enter in your Username and Password you created with the ShopWithScrip site (click remember me to save your Userid for the next time you sign in), and click Sign In

3. Click on "Order", then click either "ScripNow" or "Reload".   I've chosen Reload below.

4. In the search box, type in the merchant you wish to purchase (i.e. I've chosen CVS above)
5. Click on the Merchant
6. Choose the card you want to reload from the drop down list box
7. Enter in the amount you want to load
8. Click "Add to Cart"

9. Click on the "Cart"

10. Verify your order, and enter your PrestoPay Pin, and click "Submit Order"

11. Availability of funds on Physical Cards/eCards:
    a. Reloads will be available the next business day if ordered Mon-Fri by 2:30pm
    b. ReloadNow will be available within minutes
    c. ScripNow eCards will be available within 5-15 and found in your "wallet" on the www.myscripwallet.com site
       * Some ScripNow retailers may take longer for the ScripNow to be available (i.e. Home Depot – up to 1 hour)
       * Some ScripNow retailers require you to print the eGift card (i.e. Macy's), but most you can just provide the card number (i.e. restaurants) or show the barcode (i.e. CVS or Walmart), but be sure your phone screen brightness is high enough for the scanner to scan the barcode. If it isn't scanning, this is most likely the reason.

ScripNow eCards/Reloads - keep track of your Card amounts via the Wallet.

1. Log into www.myscripwallet.com
2. Click on "Wallet"
3. Choose ScripNow or Reload
4. Find your eCard/Reload, and select it
5. If there is a remaining balance, Click "Enter Balance", enter the balance and click the "+" button (the "+" button must be clicked for it to register the new amount).
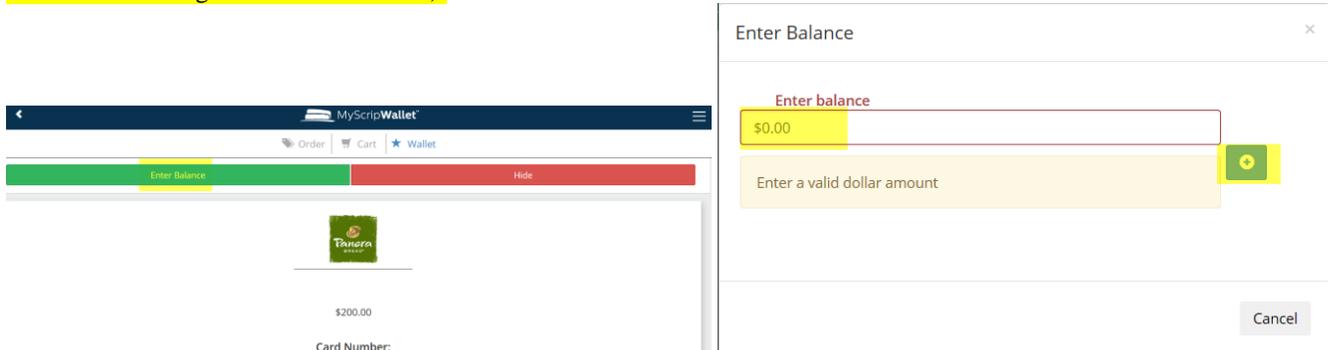
6. If you have depleted the eCard balance, click the "Hide" button
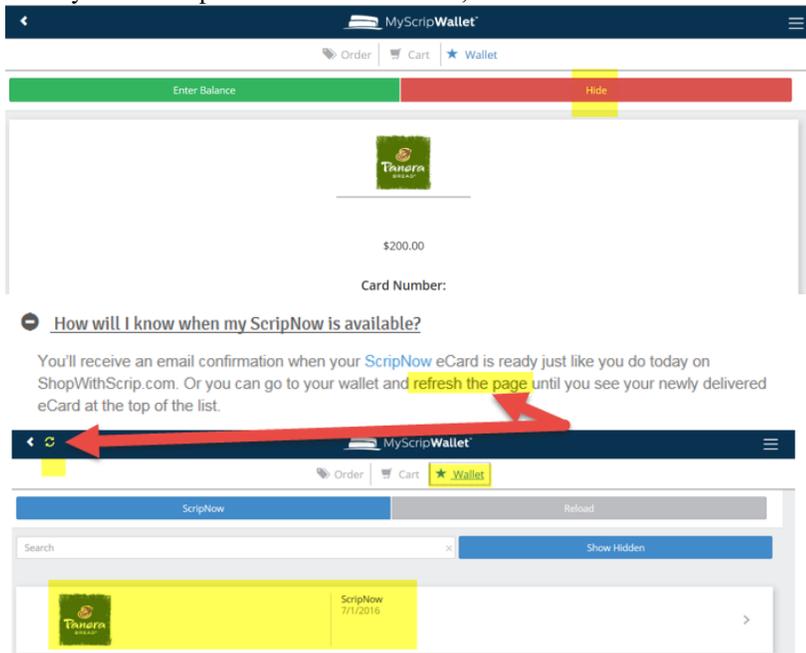
Sending Gift cards via Email to your family and friends

1. Select a merchant that offers ScripNow eCard (Starbucks)
2. Select the denomination and dollar amount
3. Click the check-box "Make this a gift?"
4. Add a personal message
5. Choose the giftcard display image
6. Choose when to deliver, either now or a future date (up to a year)
7. Provide the recipient name and email
8. Provide your name and phone number
9. Click next

Starbucks

Physical Gift Card	ScripNow eCard	ReloadNow

Special Offer: 9% Rebate

Denomination **Dollar Amount** Rebate   Total: $30.00

Enter my own ☑ $ 30   7% 9%   Add to Cart

Min: $10 Max: $500 Increment: $10

☑ Make this a gift?

Gift Options

Personal Message

Merry Chrsitmas! Love Mom & Dad

118 characters remaining

Select a display image

Delivery

When:*   NOW   **FUTURE DATE**

12/25/2015

About the Recipient

Name:*   Rudolph

Email:*   Rudolph@santa.com

Confirm   Rudolph@santa.com
Email:*

About You

Name:*   Mom and Dad

Phone:*   (972) 555-1212   ×

What is this?

NEXT

10. Verify the information, and click "Add to Cart"

Starbucks

Physical Gift Card	ScripNow eCard	ReloadNow

Special Offer: 9% Rebate

Denomination	Dollar Amount	Rebate		Total: $30.00
Enter my own ▾	$ 30	7% 9%		**Add to Cart**

Min: $10 Max: $500 Increment: $10

☑ Make this a gift?

Gift Options

To:	Rudolph
From:	Mom and Dad
Message:	Merry Chrsitmas! Love Mom & Dad
Send To:	Rudolph@santa.com
On Date:	12/25/2015
Phone:	9725551212

EDIT

View eCard Image & Terms

11. Click on the Cart
12. Verify your order, and enter your PrestoPay Pin, and click "Submit Order
13. The eGift card will be delivered to the recipient on the date you chose (up to a year).

Adding the www.myscripwallet.com icon on your smart device (phone, ipad etc.)
Apple Device:
1. Navigate to MyScripWallet.com using the Safari Browser.
2. Select the Upward Arrow icon at the bottom of the screen
3. Choose "Add to Home Screen"
4. Click "Add"
5. You can now click on the icon to access the website to purchase your ScripNow/Reload/ReloadNow items.

Andrioid Device:
1. Navigate to MyScripWallet.com using the Chrome Browser.
2. Access the Chrome Menu Button
3. Choose "Add to Home Screen"
4. Click "Add"
5. You can now click on the icon to access the website to purchase your ScripNow/Reload/ReloadNow items.

Do I need to set up an account to use MyScripWallet?

Great news, you won't need to do anything additional! You'll use your existing ShopWithScrip® username and password to login, and if you already have PrestoPay™ you'll be able to use it to pay for any orders placed on MyScripWallet.

Can I check the balance on my eCards and reloadable gift cards?

For now, you'll have an Enter Balance button for each of your eCards and Reload cards so you can record the balance yourself each time you use the card. Future plans include a feature to check the balance on MyScripWallet for retailers that allow it. We'll keep you posted as we add new features to the site.

Can I send a ScripNow eGift on mobile?

The eGift feature is currently only available on ShopWithScrip.com.

What can I use MyScripWallet for?

MyScripWallet is an ordering tool for ScripNow® eCards and Reloads, and it includes a wallet function to display your previously purchased eCards and Reload cards. Physical gift cards can only be ordered on ShopWithScrip.com at this time.

Can I redeem all eCards and Reload cards from my phone?

Some retailers aren't quite ready for mobile redemption yet, and they require the printed eCard or physical gift card at checkout. If that's the case, you'll see a note in red clearly indicating that when you are ordering, and when viewing the eCards/Reload cards in your wallet. You can log in to your ShopWithScrip account from your home computer to print out your ScripNow eCard for those that require it. No warning message means you can present the eCard or Reload card at checkout from your phone. Just make sure you are connected to wi-fi, or you have cell service to access MyScripWallet.

Monthly Statements

1. Each month the coordinator will run a report summing up all the Scrip rebates associated with the "Classroom/Group". Therefore, if you have several people helping you with scrip, their amounts will be included. This report will be sent to TAV to be applied to your account. The coordinator will also send a monthly email to all those participating in the program listing the amounts earned each month.

2. The "Classroom/Group" value is what you need to remember because the monthly Excel file will have everyone's monthly rebates since 11/1/2014. You will need to search on your "Classroom/Group" to find your monthly amount.

Reports you can run

1. Log into www.ShopWithScrip.com using your Username/Password.
2. Click on "Dashboard"
3. At the bottom, click on "Reports"

4. Choose the report you would like to run

5. Click on "Report Begin and End Date", and choose your date range. For example, choose Custom Range, and choose the prior month's dates.
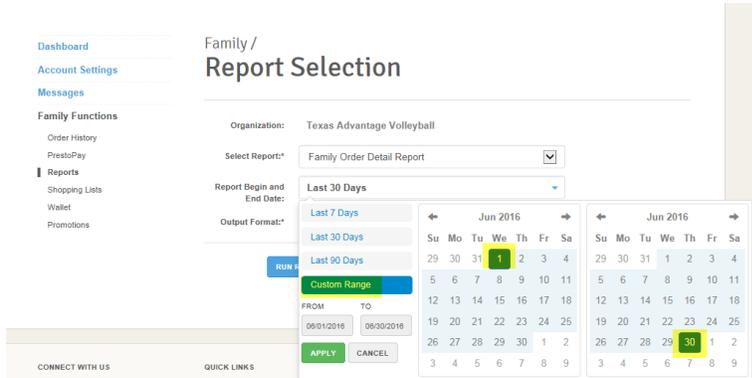
6. Choose the Output Format, and click "Run Report"
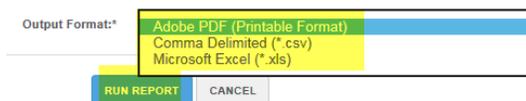
7. There is a percentage taken out of your Scrip Rebates to cover program costs etc., so the report will NOT provide that information. You will need to calculate that information yourself. Currently, we are taking 10% out to cover costs to run the program (this is non-profit, and your coordinator is a volunteer).