

## Great Lakes Scrip Website Information On-Line Ordering

1. Go to [www.shopwithscrip.com](http://www.shopwithscrip.com)
2. Login in the orange "Member's Login" box:  
Username is your email address  
Password is your (home) telephone number  
The first time you login, you will be asked some security questions.
3. You may edit your profile / password at any time.
4. To track total rebates earned, click on "Reports" from the menu choices on the left and follow the prompts. Remember that FA retains 25% of rebates to cover administrative expenses.
5. Navigate around the homepage to get acquainted with other features.

When ready to place your order:

1. Click on "express add."
2. Follow on-screen helps until you have entered all items to be ordered.
3. Click on "checkout" and verify the order in your shopping cart.
4. If correct, click "checkout" and "confirm your order."
5. We recommend printing the order for your records.
6. Payment may be made by check in the office or on-line using "Bill Pay." Deadlines for on-line orders remain the same as for paper ones.

### **Additionally:**

Cards from select national companies can be reloaded directly on the ShopWithScrip website. The card must have been purchased initially through TRIP, and reload orders are filled within 24-48 hours.

ScripNow! is the method by which "electronic cards" can be ordered on-line. Limited retailers are currently in this program, but more are being added as they become compliant with ScripNow! technology. E-cards are available within minutes after being released by the coordinator and can also be sent as gift cards to other email addresses.

The coordinator cannot submit proxy orders for either Reloads or ScripNow!, so individual customers must enter them directly on-line. There is no fee for either of these options, and orders containing only Reloads or ScripNow! can be processed independently of our bi-weekly cycle. Simply forward payment to the school office or authorize an on-line Bill Payment from your bank account to FA TRIP and alert Barb of your pending order so she can release it.

More information about these options can be found under [www.shopwithscrip.com](http://www.shopwithscrip.com), or contact Barb for details.

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