

## ST. PETER'S LUTHERAN SCHOOL AND CHURCH RICHMOND

# Getting Started At ShopWithScrip.com

ShopWithScrip.com is the new online ordering system that our organization will 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.

### Who can use ShopWithScrip?

Any family can use ShopWithScrip – however, to place orders, you have to create a free account at ShopWithScrip.com and identify yourself as a member of our organization with the enrollment code shown below.

### How to register

To register with ShopWithScrip, first open up your web browser, and go to [www.shopwithscrip.com](http://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 our organization by entering our organization's enrollment. The enrollment code is listed below - by associating this code with your newly-created account, the ShopWithScrip system will associate your shopping activity with our non-profit organization.

## ST. PETER'S LUTHERAN SCHOOL

ShopWithScrip Enrollment Code:

**CALL SCHOOL OFFICE-586-727-9080**

Scrip Program Coordinator:

**Bonnie Porter**

**Order by Tuesday, 10:00 am**

**For Pickup on Thursday or Friday**

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, add, remove, and modify organizations you belong to and read coordinator and site announcements.

#### 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. You can also download a complete list of all

products as a handy reference.

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. This order confirmation page will also give you the opportunity to tell us how you would like to receive your order.