

How to order SCRIP

Not a Member Yet or Confused with the Process?

- 1) Go to www.shopwithscrip.com
- 2) Click on the words "Not a Member" in the orange "Member's Login" box on the right side.
- 3) This will bring up the FAMILY REGISTRATION page (blue and white)
- 4) Complete the FAMILY REGISTRATION page.
- 5) In Step 4 at the bottom, you are asked to review the privacy policy and terms of use. Click on the gray box at the bottom (I Accept) to continue.
- 6) You are next asked to "**JOIN A NON-PROFIT**"
- 7) Enter the PCS Enrollment Code and select the "**Join**" button. PCS' Code:
L65B81DC14719 (case sensitive, letters must be CAP)
- 8) After clicking "join," you will see the screen "**MANAGE NON-PROFITS**" along with "You are a member of the following organizations:"
- 9) If you see Providence Classical School listed, the school code was entered correctly.
- 10) Select "**Place Order**" - (This button is a *poor description* for the process which takes you next to the order screen. You are not ordering anything when you select this button.)
- 11) After selecting "Place Order," you are on the "**NEW ORDER**" screen
- 12) Browse through the selection of gift cards and order by placing a number in the quantity box. ALWAYS click on **ADD TO CART** before going to another page. You will have the option at the end to review your online shopping cart.
- 13) Definitions: **Face Value** – The value of the card you are purchasing. This is your purchase price and the redeemable amount. The cards (or sometimes paper coupons – i.e. Quizno's gift certificates) are sold to PCS at a reduced rate. **Discount** – The percentage of the face value that PCS keeps from each sale.

- 14) Clicking on “**Check Out**” takes you to the **SHOPPING CART**.
- 15) You can **EDIT** or **DELETE** items from your order.
- 16) When you are satisfied with your order, click on the orange **FINISH ORDER** button.
- 17) Print the “**ORDER CONFIRMATION**” page
- 18) Complete this form with your pick-up instructions. I need written notice to send your cards home with your child’s communication folder.
- 19) Submit this completed page with your check to the office.
- 20) Once payment is received, orders are finalized and sent to the scrip company on the 1st and 3rd Fridays of each month.
- 21) Orders are received by the following Wednesday and will be distributed that day.

Special Note: If you make a mistake with your order, the coordinator can modify or delete your order prior to submitting it to the scrip company.