

Dear Parents:

August 19, 2008

We are changing the way Scrip is ordered. You will now key in your own order on line. This will save the System volunteer hours, streamline our operation, and save printing the Scrip order sheet each week <go green>. It will offer you more vendor selections, offer more denominations, and let you view orders. You will also have until Monday mornings at 9:00 A.M., to get your order & check into the campus office. Thank you for your cooperation during implementation of this new procedure. You only need to set up an account the first time, after that go to page two. Please contact us if you do not have on line access. Scrip desk at Waukesha Catholic 262-896-2929, ext 331

Shop with Scrip

Please follow these directions to order Scrip

Waukesha Catholic's Non-profit organization 8AL3CL461142

To set up an account log on to www.shopwithscrip.com

**In the orange box-choose "Not a Member?" To set up an account
(You must have an email address to order)**

○ **Fill out the screen: (* Update info at new school year)**

-Email address

-Choose a password and write it down

-First Name

-Last Name

-Gender

-Year of Birth

-*Student Name - Use this field to designate how you want the Scrip sent home (if you want it sent home with your child-type the child's name & grade or type in "Pick up at the school")

-*Teacher Name - Use this field to designate your child's Campus (PLEASE put SCHOOL Name in this field-St Joseph 6-2, St Mary 1-1, or St William K5)

-Complete the remaining address

• **Review & Accept the agreement - I accept**

• **Screen Two - Join a Non Profit**

○ **Our - Waukesha Catholic - Number 8AL3CL461142**

When this is successful you will see

Manage Non-Profits: Waukesha Catholic School System

You can now choose PLACE AN ORDER (see Order Scrip on the next page)

After the account is set up (from page 1)

To place an order log on to www.shopwithscrip.com

In the orange box - enter email & password

Select "Order Scrip" (blue Tab across the top of screen)

Choose Waukesha Catholic System / Next

- **New Order Page**

- All the vendors are organized by category -

You may have to look in a couple of categories to find what you want or you can type the vendor name in the 'search products' box and select GO.

- Enter a quantity & press ADD TO CART after each selection.

- When your selections are complete, press CHECK OUT

Check out - double check your order. There is a restocking charge for un-wanted items. There are LOTS of vendors we do not have in Wisconsin, make sure you are ordering what you want. There is a RETAILER list at the top that gives you all the details.

- Select Payment Type - You can choose to use the Presto-Pay auto withdraw option or check option.

- If you choose the Presto Pay option you first must set up an auto withdraw account online. (Please watch the "Family Registration" video on www.shopwithscrip.com located under the Presto Pay option listed on the left of your account home page.) Once your account is set up and you check the Presto-Pay option you're done! There is NO need to send a confirmation email. (Please note that once you set up a Presto-Pay account you do not have to use this option every time you order. You may also send a check to school if you wish.)

- If you choose the check option you must print out the order confirmation page and send it to the office with your check. Your order will not be placed until a check and copy of the order is received.

Make sure you child's school and how you want the Scrip to come home (with child or pick up in office) is on the form.

- Order deadlines-get copy of order & check into the Campus office by Monday at 9:00 A.M.