

Directions for Online Ordering

1. Go to www.shopwithscrip.com
2. Follow the instructions to create a user name (email address) and password.
The first time you log in, you will be asked some security questions.
3. You will need the school's enrollment code to set up your account the first time.
4. You may edit your profile/password at any time.
5. To track total rebates earned, click on "Reports" from the menu choices on the left and follow the prompts. Remember that Hillcrest retains 50% of rebates to cover administrative expenses and for other school needs.
6. 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 online using Prestopay. Deadlines for online orders are the same as paper orders. Payment must be received before we can place the order.

Additionally:

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

ScripNow! is the method by which "electronic cards" can be ordered online. Limited retailers are currently in this program, but more are being added. 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 online. 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 pay with Prestopay and alert the office so we can release your order.

More information about these options can be found online at www.schopwithscrip.com or contact the program coordinator for details.

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