



Great Lakes Scrip OLMC Program Online Instruction Sheet

- A. If placing your order using the internet (not using paper order form):
1. Go to the <http://www.shopwithscrip.com/> web site.
 - 1a. **For your initial order:** click Not a member click here? in the Member's login box.
 - b. Enter the requested information to set up your own family's registration account:
IMPORTANT: Use an email account that you can access to verify that your order was placed. Use the First and Last name that will be listed on the CHECK that is sent in to OLMC Scrip for payment on your order. Also, after your first name, list in parenthesis the OLMC student's name whose account you wish to be reimbursed (i.e. Mary (Jesus)). Once you have reviewed the terms, click I Accept. The next information required is the Non-Profit Enrollment Code: **3874472F15326**. Once you click Join the code links your name and orders to OLMC Scrip and you are officially logged in as a "member" to place an order (you will see your name in the blue heading at the top of the screen).
 2. **PLACING YOUR INTERNET ORDER (after registering):**
 - 2a. Go to <https://www.shopwithscrip.com/>, enter your email and password in the Member's Login box on the right of the web site. Click Login. Your "Account Dashboard" will be listed with our name in the blue heading at the top of the screen.
 - 2b. Click the blue heading "Order Scrip" and verify that OLMC is the selected organization to be eligible for your tuition reimbursement.
 - 2c. Click "Next". The "New Order" screen will appear.
 - 2d. Choose a category from the above listed to "shop" from. There are multiple pages in each category. Use the small blue arrows at the bottom of the page to flip through the choices. Enter the quantity of cards to the right of the "retailer and gift card line amount" desired. (i.e. ShopRite \$25 –quantity 2 will give you 2 \$25 gift cards). Click "Add to Cart" at bottom of page before continuing on to another page. This will place your order in your "shopping cart" located on the left hand side of the screen. You may view the items in your shopping cart at any time to make changes (using the edit or delete buttons) if necessary or to "Finish Order".
 - 2e. Click "Finish Order" when you are all done shopping.
 - 2f. **Print your "Order Confirmation" or write down the following information: Order # & date, family name, email address, ordered items, quantity, & item total.** Label the page "Order Confirmation form."
 - 2g. **Send the "Order Confirmation form" to OLMC with your payment (Cash, Pennsylvania check, or cashier's check made out to OLMC Scrip with the memo section labeled with your child's name and grade) in an envelope labeled OLMC Scrip.** Please logout when you are done.

ALL ORDERS AND PAYMENTS MUST BE INTO SCHOOL BY 9 AM EACH THURSDAY, IN ORDER TO RECEIVE YOUR GIFT CARDS IN YOUR CHILD'S CLEAR ENVELOPE THE FOLLOWING WEEK.



**OLMC Scrip Program
Paper Order Form Instruction Sheet**

B. PLACING YOUR OLMC SCRIP PAPER ORDER:

1. Fill out all the personal information at the top of the order form. After your name, please list the OLMC student's name whose account you wish to be reimbursed.
2. Enter the quantity of cards to the right of the "retailer and gift card line amount" desired (i.e. ShopRite \$100 –quantity 2 will give you 2 \$100 gift cards for grand total of \$200. The % listed is the amount Scrip gives back to OLMC to "share" with you 50/50 at the end of the year in tuition reimbursement. Shoprite's % is 4, so for a \$200 gift card, $\$200 \times .04 = \8 , you get \$4 in your "tuition reimbursement account" and \$4 goes to OLMC's general school fund thus $50/50 = \$8/2 = \4 .)
3. For each page, enter TOTAL DUE ALL COLUMNS (both Qty & \$) found at the bottom of each order page. Add all the pages up to get your grand total. ENTER YOUR GRAND TOTALS ON THE TOP PAGE of your order form.
4. **Send your PAPER ORDER FORM to OLMC with your payment (Cash, Pennsylvania check, or cashier's check made out to OLMC Scrip with the memo section labeled with your child's name and grade) in an envelope labeled OLMC Scrip. WHEN Mr. Z's is available (announcement to come), Mr. Z's is a NON-Scrip account, please fill out the order form and send in cash, so we can fill those orders separately.**

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