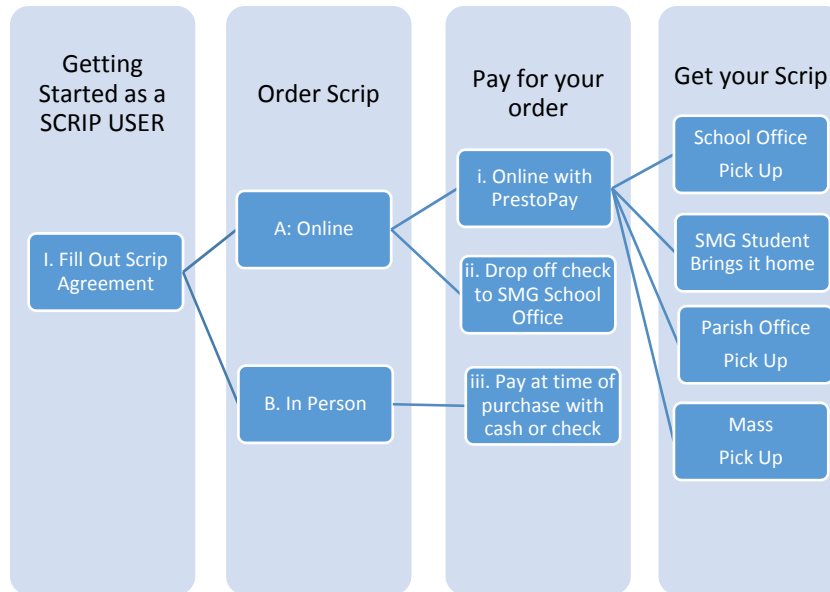


ST. MARIA GORETTI SCRIP PROGRAM – User Guide



I. FILL OUT A SCRIP AGREEMENT FORM

Return it annually by:

- Submitting it online with your school registration materials
- Dropping it off at the SMG School Office
- Scan and email it to SCRIP@STMARIAGORETTI.ORG

Note: This step needs to be done every year with school registration in August. It is due to the school office no later than September 15.

II. ORDER SCRIP

A. ONLINE: Set up an online account

- Go to <https://www.shopwithscrip.com/>
- Click on [“Getting Started”](#)
- Click on [“Join Your Existing Program”](#)
- Enter the Enrollment Code for SMG: **3919E49254L7**
- It will walk you through the steps to set up your online account.
- After your online account is set up, you can [‘Sign In’](#) and order scrip.

Shop with Scrip has over 700 vendors available for purchase!

Orders for online Scrip need to be submitted & paid for by 9am on Monday to be available the Friday of that week. Upcoming order dates are available [here](#).

B. IN PERSON:

1. At SMG School Office, there is a limited supply of SCRIP on hand. You can see what is usually available with the [Scrip Order Form](#). Stop in and buy your Scrip with check or cash.
2. After Masses on the 2nd and 4th weekends of the month. Stop in and buy your Scrip with check or cash.

III. PAY FOR YOUR ORDER - FOR ONLINE ORDERS:

When you go to your cart of your online order on ShopwithScrip, you can pick from your "Payment Options" on the far right side.

A. By Presto Pay:

First time users need to set up a PrestoPay account – see sidebar for instructions.

- This is the default option - select 'PrestoPay'
- Enter in your PIN and your order is automatically paid for out of the bank account you designated in your PrestoPay account.
- A \$.15 cent convenience fee will be added to each PrestoPay order.
- Click 'Submit Order'
- Your order is submitted to the SMG Scrip Team to be filled. It will be ready by the next Friday indicated on the [SMG Order Calendar](#).

B. By Check:

- Select 'Check'
- Bring a check to the SMG office by 9am on Monday to be available the Friday of that week.
- Your order is submitted to the SMG Scrip Team to be filled. It will be ready by the next Friday indicated on the [SMG Order Calendar](#).

IV. RECEIVING YOUR SCRIP

On your annual Scrip Agreement Form, you are asked to indicate how you would like to receive your Scrip Order. All orders in and paid for by 9am Monday of the Scrip Order week will be ready for pick up Friday of that same week. There are 4 options for receiving your Scrip Order:

- Pick up at the SMG School Office
- SMG Student brings it home from school
- Parish Office Pick Up
- Mass Pick Up

Now you can begin using your Scrip at participating vendors. Thanks for supporting the SMG School!

Creating a Presto Pay Account

Follow these instructions below or watch this [video](#).

- Log into your [Shopwithscrip](#) account
- Click on "Dashboard"
- Scroll down & Click "Presto Pay"
- Agree to the terms and conditions
- Enter your Bank Information and your contact information
- Click "Next"

In the next two days, you will receive two small deposits to the bank account you set up for PrestoPay. When those amounts are deposited, write down each amount and

- Log into your [Shopwithscrip](#) account at:
- Click on "Dashboard"
- Scroll down & Click "Presto Pay"
- Enter the amounts of the deposits
- Create a PIN (you will need this PIN number every time you use PrestoPay)
- Click Next
- You will then get an Approval Code. Write it down.
- Email the Approval Code to the SMG Scrip Team at: scrip@stmariagoretti.org

Once we receive your approval code, we will enter it into the system and send you an email back. GLScrip will then send you an email confirming your account has been activated and you should be all set!