

# **\*\*ON-LINE ORDERING PROCESS\*\***

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Go to [www.shopwithscrip.com](http://www.shopwithscrip.com)

- Click on the 'order scrip' button at the top right
- \*Register by filling in the appropriate information and setting up your personal password (please record this...we will not have this information!!!!!!!!!!!!!!)
- \*Click on 'I accept'
- \*Enter the enrollment code: EAB81LB66695
- \*Click on 'Join'
- Click on 'Place Order'
- At the 'Select Org' option click on 'next' for St. Mary Cathedral/Lafayette, IN
- Select the gift cards you would like and enter the quantity of each
- Click on 'Add to cart'
- Click on 'Check out' when you have completed entering all quantities of each card
- Click on 'Finish order'
- Please print the order for your records

\*These items are only required the first time you order. The next time you order online you will simply need to enter your email address and the password you set up then click on 'login'. Follow all other steps as indicated above.

All on-line orders must be placed by **5:00 p.m.** on Monday. We will then need a copy of the printed order with payment attached, and instructions/authorization to send your order home with your child (please include your student's name/teacher's name and your signature), in the school office on **Tuesday** morning. If we do not receive payment, we will not be able to fill or place your order. Also, if you contribute your tuition credit to another family, please indicate the family's name on the printed order form given to us.

All on-hand orders will be sent home on Tuesdays with your child. All special orders will be sent home on Fridays with your child.

Please contact us with any questions or concerns...We are always working to improve the program and welcome your suggestions and comments!

Blessings,

Dawn Hart, SCRIP coordinators