

HSCS Scrip Instructions

Initial Enrollment

1. Go to www.shopwithscrip.com
2. Go to Sign In (You are already enrolled by the school)
3. Enter your user name which is *yourlastname*hscs
4. Click on "Forgot Password" and follow their instructions

This first step will allow you to get credit for any purchases and to order online BUT you will have to make a payment in the school office (to HSCS PTC) before the order will be placed.

ScripNOW and PrestoPay

If you want to skip the step of writing a check to the school and waiting for the Scrip to come in before you pick it up, you have an option of ***paying online*** by signing up for PrestoPay (like a PayPal account). PrestoPay automatically deducts your scrip order from your checking account, and you can buy most Scrip through the website where and you can get ScripNOW which is an online coupon, reload vendor's cards, or make an order to be placed with the school orders.

Note: This process takes approximately a week to set up, but it is **so** worth it for the convenience it offers and you have quicker access to Scrip.

Signing up for PrestoPay

1. Log in to your account at www.shopwithscrip.com
2. Click on "My Account" tab at the top.
3. On the left hand side there is a menu: Click on PrestoPay
4. Here is a chance to watch a quick video on how it works.
5. Next read the information on the page, and click "Yes, I agree" (bottom of page)
6. Enter your bank information. Then click "next."

Note: We cannot use credit or debit cards in this process, only your checking account. They use the same software as the large department stores. We have it set up to accept only your checking account to avoid any extra fees, saving us money.

The following screen will appear:

Two random amounts of money will be deposited in your checking account that you defined in the previous step. This typically happens within 2 business days of you entering your account information. As soon as you see the deposits in your account, make a note of the amounts. Then return to this area of ShopWithScrip.com to verify the set-up of your PrestoPay account. After successfully verifying your PrestoPay account you will be sent an approval code. You will need to contact your program coordinator and give her this code to complete enrollment process.

7. Once the two amounts (very small cents) show up in your checking account, go back to www.shopwithscrip.com and login to your account.
8. It may walk you through setting up a PIN. Use a 4 digit code that you can easily remember. You will need this number each time you place an order so choose wisely.
9. Click on My Account (on the top right) and then on PrestoPay, on the menu on the left side of the page.
10. Enter the two small amounts into the appropriate boxes. You may have to input your PIN again.
11. You will get the following message:

You have successfully verified your PrestoPay account information. To complete the enrollment process you will need your program coordinator's approval. We (ShopWithScrip) will send you an email that contains a unique approval code. Contact your coordinator with that code, and they can then approve you to make PrestoPay purchases. If you do not get the approval code, contact your coordinator and they can send you another.

12. Take this 4 digit approval code and contact Marie Smith at 208-244-2120 or smithma@hscsidaho.org. She will use this code to activate your PrestoPay account.
13. Once you are activated, you are ready to go.
14. There is a small \$.15 fee for each order.

USING YOUR SMART PHONE

ShopwithScrip.com has made it even EASIER!!! Go to MyScripWallet.COM and sign in using the same Username and Password that you use to log in to ShopWithScrip.com. Now you can order, purchase and use the gift cards from the convenience of your cell phone when ever and where ever you need to. You will need the 4 digit PIN number you created when you set up PrestoPay. The process takes anywhere from 7-15 minutes before card appears on your phone. It is QUICK and EASY!!! No more excuses for not using Scrip because you can order while standing in the checkout line.

Things to keep in mind:

1. When you order ScripNow, it can take an hour before the email coupon is sent to your on your computer; minutes if you order on your smart phone.
2. Sometimes, in the beginning while you are new to PrestoPay, they will hold your order for security reasons. Only HSCS Scrip Coordinators (Marie Smith or Rebecca Rodriguez) can release the security hold. They will receive an email regarding this. If you order on the weekend and get a security hold call Marie at 208-244-2120 or Rebecca at 618-203-3288to release or wait until Monday for it to process.
3. Make sure you have enough funds in your account when you make a purchase online. If you do not, you will be charged a fee, and the school will be billed for your purchase.

Please contact the coordinators if you need help during the sign-up process.

Thank you for supporting Holy Spirit Catholic School through our ShopWithScrip program.