

RESURRECTION CATHOLIC SCHOOL DOT ENROLLMENT INSTRUCTIONS

The Dollars Off Tuition (DOT) Program enables RCS families to earn credits towards their next school year's tuition.

The company we will be using to order scrip (gift cards) is called Great Lakes Scrip Center (GLSC). This is the company that our school has used for the past several years. They have proven to be reliable and rarely have backorders.

To participate in this program you need to have an email address, a computer with internet access, and the RCS enrollment code. GLSC uses ShopWithScrip.com for ordering scrip. You will need to register your family with ShopWithScrip to place your orders and pay for them through ACH withdrawal (Presto Pay). ShopWithScrip.com offers the option to pay by check, but RCS **WILL NOT** be accepting checks. RCS will only accept Presto Pay (ACH) payment. Any orders not paid through Presto Pay will be voided by the coordinator. **YOU MUST HAVE YOUR PRESTO PAY ACCOUNT SET UP AND VERIFIED BY THE COORDINATOR BEFORE YOU PLACE YOUR FIRST ORDER!!!**

The scrip coordinator, Lorraine Contento, will gather up individual family orders and release them to GLSC for processing and shipping once a week. The ShopWithScrip.com site enables you to order scrip from home accurately and gives you the ability to view your order status, track the amount you have earned towards tuition credits, and view your purchase history.

To register with ShopWithScrip:

1. Go to www.shopwithscrip.com.
2. Go to the orange **Member's Login** box on the right side and click "Not a member?" This link brings you to the registration page.
3. Type in your email address, and verify it by typing it in again. Create a password, and verify by typing it again.
4. Enter your name, gender, and year of birth. You can enter your address so your scrip can be tracked more easily.
5. Read the terms of service and privacy policy and click "I Accept". After you accept, you will receive an email confirmation with your password and other information needed to use ShopWithScrip.
6. Next, the site will prompt you to join an organization. RCS ENROLLMENT CODE is: **FA957F7A7326**, type in the enrollment code and click "join". If successful, you will be notified that you have joined RCS.
7. After you have received notification that you are registered, you will need to set up a Presto Pay (ACH) account. **THIS IS VERY IMPORTANT!!!**
8. Go to ShopWithScrip.com and log in.
9. You will be prompted to learn more about Presto Pay, click "Learn More" to visit the Demo Page.
10. Read the agreement and terms carefully and click "yes" to continue. This will now bring you to the Account Information page. You need to enter your bank information in the bank name field.
11. The next screen asks you for the account name. This is for your reference. In the example, the account is named "Dad's checking". You could use, "work account", or "family account", etc.
12. Next you need to indicate Checking ONLY.
13. After this, you need a bank check in front of you.
14. Locate the routing number which is 9 digits and in the lower left hand corner. Then locate your account number which can be anywhere from 3-17 digits. You do **not** need your check number.
15. Enter these numbers in the appropriate fields and click "Next".
16. You will then be notified that 2 small deposits (under .99 cents) will be made into the account you have designated for ACH payment (Presto Pay). This can take up 72 hours. Once the deposits have been made into your account, jot them down.
17. When you have the amounts, log onto your ShopWithScrip.com account. The prompt will have changed to "click here to verify your account". Enter the amounts in the 2 spaces.
18. Once your account is verified, you will be sent an e-mail message that contains instructions and a unique approval code. **YOU MUST SHARE THIS CODE WITH YOUR COORDINATOR, Lorraine Contento. Email is the method preferred. Please allow coordinator up to 24 hours to finalize your enrollment. THIS STEP MUST HAPPEN BEFORE PLACING YOUR FIRST ORDER!!**
19. Each scrip order you place will be charged a .15cents processing fee. For example, if you place an order for \$100 in gift cards, \$100.15 will be debited from your account.
20. Be aware that your account will be debited the same day you place your order. Overdraft penalties apply.

We realize that this may seem a bit overwhelming and by reading the directions, you may think that the process will take a lot of your time, but the ShopWithScrip.com website is easily navigated and very straightforward. The process to enroll only takes minutes of your time.

The website answers many questions and is as secure as any reputable website. For example, if you use Amazon.com, Ebay.com, or do any online ordering, as well as, using your email account, the same security systems are in place with these sites as with ShopWithScrip.com.

Maryanne Carey will coordinate this wonderful program and would be happy to answer any questions you have and help you to register if needed. You can reach Lorraine Contento @ LorraineContento@gmail.com or 856-264-4145..

HAPPY ORDERING!!

THE RCS DOT PROGRAM TEAM