

Go to www.shopwithscrip.com

1. Find the Family Sign Up box (Green Box on the left hand side of the screen)

2. Click Create Account

3.

a. Step 1 Enter your Username

b. Step 2 Create and Confirm your password

c. Step 3 Enter your account Information

i. First Name

ii. Last Name

iii. Gender

iv. Year of Birth

v. State

vi. Zip

d. Step 4 Enter your email address

e. Step 5 Review and accept the agreements

f. Click I Accept

g. Update User Information Page

i. Pick a Challenge Question #1

ii. Enter in Answer

iii. Click Save Answer

iv. Pick a Challenge Question #2

v. Enter in Answer

vi. Click Save Answer

h. Join a Non-Profit Page

i. Enter in Enrollment Code

ii. 14DF8FB61144 (code is case sensitive please make sure all letters are in CAPS)

iii. Click Join

i. Manage Non - Profits Page

i. If TCCES (Twin Cities Catholic Ed. System) shows up Click Default

It will turn the Default button green

ii. Click Home

j. This brings you to the Scrip website

k. Click on My Account

i. This brings you to the Family Home Page

ii. On the left hand side Click Change Profile/Password

1. You will find the information you put in before, down towards the bottom of the page it will say Pick Up Method

a. Please enter in where you are picking your Scrip up from

i. SP = St Pat's

b. PLEASE NOTE: If you will be coming in to pick your SCRIP order up just put the name of the parish you will be picking it up from in the Pick Up Method.

c. Click Save

d. A message will pop up saying Your profile has been updated, Click OK

e. YOUR ONLINE ACCOUNT HAS BEEN SET UP!!!

f. Now it's time to set up your PRESTO PAY account – so you can stop using checks and pay online.

4. Setting up **Presto Pay**

a. Find Presto Pay on the left hand side of the screen, Click Presto Pay

b. Read over the Presto Pay agreement and Click Yes, and I agree

c. Presto Pay Screen

i. Please Enter in your bank account information

1. Bank Name: (example – Chase)

2. Account Name: (example – Savings Account)

3. Account Type: Choose Checking or Savings

4. Routing Number:

Enter in the routing number from the bottom of your check (see example picture on the website)

5. Account Number:

Enter in the account number from the bottom of your check (see example picture on the website)

6. Enter Validation Code: (this is the code they give you on the website)

7. Click Next

ii. Presto Pay Page comes up

1. It will inform you that two random amounts of money will be deposited in your checking account within 2 business days. This is done so Great Lakes can verify your Presto Pay account is linked to an active bank account.

*After this has been done successfully, you will be sent an approval code. You need to contact Stacie McClone with this number so your account can be approved on our side.

2. Contact Stacie McClone either by email or cell phone

a. Email: staciemclone@yahoo.com

b. Cell: 920-915-0596

c. When leaving me a message just let her know your name and the code number.

She will approve that as soon as she receives it

3. Click Return to Dashboard

4. When there has been two deposits made into your bank account, return to www.shopwithscrip.com, log into your account to verify the amounts

a. At the top of the page you will see a "Click here to verify link". Click on That.

b. Enter in the two different amounts

c. Give yourself a 4 digit pin number that will be used when you check out using your Presto Pay account.

d. Click Next

5. You will then receive an email giving you an approval code when you get this just email or call Stacie McClone with this number and you are all set to go!!!

If you have any questions when setting up your account or your Presto Pay, please call or email Stacie McClone.