

Emerson School SCRIP Program Instructions

Thank you for your interest in the Emerson School SCRIP Program. Follow the EASY instructions below to enroll and to receive your SCRIP orders.

HOW TO REGISTER:

- Go the Great Lakes SCRIP website www.shopwithscrip.com
- To register as a NEW customer click on the “Create Account” link indicated in the green FAMILY SIGN UP box on the left side of your screen. (To shop as a returning customer, go to MEMBERS LOGIN in the orange box).
- Complete the registration page, accept the terms and conditions, and press enter. You will then be prompted for an enrollment number. Emerson’s enrollment number is **2AA5556B19227**.

HOW TO PAY:

There are two payment options available for your use. One is an electronic debit from your checking account and the other is via a personal check.

- To use a **direct debit from your checking account** to pay for your SCRIP purchases, enroll in “**Presto-Pay**”. . *This is the quickest way to order once you are enrolled in Presto-Pay.*
 1. To enroll in Presto-Pay, click in the “Presto-Pay” link on the right of the screen which shows you have enrolled in the Emerson SCRIP program
 2. You will enter your checking account information here. Registration takes up to 72 hours. Before you can order SCRIP the first time, you will need to respond to a short email from Presto-Pay, asking you for information regarding two small deposits that Presto-Pay will make into your checking account. This is a confirmation process. Your order can be placed immediately after this response.
 3. \$.39 per order will be charged to your checking account along with the cost of your SCRIP order.
- To pay by **personal check**, please make your check payable to Emerson for the amount of your order.
 1. Please place your check in the *manila envelopes* hanging in Mrs G’s office and in Mrs. Hodges’ middle school basket. Write SCRIP in the memo line. IF you mail in your check please send to the attention of Sue Johnson/SCRIP.
 2. When paying by check, **your order will not be processed until payment is received at Emerson.**

RECEIVING YOUR ORDER

SCRIP promises a two day turnaround from the time they receive the order online. As soon as your order is placed (and payment confirmed) the SCRIP coordinator will receive a message and will place your order.

- We expect to be ordering at least once a week through December 14, so you can expect to receive your order within 7 business days of when your payment is received. We will always order on TUESDAYS if we have orders in hand.
- To receive orders by holiday break (December 18), please complete your order by December 14th.
- Emerson will not process orders when school is not in session.

When your order is received at Emerson, you will be notified via email, to select your preferred pick-up: You can then pick up your order from Joan Gregorka, Rose Murphy during aftercare, or your order can be placed in your child's backpack.

QUESTIONS:

Please feel free to contact our SCRIP Coordinator, Colleen Spencer. Thanks for supporting Emerson while you shop!

Colleen's Contact Info:

A2spencer@comcast.net

734-747-9278