

CREATING A NEW USER ACCOUNT

- Go to www.scripzone.com and click in the New User Option.
- Create your Account by entering a User Name, Password, and enter a valid Email Address. This email address is used to send confirmation of orders.
- Enter your Contact Information. Please be sure to include your full address and phone where you may be reached for clarification of your order if needed.
- After registering you will be prompted to provide an School ID.
- **Please enter the following Group ID: 843650CCS**
- You are now ready to place orders! Click 'Go to Place an Order'

PLACING AN INDIVIDUAL ORDER

To place a New Order login to www.ScripZone.com's secure website and follow link from Home Page or through the menu bar tabs to My Zone → My Orders → New Order. With each New Order you will be prompted to:

- Select your Group/School,
- Select your Team within the School,
- Select your Payment Method.

SCRIPZONE'S ORDERING OPTIONS

Multiple options and solutions to explore while shopping from the comfort of home, 24/7.

- 'Certificate List/Details' gives you two new options for ordering: Retailers by Category or Alphabetically. Simply click on any Retailer's Name for all the Guidelines and Details, including Store Locator links, Card Balance links and Phone Numbers.
- 'My Favorites List' contains a short list of your favorites chosen by you!
- Shop quickly, directly to your *Shopping Cart* when you know exactly what you want.

CHECK OUT PROCESS AND PAYMENT OPTIONS

www.ScripZone.com brings you three great options for payment of your online orders. To begin your Checkout Process, just click the Shopping Cart to view your order, or go directly to Check Out option at the top right corner of your screen. Simply follow the process from your Shopping Cart and click on your Check Out button, proceeding to 'Place your Order'.

❖ PAYMENT TO GROUP COORDINATOR

If you are paying with check or cash to your school (Group Scrip Coordinator), just click the Place Your Order button. You will see the details of your order. Confirmation of your order is sent to your email account as well as to your school. Your order will be held pending payment to the School. Once payment is confirmed, your Scrip Coordinator will submit all paid orders for fulfillment. All orders placed and paid to the School are compiled together as one order and shipped directly to the school. Orders placed by 11:00 am on Tuesday morning are available for pick-up Thursday afternoon.

❖ PAYMENT WITH ScripPayment GATEWAY

UnitedScrip works with Payment Gateway, a National Provider of secure, online payment systems, The Federal Reserve and your banking institution to provide this service. Payment Gateway is an easy and convenient option for your family to pay your school online for your Scrip orders, anytime night or day from the convenience of your home.

WWW.SCRIPZONE.COM

Getting set up is easy. Simply login to your account at www.scripzone.com and click on:

- ✓ My ScripPayment Gateway Center to (Begin the Applications Process)
- ✓ Complete Account Information indicating Account Type (*Savings or Checking*)
- ✓ Create your Pin.
- ✓ Accept the *Terms and Conditions* and you are on your way to a secure payment option for your Scrip orders.

The progress of your application can be noted from the Home Page of your www.scripzone.com site.

- ✓ My ScripPayment Gateway Center (Processing Application)

Once you submit the Banking Information required, Gateway will verify your accounts by depositing a small amount **INTO** your account. This process requires 3 – 5 business days. If you bank online, check your bank account or statement for the transaction and note the amount deposited. Amounts will vary with each verification process. Once the deposit is confirmed to Gateway, your status will change on the HomePage.

- ✓ My ScripPayment Gateway Center (Waiting for Your Approval)
 - Click on the link and confirm amount deposited into account.
 - Enter the amount deposited into your account and click Approve eCheck. You are now approved to electronically process payment for your Scrip Orders.

Please note that by approving and establishing this account you understand and agree to the Terms and conditions of www.scripzone.com.

- ✓ A \$0.50 fee will be added to your total order and processed with each payment. This charge applies to each transaction.
- ✓ I authorize UnitedScrip to electronically transfer funds from my account for payments due.
- ✓ Furthermore, if any such electronic debit(s) should be returned by my financial institution as unpaid (Non-Sufficient or Uncollected Funds), I understand that my school will be charged the amount of order in full, plus a banking fee of \$25.00. Your order will be cancelled if not yet released for fulfillment by your Group Coordinator. If the order has shipped, the Group Coordinator will be notified to hold your order until payment is received by the school. If the order has been released to you, you are responsible to pay the school in full, plus any banking charges.

PAYMENT WITH CREDIT CARDS

If you are paying with a Credit Card, please complete and confirm Billing and Shipping Information, fill in the necessary Credit Card information and shipping Options. Shipping Options are available only for those orders that are paid by Credit Card, (Shipping Charges will apply). *To avoid additional charges, orders may be shipped directly to Group Coordinators with their next order. Orders shipped to the School will be compiled and shipped with their regular order.*

ABOUT SECURITY

We take your security seriously. Communication with your browser is completed over an encrypted communication platform for security reasons. Most modern browsers will allow you to use encrypted communications when you navigate our site. You may not be able to access our site if you are using an old browser (5 years old or more). If you have a problem accessing our secure site, please send an email to: support@scripzone.com.