



Holy Trinity Interparochial School

## When to order...**First Friday** of every month

Month	1 <sup>st</sup> Friday order date	Thursday Kids mail or pick-up
October	5 <sup>th</sup>	18 <sup>th</sup>
November	2 <sup>nd</sup>	15 <sup>th</sup>
December	7 <sup>th</sup>	13 <sup>th</sup> – 20 <sup>th</sup>
January	4 <sup>th</sup>	17 <sup>th</sup>
February	1 <sup>st</sup>	14 <sup>th</sup>
March	7 <sup>th</sup>	18 <sup>th</sup> *
April	4 <sup>th</sup>	17 <sup>th</sup>
May	2 <sup>nd</sup>	15 <sup>th</sup>

## How to Register with Scrip:

- 1) Log in to: [www.shopwithscrip.com](http://www.shopwithscrip.com)
- 2) Scroll down slightly to orange Member's Login box
- 3) Fill in required fields – press "I accept"
- 4) Web site will prompt: Enroll with an organization, enter Enrollment Code:  
B2C4199D111L5  
Press join
- 5) Click "Home" to return to home page
- 6) You will receive a confirmation e-mail from scrip

## How to Place an Order with Scrip:

- 1) Log in to: [www.shopwithscrip.com](http://www.shopwithscrip.com)
- 2) Click "Order Scrip"
- 3) Select the organization, it will say Holy Trinity Interparochial School/Westfield, NJ – click "Next"
- 4) This will bring you to the "New Order" page
- 5) Click on "Filter Product Items" to shop by category of retailer (within the category of retailer there may be ex: 1 of 3 pages, keep pressing the forward arrow to view all retailers)
- 6) Select the quantity of cards in the face value offered and press "Add to Cart" ... Continue to other categories and "Add to Cart"
- 7) When done shopping: click "Check Out"
- 8) You are at "Shopping Cart" with an order summary – you may modify the order by clicking on edit or delete
- 9) Click on "Finish Order"
- 10) "Order Confirmation" shows, press "Printer Friendly" at the top of your screen to print your order so it fits on one page and submit it with payment to account coordinator (Jacque Bourke c/o Caitlin 2-H)



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## How to submit Payment:

- 1) If paying by **Credit Card** (earn points and miles when buying scrip) you must fill out the credit card information form provided **each** month.
- 2) If you need extra forms please see our website at [www.htisnj.com](http://www.htisnj.com), go to the “What’s New” red box on the right side of the screen and click on “Support your School – scrip” or ask at the office for an extra form.
- 3) If paying by **Check** write the check out to “**HTIS Scrip**”
- 4) Include in envelope:
  - a. order confirmation
  - b. payment information or check
  - c. send in “Kids Mail” to Jacque Bourke c/o Caitlin 2-H
- 5) No order is final until payment is received and it is in hand on/or before the order due date.

## How do you receive gift cards:

- 1) You will receive the gift cards approximately two weeks after ordering through the weekly envelope distribution on Thursdays
- 2) If for any reason you want to pick the cards up in person please notify Jacque Bourke via e-mail at [bourkefamily@comcast.net](mailto:bourkefamily@comcast.net) to make arrangements
- 3) If you have a special occasion and need the cards in a more timely manner please e-mail Jacque Bourke and every effort will be made to accommodate the request.
- 4) We will be using express shipping for the December order cycle in an attempt to turn the cards around in a shorter time frame. Please try to plan ahead in November.

All of the above instructions are available in more detail and with visuals on the scrip website in the family user guide.

We highly encourage you to process scrip electronically for accuracy and full vendor availability, but we will provide an abbreviated order form in October and then on a request basis. E-mail Jacque Bourke at [bourkefamily@comcast.net](mailto:bourkefamily@comcast.net) for additional forms and note which child and what class it should be sent through for kids mail.