

# WWW.SCRIPZONE.COM

## CREATING A NEW USER ACCOUNT

---

- Go to [www.scripzone.com](http://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 Organization ID.
- **Please enter the following Group ID:**
- You are now ready to place orders! Click 'Go to Place an Order'

## PLACING AN INDIVIDUAL ORDERS

---

To place a New Order login to [www.ScripZone.com](http://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/Organization,
- Select your Team within the Organization,
- Select your Payment Method.

## SCRIPZONE'S NEW ORDERING OPTIONS

---

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

- '*Shop our Gift Card Mall*' and enjoy a visual shopping tour by Gift Card images. By simply placing your mouse or cursor over the image, your gift card details and ordering option will appear. Move from Gift Card to Gift Card and find the perfect card for you!
- '*Scrip Suggest*' is our version of 'Google Suggest' which allows you to "auto-complete" or type in the first few letters of a Retailer and narrow your options.
- '*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](http://www.ScripZone.com) brings you three great options for payment of your online orders. Please check with your organization for availability of options other than Payment to Group Coordinator. To begin your Checkout

# WWW.SCRIPZONE.COM

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 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 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 Group Scrip Coordinator. Your order will be held pending payment to the Group or Organization. Once payment is confirmed, your Scrip Coordinator or Program Administrator will submit all paid orders for fulfillment. All orders placed and paid to the Organization are compiled together as one order and shipped directly to the address of record for the organization. Please email or contact your Group Scrip Coordinator for delivery dates, pick-up, or details.*

## ❖ 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. Your Group must have established the availability of this payment option.*

UnitedScrip's easy and convenient option for your family to pay your organization online for your Scrip orders, anytime night or day from the convenience of your home. UnitedScrip will electronically accept your payment on behalf of your non-profit organization.

Getting set up is easy. Simply login to your [www.scripzone.com](http://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](http://www.scripzone.com) site.

- ✓ My ScripPayment Gateway Center (Processing Application)

Once you submit the Banking Information required, our 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 the 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](http://www.scripzone.com).

# 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 nonprofit 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 order until payment is received to organization. If the order has been released to you, you are responsible to pay the organization 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 Organization will be compiled and shipped with their regular order. Please consult your Coordinator for shipping details and delivery options.*

## ABOUT SECURITY

---

We take your security seriously. Communications with your browser is completed over an encrypted communication platform for security reasons. Most modern browser 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](mailto:support@scripzone.com).

Thank you for allowing us to serve your organization!

Your ScripZone.com Team