

www.SCRIPZONE.COM



Family Registration and Users Guide

Brought to you by

UnitedScrip
Your Fundraising Partner

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Introduction

Welcome to UnitedScrip! Helping you make a difference for your non-profit organization is why we do what we do! Since 1999, we have partnered with thousands of non-profit organizations across the United States, helping them to raise millions of dollars to benefit their schools, churches, sports teams, community programs and organizations.

The great news is that it won't cost you, your friends, family members or supporter's one extra dollar!

Scrip...what is that? How could it possibly help us?

Scrip actually means anything used in the place of money. In this case we are talking about gift cards from local and national vendors.

How does this translate into a fundraising program for our school?

- ✓ Here are a few things that it doesn't mean!... **No door to door selling!**
- ✓ No boxes of merchandise to ask our friends, family and neighbor to purchase.
- ✓ No embarrassment when it arrives and we must deliver it back to the families who were generous enough to purchase something they didn't want or need in the first place!!!

UnitedScrip purchases millions of dollars' worth of gift cards (SCRIP) yearly from national vendors. Your organization then purchases these same cards from UnitedScrip at a discount. We in turn offer this scrip to our parents at face value. You receive dollar for dollar the value of cash for these items. We earn from 1.5% - 25% on every purchase you make!

It's that simple!

No door to door sales!

No added expenses!

How do I help?

Every year nonprofits face shortfalls, and unfortunately, the bottom line is that the needs of the programs they support suffer. As parents and members we want to help, but we also have limited funds available to donate. Your organization is partnering with UnitedScrip to provide a program that will be a continual source of help. UnitedScrip's program will allow you as a parent, member or supporter to weekly make a choice to direct your normal purchases for essentials...milk, eggs, gas, clothing to those retailers that partner with our organization. By purchasing gift cards to use instead of cash, for our normal everyday purchases, we can create a powerful source of revenue for our programs!

*Simply follow the step-by-step instructions in this manual to enroll.
Once your enrollment is complete you can begin...*

*To make a difference with every purchase!
Scrip Makes It Easy! YOU Make It Count!*

ScripZone.com - Your New Home for Fundraising

UnitedScrip welcomes you to our free online ScripZone for your organization. ScripZone combines the record-keeping expertise and processing of UnitedScrip's Software with our secure web application for ordering Scrip, 24/7, day or night, from the convenience of your home.

ScripZone expands the ability of your organization to reach its fundraising goals, by giving members, family and friends access to a proven method of raising funds without the hassle of door-to-door sales, order forms to fill out or checks to send in.

Who can Participate?

All of your supporters, family, friends, grandparents, business associates, and neighbors can participate once registered. Actually, anyone interested in supporting a non-profit organization. Registered users must obtain the Group's Enrollment Code to link their purchases to the organization. Supporter's orders are shipped to the Organization for distribution, or if paid by Credit Card, may be shipped to individuals. (shipping costs apply)

What do you need to participate?

- ✓ Internet access
- ✓ Email address and account
- ✓ Your organization's Enrollment Code
- ✓ Modern Browser (5 years old or newer)

Join with us as we build a new community, dedicated to supporting your schools, clubs, teams, civic and community programs, charitable or religious organizations and foundations. Our goal is to provide you with the opportunity to impact the needs and goals of your organizations...by making every purchase you make profitable! Begin today!

Registration at www.ScripZone.com

1. Go to www.ScripZone.com and click in the New User Option as seen in Figure 1.



Figure 1

2. Create your **Secure Online Account** (Fig. 2):

- ✓ **Create Your User Name**
- ✓ **Password**
- ✓ **Enter your Email Address**
(confirmation of your orders are emailed to registered accounts)
- ✓ **Choose a Security Question**
- ✓ **Answer Security Question and continue to "Accept and Create User"**

Registration Form

Begin today supporting your nonprofit organization by creating your online ScripZone.com account below. Once registered, you may join your group or groups that you plan to support with your purchases. The Group's Unique Id can be obtained from your Organization Leader.

Sign Up for Your New Account

User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
E-mail:	<input type="text"/>
Security Question:	<input type="text" value="What is the name of your High School?"/>
Security Answer:	<input type="text" value="What is the name of your High School?"/>

What is the name of your High School?
In what city were you born?
What is your favorite sport?
Name of your High School Mascot?

Note: By creating a user you agree to ScripZone.com terms and conditions. We may send you e-mails regarding your orders in scripZone.com, group activities, and other special promotions.

Figure 2

Registration (continued)

3. Enter your Contact Information (Figure 3).

Please be sure to include your full address and phone where you may be reached for clarification of your order if needed. By creating a User, you do agree to receiving information and updates from www.ScripZone.com concerning confirmation of orders you have placed, special retailer discounts from 'ScripNotes' our electronic newsletter, and emails from your Group Scrip Coordinator.

*It is our policy that **NO** information, including emails, phone or addresses are **EVER** made available to third parties.

4. After registering, you will be prompted to provide an Organization ID. See Figure 4 for details.

Please enter the following Group ID: _____

Thank you for Registering

To begin ordering with www.ScripZone.com please join as a supporter of your organization by entering their Unique Group Id below. After Entering the Group ID just click Join Group. After adding your group, you are ready to start placing orders.

Enter your Group's Unique Id here. 

Group ID	Group Name
No records to display.	

 Your Group Id will appear here.

 Your Group's Name will appear here.

Figure 4

Registration Form

Begin today supporting your nonprofit organization by creating your online ScripZone.com account below. Once registered, you may join your group or groups that you plan to support with your purchases. The Group's Unique Id can be obtained from your Organization Leader.

You are almost done. Please complete the following information:

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Phone:

Figure 3

Note: By creating a user you agree to Scripzone.com terms and conditions. We may send you e-mails regarding your orders in scripzone.com, group activities, and other special promotions.

Easy Access to All Your ScripZone Features

From the convenience of your Home Page, you can easily explore the features of ScripZone:

1. Place your orders, or return to your cart to finish your order.
2. Check Order History to view your orders on ScripZone, profit generated, and payment history.
3. Join Additional Groups that you can support with your orders.
4. Check Individuals that place orders to support you.
5. Designate your Orders to support individuals.
6. Create a Favorite List of Retailers.
7. View Gift Card and Guidelines.
8. Link to Retailers Websites, locate stores, or phone numbers.
9. Update Your Profile, Change Passwords, Establish ACH Account.
10. Send/Receive Emails to Group Coordinator.
11. Email ScripZone Support.



The screenshot shows the ScripZone Home Page. At the top, there is a horizontal menu with options: 'My Home Page', 'My Zone', 'Retailer', and 'Contact Us'. The 'My Zone' menu is expanded, showing sub-options: 'My Groups', 'My Orders', 'My Support Zone', 'I Support Zone', 'Message Center', and 'My Profile'. The 'My Profile' sub-menu shows 'Update My Information' and 'Change my Password'. The background of the page features a collage of various gift cards from different retailers like Old Navy, Michaels, and Michaels. Below the menu, a welcome message says 'Welcome Carol to ScripZone!' and there is a notification icon for new messages. A sidebar on the left lists several navigation links with green checkmarks: 'Start a New Order', 'Check Order History', 'My Favorite Retailers', 'Find a Retailer', 'Update Profile', 'Message Center (3 New Messages)', 'Continue with Order', 'Join a New Group', 'My Supporters', 'People I Support', and 'Change My Password'.

Figure 5

Placing Orders in ScripZone.com

1. To place New Order go to My Zone → My Orders → New Order from the menu bar. You may also follow links directly from the Home Page via 'Place a New Order'.
2. With each New Order you will be prompted to:
 - a. Select your Group/Organization,
 - b. Select your Team within the Organization,
 - c. Select your Payment Method.
 - d. Complete the form by selecting "Set Information for this Order."

Choose details related to this order

Please confirm the Group, Team and Payment Method for this order.

Select Your Group: Daniel High School

Select Your Team: Fifth Grade

Select Your Payment Method: Pay To Group Coordinator

[Set Information for this Order](#)

Figure 6

These details are very important to your order. ScripZone allows you, as an Individual User to join or support multiple organizations. For example – you may purchase Scrip through one of your children's School and also in support of another child for their Scout, Soccer, or Church Group. Orders may be designated and directed to support these groups.

Make Shopping Easy!

Before continuing with your order, please choose a method to conduct your shopping. Below is an explanation of each of the four ways offered. Figure 7 also shows that these explanations are available on ScripZone.com for easy access.

ScripZone brings additional new options to make your shopping experience even easier, from the convenience of your home!

Shopping Made Easy!

ScripZone brings you new additional options to make your shopping experience even easier, from the convenience of your home! 'Shop our Gift Card Mall' will give you 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 Gift Card for all the Guidelines and Details, including Store Locator links, Card Balance links and Phone numbers. 'My Favorites List' contains Favorites chosen by you!

- ✓ [Scrip Suggest](#)
- ✓ [Certificate List/Details](#)
- ✓ [My Favorites List](#)
- ✓ [Shop our Gift Card Mall](#)

Figure 7

- '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 Gift Card for all the Guidelines and Details, including Store Locator links, Card Balance links and Phone numbers.

- 'My Favorites List' contains favorites chosen by you!
- 'Shop our Gift Card Mall' will give you 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!

Your Shopping Cart

To Add a Gift Card to your Shopping Cart, simply begin typing the Retailer Name, select the denomination, enter quantity and click Add To Shopping Cart.

When you know exactly what you want, you can shop quickly, directly from your Shopping Cart (Figure 8), which can be found in the upper right-hand corner of your screen.

Certificate	Denomination	Quantity	Subtotal
L.L. Bean	\$25.00	4	\$100.00

Total Amount: \$100.00

Update My Cart Checkout

Figure 8

Checkout Process

1. Before you begin the checkout process, please take the time to glance through your order and make sure that you have ordered the correct certificates, the correct denomination, and the correct quantity. If there is a problem, take one of the following steps to correct the error:
 - a. Incorrect Certificate or Denomination – Click on the delete button next to the certificate. At the top of your shopping cart, choose the correct certificate and quantity and then add it to your order.
 - b. Incorrect Quantity – Highlight the quantity that you need to change and enter the correct number of cards. Click on Update My Cart.
2. 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 (Figure 9).



Figure 9

Your Shopping Cart

To Add a Gift Card to your Shopping Cart, simply begin typing the Retailer Name, select the denomination, enter quantity and click Add To Shopping Cart.

➤ Or from your shopping cart just click on your Check Out button (Figure 10).

Certificate	Denomination	Quantity	Subtotal
A.J. Wright	\$25.00	2	\$50.00
Amoco	\$100.00	2	\$200.00
L.L. Bean	\$25.00	4	\$100.00

Total Amount: \$350.00

Update My Cart Checkout

Figure 10

3. Confirm Order by clicking *Place your Order* (Figure 11).

Order Check Out

Please confirm the details of your order below. The order will be held until your Group Coordinator releases all orders for fulfillment. At that time your order will be shipped directly to the Address of Record for your Organization. Please contact your Group Coordinator for details. Thank you for ordering from ScriptZone.com ... your Fundraising Partner.

Certificate	Quantity	Subtotal
A.J. Wright	2	\$50.00
Amoco	2	\$200.00
L.L. Bean	4	\$100.00

Total: \$350.00

Place Your Order ←

Figure 11

Payment Options

Direct Payment to Organization

Orders are placed online and your check is sent to your Organization.

- Once an order is placed, a confirmation of that order is emailed to your email account and to your Group's Scrip Coordinator (Figure 12).
- Your order will be held in the queue pending payment to the Group or Organization.
- Once payment is confirmed, your Scrip Program Administrator will submit your order for compilation with the entire group order.
- All orders are shipped directly to the address of record for the organization.
- Please email or contact your Group Scrip Coordinator for delivery dates, pick-up, and details.
- If payment is not received prior to compilation of orders, all unpaid orders are held until payment is received and next order compiled and sent to UnitedScrip for shipment.

Thank You for your Order

This order will be sent directly to your Group Scrip Coordinator.

For information or details relating to pick-up or delivery of your order, contact your Group Scrip Coordinator.

Details For Order

Order #: 87
Date: 9/10/2009
Ship Via: Order Sent To Group Leader, Please check with your group leader
Bill To: Carol Rampey
304 Deer Trail
Send To: Carol Rampey
304 Deer Trail
Payment: Paid to Group Leader

This order benefits: Daniel High School

Certificate	Quantity	Profit Brought	Total
A.J. Wright	2	\$3.50	\$50.00
Amoco	2	\$4.00	\$200.00
L.L. Bean	4	\$18.00	\$100.00

Sub Total: \$350.00
Shipping & Handling: \$0.00
Grand Total: \$350.00

ScripRewards generated by this Order: \$25.50

In Partnership with www.UnitedScrip.com

Thursday, September 10, 2009

Page 1 of 1

Figure 12

This is an example of a receipt. You may print out this confirmation and keep it for your records.

Payment Options (continued)

ScripPayment Gateway

Orders are placed online and members pay through his/her electronic banking account. This account is established by the member. This type of payment incurs a \$0.50 fee for each transaction.

How to establish an Direct Electronic ACH via ScripZone.com's ScripPayment Gateway

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

UnitedScrip works with Payment Gateway, a National Provider of secure, online payment systems, The Federal Reserve and your banking institution to provide this service.

ScripZone.com's electronic payment processing system for easy payment processing of your orders.

Getting set up is easy. Simply login to your www.scripzone.com

- From the Home Page, click on My ScripPayment to begin the applications process (Figure 13).

To navigate, please choose from the options below or use the Menu to navigate throughout this site.

- ✓ [Start a New Order](#)
- ✓ [Check Order History](#)
- ✓ [My Favorite Retailers](#)
- ✓ [Find a Retailer](#)
- ✓ [Update Profile](#)
- ✓ [Message Center](#)
- ✓ [Continue with Order](#)
- ✓ [Join a New Group](#)
- ✓ [My Supporters](#)
- ✓ [People I Support](#)
- ✓ [Change My Password](#)
- ✓ [My ScripPayment](#)



Figure 13

- Complete the ScripPayment ACH Account Information (Figure 14). Be sure to indicate if the account is a Checking or a Savings Account, and then create your PIN.

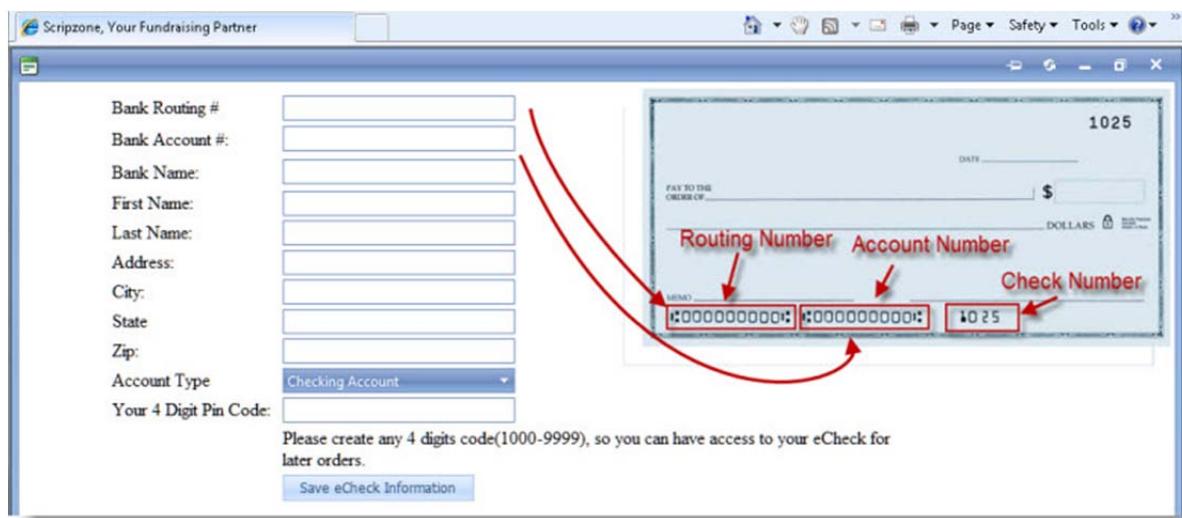


Figure 14

- 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. See the arrow in Figure 15.

To navigate, please choose from the options below or use the Menu to navigate throughout this site.

- [Start a New Order](#)
- [Check Order History](#)
- [My Favorite Retailers](#)
- [Find a Retailer](#)
- [Update Profile](#)
- [Message Center \(13 New Messages\)](#)
- [Continue with Order](#)
- [Join a New Group](#)
- [My Supporters](#)
- [People I Support](#)
- [Change My Password](#)
- [My eCheck Center \(Processing your request\)](#) 

Figure 15

- Once you submit the Banking Information required, our Gateway will verify your accounts by depositing a small amount **INTO** your account. Login back into your ScripZone.com site to check the status of your Application (Figure 16). This process requires 3 – 5 business days.
- Once Status has changed to **Waiting for Your Approval**, please contact your Bank and request the amount deposited. If you bank online, check your bank account for the transaction and note the amount deposited. Amounts will vary with each verification process. See Figure 17 below:

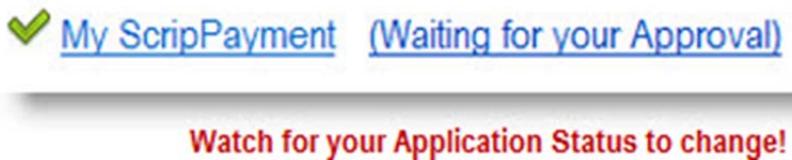


Figure 16

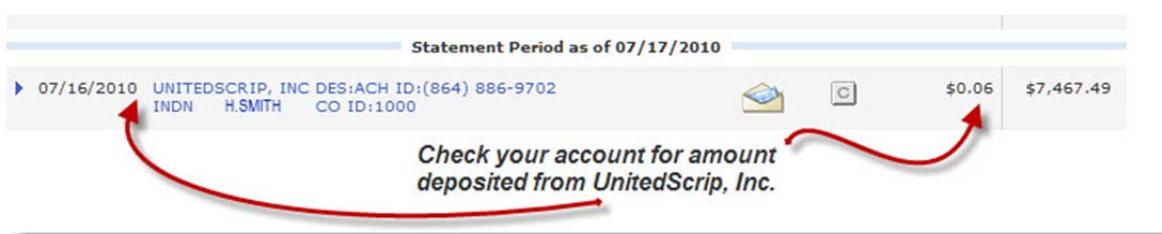


Figure 17

After UnitedScrip has deposited the amount into your account,

- Login into your secure www.scripzone.com site.
- From Home Page, Click on **“My ScripPayment (Waiting for Your Approval)”** and follow the instructions given in Figures 18 and 19:

If you would like to apply for a new account, follow the **Add New ePay** to begin enrollment process. You may request up to three (3) checking accounts in our Scrip Payment Gateway.

[Add New ePay](#)

Below is a list of your current or pending eCheck Accounts. To complete the verification of your eCheck Account, please follow the [Click Here to Verify](#) Link below.

	Bank Name	Account	Status	
1	First Citizens	*****6209	Waiting for Your Approval	Click Here to Verify your Account
2	Bank Of America	*****9437	Waiting for Your Approval	Click Here to Verify your Account

Figure 18

Account to be Approved:	*****		
Bank Name:	First Citizens		
Enter Amount:	<input type="text"/>	←	
Number of Attempts:	1		
<input type="button" value="Approve eCheck"/>			

Note: Please check your bank account for a small deposit from UnitedScrip, note the amount and return to www.ScripZone.com and verify the amount by entering deposit and Click Approve eCheck.

Figure 19

- Enter the amount deposited into your account and click **Approve ScripPayment**. You are now approved to electronically process payment for your Scrip Orders, as Figure 20 shows.

	Bank Name	Account	Status	
1	First Citizens	*****6209	Approved	←
2	Bank Of America	*****9437	Approved	

Figure 20

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 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.

Note: On the Order Check Out page, there is an option to change the selected payment method to “Pay to Group Coordinator” if you have opted to pay through ScripPayment Gateway but would like to change your payment method.

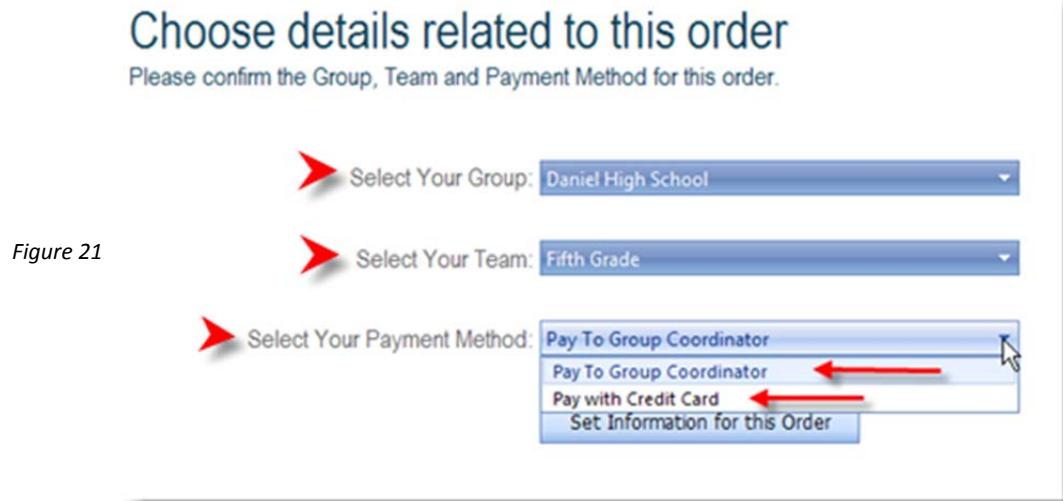
Payment Options (continued)

Credit Card Payment

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

In order to pay with a Credit Card, your Organization must authorize payment method.

If credit Card Payment is permitted, prior to beginning order you must set order details and select Pay with Credit Card (Figure 21).



Continue with normal order selection process.

If your Group has elected to offer the optional payment method using Credit Cards (*Master Card/Visa only*), please note that when choosing the **Pay with Credit Card** Option, the List of Available Retailers and the ScripRewards for each Retailer will change. If a Retailers Discount Structure is 3% or below, that Retailer's Gift Cards are not available for purchase with Credit Cards. Please return to Choose Details for Order, and select Payment to Group Coordinator, for the Payment Method, to proceed to a full listing of Retailers and the percentage discounts or ScripRewards. To purchase Retailer's Gift Cards whose percentage discounts are 3% or below, payment must be made to the Group.

Payment Options (continued)

If you are paying with a Credit Card, please complete and confirm Billing and Shipping Information (Figure 22), and fill in the necessary Credit Card information and shipping Options (Figure 23).

Review Your Order Billing & Shipping Information Payment and Order Confirmation

First Name: Carol
Last Name: Rampy
Address Line 1: 304 Deer Trail
Address Line 2:
City:
State:
Zip:
Phone: (123) 456-7890

Use Same as Billing

First Name: Carol
Last Name: Rampy
Address Line 1: 304 Deer Trail
Address Line 2:
City:
State:
Zip:
Phone: (123) 456-7890

Confirm Your Order

Credit Card Check out

Welcome to our new secure online credit card option for your organization. Please note that you must re-enter your credit card information each time you place an order with www.scripzone.com. For your security, we do not retain any credit card information on-line, on our servers, or in our fulfillment center. Please choose your preferred method of shipping. If you prefer to have your order shipped directly to your group, the order will be held until your Group Coordinator releases all orders for fulfillment. Please check with your Group Coordinator for details.

Review Your Order Billing & Shipping Information Payment and Order Confirmation

Card Type:

Credit Card #:

Expiration Date:

Security Code:

Need Help?

Place Your Order

By placing your order, you agree to ScripZone.com's privacy notice and conditions of use.

Figure 23

Figure 22

1. Shipping Options are available only for those orders that are paid by Credit Card (Figure 24). Shipping Charges will apply. To avoid additional charges, orders may be shipped directly to Group Coordinators with their next order. Orders shipped to Organization are compiled with their regular orders. Please consult with your Coordinator for shipping details and delivery options. 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.

Figure 24

Review Your Order Billing & Shipping Information Payment and Order Confirmation **Shipping Options for CC Orders**

Shipping Method:

	Shipping Method	Cost
Certificate	Ship To Group Leader	\$0.00
Certificate	US Priority Mail	\$5.00
Certificate	UPS Ground	\$8.00
Certificate	UPS Second Day	\$10.50
Sub Total:		\$250.00
Shipping and Handling Cost:		\$0.00
Total Cost:		\$250.00

Go To Billing Information

If you have opted to pay with a Credit Card, you may not change your payment option after reaching the 'Shipping options' page. If you would like to change your payment method, you must restart the ordering process. All credit card orders charge a 3% processing fee, which is deducted from the discount percentage of all gift cards; thus retailers offering a discount percentage of less than 3% cannot be ordered with a credit card and do not appear as available for purchase with a credit card. For example, since Walmart has a 2% discount percentage, Walmart gift cards cannot be ordered with a credit card.

About Security

We take your security seriously.

Communications with your browser is completed over an encrypted communication platform for security reasons, as you can see in Figure 25. 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.

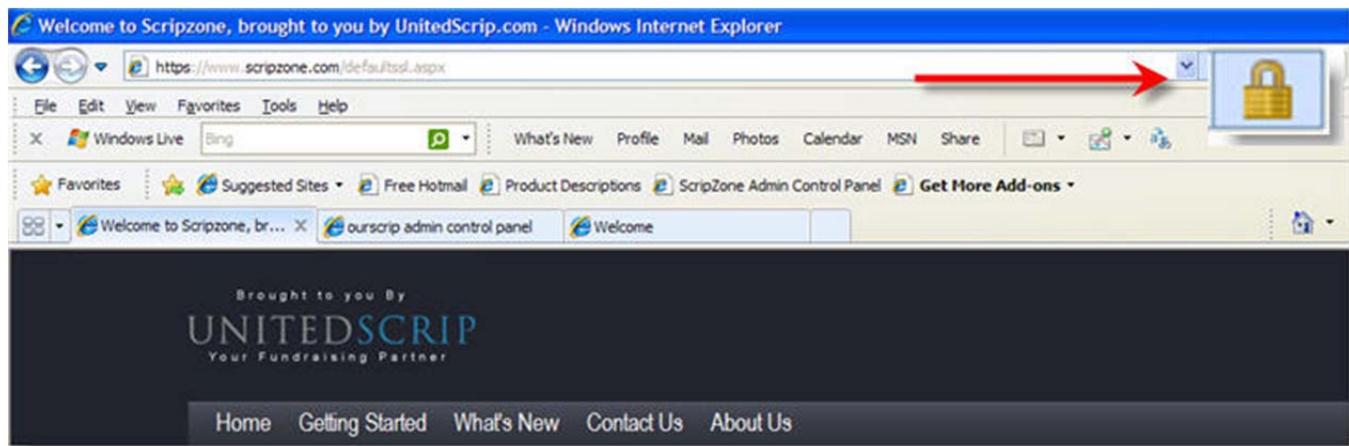


Figure 25

Thank you for allowing us to serve your organization!
More to Follow!
Your ScripZone.com Team