

# **ST. CAJETAN TRIP PROGRAM**

## ***Registration Process***

The logo for MyScripWallet, featuring the text "MyScripWallet" in white on a blue rectangular background.

Today is an exciting day as we launch our brand new TRIP online platform. Below are the step-by-step directions to register. You can also go to our school website in the TRIP INFORMATION folder on the homepage to access additional information that will help you understand the program even better. Remember, our main goal is to help you reduce your tuition costs.

To start this process, you can either use your computer or your phone. If you would like to use your phone, please watch the attached video so you know how to get the shortcut for the MyScripWallet site on your homescreen- [Click Here](#)

### **HOW TO REGISTER**

Initial Steps:

- Go to [www.myscripwallet.com](http://www.myscripwallet.com). Click "Create an account."
- **Enter the enrollment code DEB7182A55726**

**Step 1: Enter a username you would like to use**

**Step 2: Create and confirm your password**

- Must be at least 8 characters long
- Must contain at least 1 Upper Case letter
- Must contain at least 1 Lower Case letter
- Must contain at least 1 Number
- Must contain at least 1 Special character, which is not &, =, or %.
- Cannot be your username or email address

**Step 3: Enter your account information**

Student Name: **(Put the oldest child in your family)**

Classroom: **(Oldest child's classroom)**

Teacher Name / Classroom: **(Oldest child's teacher name)**

**Step 4: Enter your email address**

**“Never miss out on bonus rebates and earning promotions”**

We highly recommend you leave this checked so you can get updates on promotions right to your email inbox. This includes bonus percentages (i.e., rebate increases from 5% to 10%), when promotions are running, and when new brands are introduced.

**Step 5: Create your security questions**

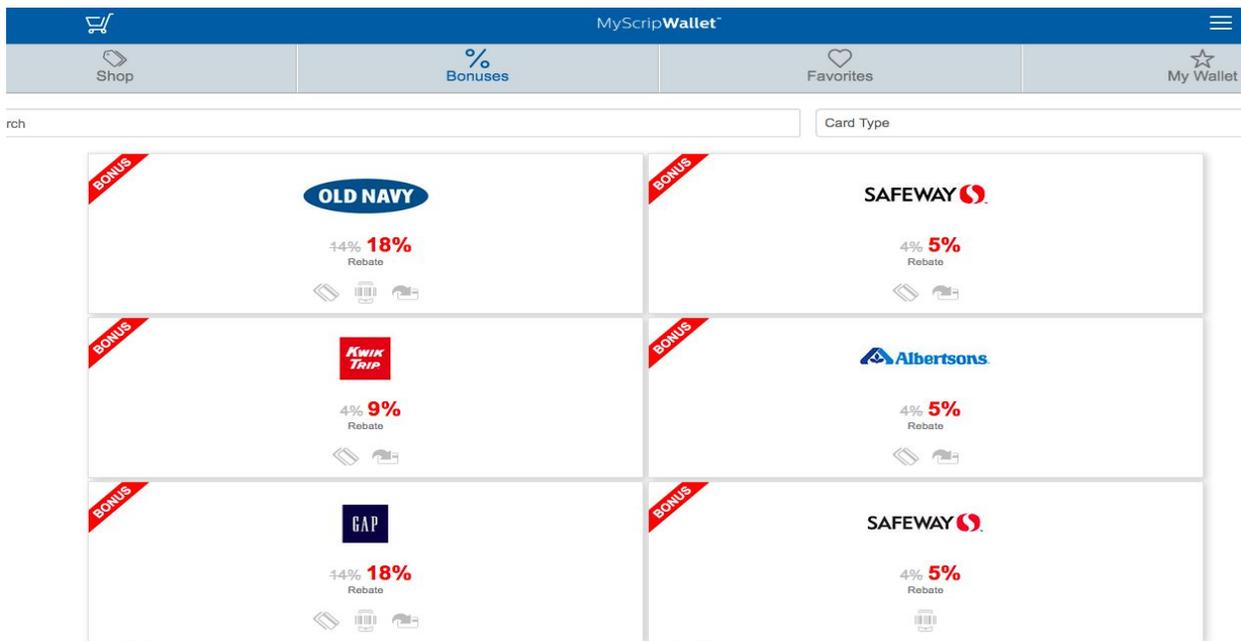
**Step 6: Home Page**

You will be taken to the main page of MyScripWallet. You want to click on the 3 vertical lines in the upper right hand corner.

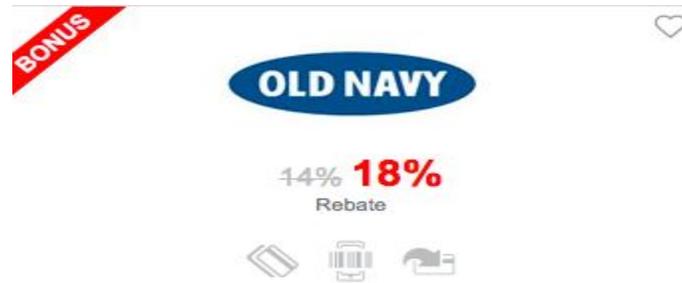
**Step 7: Payments**

Click on “Payment Types”. At this point you can set up automatic withdrawals from your checking account by clicking “Instantly Link a Bank Account.” There is a .15 transaction fee to use this payment process. If using your bank, click on the bank of your choice and enter your online User ID and Password (you will need to have online banking established). You can also pay by a charge card but there is a 2.6% charge to do this.

**Step 8:** Once you sign up for payments, you will be ready to shop. Below is a photo of what your home screen will look like. As you shop, your cards will be added to the cart on the top left corner.



**Step 9:** If you click on a store, it will take you to a page that looks like what you see below. It will give you the percentage you will earn as well as the types of cards this store offers. As you can see in this example, this card is on a BONUS which only lasts a short period of time. Bonus specials will be emailed to you as well so you are aware.



**Step 10: TYPES OF CARDS**

There are three types of cards offered through Scrip- Physical, EGift and Reload. Below is a description of each. There are over 750 stores in our new system that you can purchase cards from. If you know what store you want to purchase from, you can simply type the name of the store in the search bar. If you only want to buy a physical card, let’s say for a birthday present, you can click on the drop down next to search, click physical cards and the system will only bring up these types of cards (see below)



**PHYSICAL CARD**

This is where you would click if you would like to order a physical card. This is a card that you would order online, sent to the school, and then sent home with your child.



**EGIFT CARD**

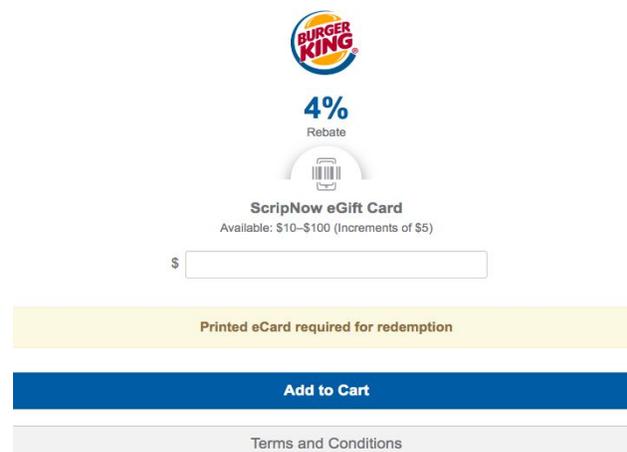
This is where you would click if you want the card to go directly to your phone or device. There are a few exceptions to the rule in which you have to print the card and it won’t go directly to your phone but if that is the case, you will be alerted before you buy the card (see below - “Printed eCard required for redemption”)



**RELOAD CARD**

This is where you click if you want to get a reload card. You would order a physical reload card once and then you can go online and add money to it.

The only time we really see this being used, is for gas since you have to insert a physical card at the pump.



## **STEP 11: ADDING A USER TO MY ACCOUNT**

If you would like a spouse to have access to your account so they can order on their phone when they are out, follow these simple steps.

- [Click here](#) (This will take you to a new website which is the sister site of MyScripWallet)
- On the top- right, click SIGN-IN. This is the same log-in as when you log into My Scrip Wallet.
- Click on DASHBOARD at the top of the page.
- On the left under Account Settings you will see the word SECURITY. Click on this.
- Scroll all the way down to Account Verification. You will see under here ADD PHONE.
- You need to be with the person whose phone you are adding because they will get a security code sent that you need to type in.

We hope these directions get you started on the right path of saving money!!! We are definitely here to be your support.. If you need help with the registration process, you can email Debbie Collins at [dcollins@cajetan.org](mailto:dcollins@cajetan.org) or call her at (773) 474-7820. If you want us to help you set up your account in person, stop by the school office on Tuesday, March 10th from 5:30- 6:30 and we can assist.

The school can help you understand the program but if you have any technical questions about the system or issues with your banking, you will need to call Scrip directly.

### **Great Lakes Scrip Center**

Phone: 800-727-4715 option 3

Fax: 888-865-9655

Email: [shopwithscrip@glscrip.com](mailto:shopwithscrip@glscrip.com)

### **Business Hours**

Monday - Thursday: 8:00 a.m. - 4:30 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

### **Summer Hours**

Monday - Thursday: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - 12:00 p.m.

All times are Eastern