



## St. Anne's Parent Association (SAPA)

*This document explains how to set up an account in the SAPA Scrip Program. Page 1 summarizes all required steps. Step by step information is provided on pages 2&3.*

*Please email [sapa.scrip@gmail.com](mailto:sapa.scrip@gmail.com) if you have any problems setting up.*

### **SETTING UP SAPA SCRIP**

#### **Quick Start**

Steps to setup;

1. Go to the Shopwithscrip.com website: [www.shopwithscrip.com](http://www.shopwithscrip.com)
  2. Click on the "Family Sign Up" Button
  3. Complete the Family Registration screen. Write down your username and password.
  4. You will be prompted to setup 2 security questions
  5. You will be prompted to enter an "Enrollment Code," our Enrollment Code is **A51F1A2C37772**
  6. You will get a message that says you are a member of "St. Anne's Episcopal School"
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7. Next you will setup your payment account in PrestoPay. Click on the PrestoPay link in the left navigation bar of your Family Home Page.
  8. You will be presented with a screen to acknowledge PrestoPay's process for rejected payments.
  9. Next you will enter your bank account information on the secure website. No one within St. Anne's or within SAPA will see this financial information.
  10. Great Lakes Scrip Center will deposit two small amounts into your bank account. (This may take 2-3 days to see). Please monitor your account for these deposits.
  11. After receiving the deposits, Log back in and click the link to verify your account. Enter the 2 deposited amounts in your PrestoPay registration. This will verify your account.
  12. You will create a PIN \*Write this PIN down\*
  13. You'll receive an email with an approval code. Send this approval code to our coordinator at:
    - [sapa.scrip@gmail.com](mailto:sapa.scrip@gmail.com)
  14. (last step!) You will receive an e-mail back from the SAPA Scrip coordinator asking you to list anyone that may pick up cards at school on your behalf. This form will be used when distributing physical gift cards for pickup. Please reply to this e-mail.
  15. Once your reply email is received, the coordinator will notify you that your account has been activated. You are now ready for online ordering!

## Detailed Setup Instructions, SAPA Scrip Program

1. Go to the Shopwithscrip.com website. [www.shopwithscrip.com](http://www.shopwithscrip.com)

2. Click on the “Family Sign Up” Button



3. Complete the Family Registration screen. Write down your username and password.

4. You will be prompted to setup 2 security questions

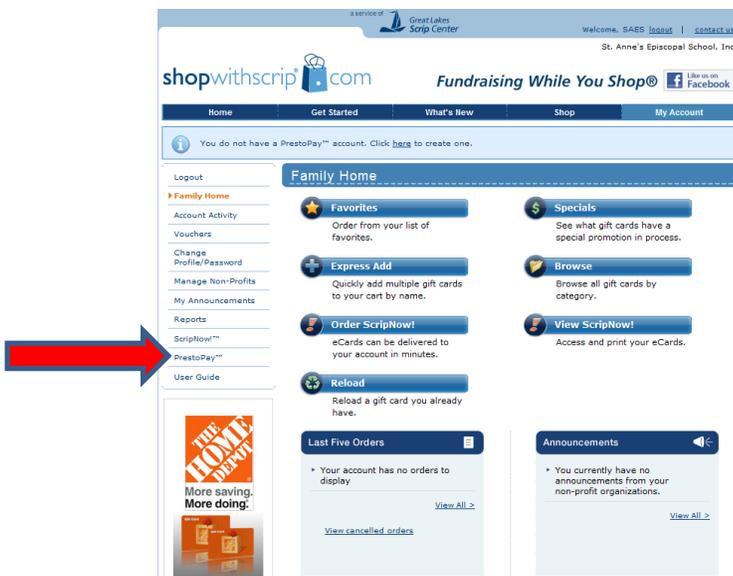
5. You will be prompted to enter an “Enrollment Code”.

- This is our SAPA Scrip Program Enrollment Code: **A51F1A2C37772**

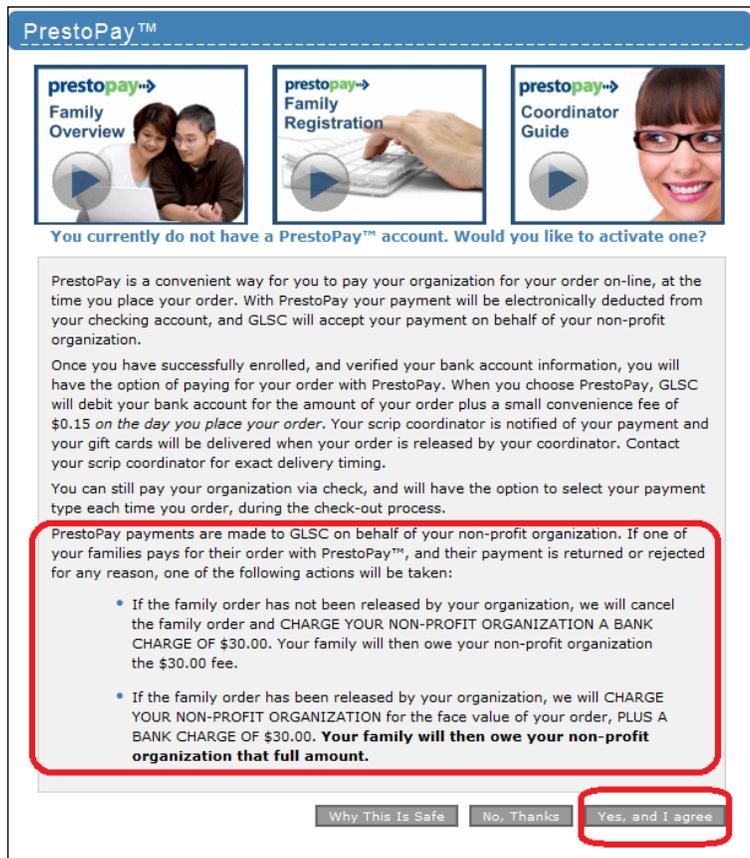
6. You will get a message that says you are a member of “St. Anne’s Episcopal School”

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7. Next you will setup PrestoPay. Click on the PrestoPay link in the left navigation bar of your Family Home Page.



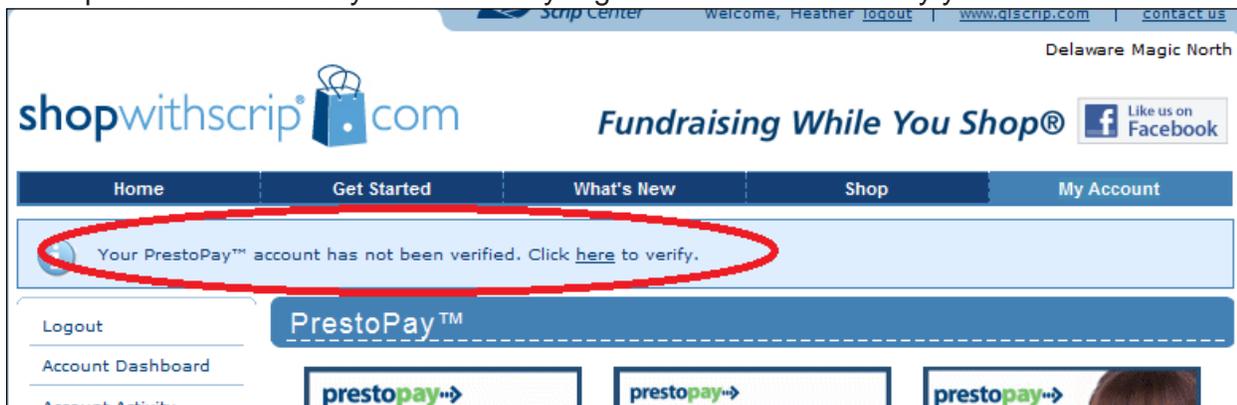
8. The following screen will open:



**\*\*IMPORTANT\*\***

- Please read this carefully, if your payment is returned or rejected for any reason SAES SAPA will be charged and you will be responsible for reimbursement.
- Clicking the “Yes, and I agree” button means you understand and agree you will be responsible for these GLSC finance charges.

9. Next you will enter your bank account information on the secure website. No one within St. Anne’s or SAPA will see any financial information.
10. You will create a PIN \*Write this PIN down\*
11. Great Lakes Scrip Center will deposit two small amounts into your bank account. (This may take 2-3 days - please monitor your bank account for 2 small deposits).
12. After receiving the deposits, Log back in and click the link to verify your account. Enter the 2 deposited amounts in your PrestoPay registration. This will verify your account.



13. You’ll receive an email with an approval code. Send this approval code to our coordinator at:
  - [sapa.scrip@gmail.com](mailto:sapa.scrip@gmail.com)
14. (last step!) You will receive an e-mail back from the SAPA Scrip coordinator asking you to list anyone that may pick up cards at school on your behalf. This form will be used when distributing physical gift cards for pickup. Please reply to this e-mail.
15. Once your reply email is received, the coordinator will notify you that your account has been activated. You are now ready for online ordering!