

Scrip Customer Online Ordering Instructions

1. **Complete the DCA Dollars Enrollment Form** if you have not already done so. The DCA Scrip Coordinator will set up an account for you on the shopwithscrip.com web site. You will receive an email when it is set up.
2. **Go to www.shopwithscrip.com and logon with your logon ID and password.** Your logon ID is your email address. Your initial password is your first and last initials plus your 4-digit customer ID number assigned by the scrip coordinator.
3. **If this is your first time to logon**, you need to update your Profile with your correct year of birth, your student's name, and their homeroom / 1st period teacher's name. Please keep this information current each year as your student changes teachers especially if your orders are sent home with your student. Also change your password to something that you can remember. Click on the **Change Profile/Password** link at the bottom of the screen. In the Account Information section, type your correct information and click the Save button. In the Change Password section, type your old password that was assigned by the scrip coordinator in the Old Password field, type your new password in the New Password and Verify Password fields, then click the Save Password button.
4. To place an order, click **Order Scrip** at the top of the screen.
5. A Select Organization screen is displayed with Donelson Christian Academy PTO/Nashville, TN. Click the **"Next>>"** button.
6. The New Order screen is displayed. Retailers are listed in the following categories instead of being listed alphabetically, so you may have to search more than one category for the gift card that you want to order the first time you are looking for it, but it should be easier to find the next time you need to find it.

Apparel & Accessories | Department Store | Dining - Casual | Dining - Fine | Dining - On The Go | Discount Store | Electronics & Office | Entertainment | Gas & Auto | Grocery | Home Decor | Home Improvement | Online & Mail Order | Services | Specialty Retailer | Sporting Goods | Travel | Utility | Xtra Stuff

7. After finding a retailer that you want to order, specify the number of gift cards that you want to order for that retailer in the Quantity field to the right of the retailer. After you have specified the quantities for all of retailers on that screen that you want to order, click the **"Add to Cart"** button at the bottom of the screen. Be sure to click the Add to Cart button for each screen on which you specify a quantity to order.
8. After you have specified the quantities for all of the retailers that you want to order, click the **"Check Out >>"** button at the bottom of the screen. Your Shopping Cart screen will be displayed.
9. All of the retailers that you have ordered are displayed. You can edit the quantities or delete a retailer from your order on this screen, you can click **"Back to Order"** to add more retailers, or you can click **"Cancel Order"** to cancel your entire order.
10. After you have verified that your order is correct, click the **"Finish Order"** button. A message will be displayed that "Your order has been submitted to your coordinator." **You cannot edit your order after you click "Finish Order"**, but the scrip coordinator can remove an item or change the quantity of an item before it is submitted if necessary. Contact Renee Mathis at 449-7657 or CRMathis@comcast.net if you need to change your order.
11. Click the **"printer friendly version"** link near the top right of the screen to print your order confirmation.
12. **Check one of the boxes on the Order Confirmation to indicate how your will receive your order.** Either check the "I will pick up the order" box which means you will pick it up in the DCA Main Office on the pick-up date, or check the "Other" box and specify your student's name and homeroom (1st period) teacher's name for your order to be sent home with your student.

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- 13. Place your Order Confirmation and your check made payable to DCA PTO in the PTO box at school by the order deadline date/time.** The scrip coordinator will collect the orders, verify that the payments are correct, and submit all orders with correct payments at one time on the order date.