

## **PC Scrip Terms and Conditions:**

Scrip orders should be entered online at [www.shopwithscrip.com](http://www.shopwithscrip.com). If requested, the scrip office can enter a PROXY order on your behalf and assign full credit to your scrip account. The normal weekly schedule is **all orders with full payment in the system by Monday morning at 10:00 A.M.** will be processed and your scrip cards will be ready for pick up by **Wednesday afternoon**, provided that the FedEx shipment arrives on time on Wednesday morning.

Unless we are requested to do otherwise by you, your scrip cards will be sent home with your student and you will not hold POMONA CATHOLIC responsible for any lost gift cards.

If you do not have a student at the school or you are an “**out of town**” user, we can arrange to have FedEx ship directly to you. Please contact the scrip department by email at [scrip@pomonacatholic.org](mailto:scrip@pomonacatholic.org).

### **Payment may be completed in any of the following methods:**

1. **PrestoPay** is the easiest and is the preferred method of payment.
2. Personal check **received by mail** or **dropped off** before 10:00 AM Monday.
3. **Cash** or **Money Order** logged in at the school front office before 10:00 AM Monday.
4. **Free PAYPAL** payments can be sent to [scrip@pomonacatholic.org](mailto:scrip@pomonacatholic.org) as payment for orders.
5. **Major credit card** payments may be arranged in advance with the finance department by accepting an additional convenience fee (currently 2.65%). Please contact the finance department at PC for the latest amount (909 623 5297).

Any orders with insufficient funds will incur a fee of **\$35.00** (subject to change without notice) payable to POMONA CATHOLIC. Scrip cards will be held at the POMONA CATHOLIC office pending receipt of the funds.

**Pomona Catholic Parents or Guardians** - Each Pomona Catholic family has an obligation to purchase enough scrip to generate \$200 of scrip rebates for their student (one obligation per family). After the \$200 rebate level is reached, the amount over that will be split 50/50 with Pomona Catholic. Your portion will be applied to your student's school account and can be used for tuition, graduation fees, sports fees, etc.

**Other Participants in the Program** – Others are encouraged to participate in the PC Scrip Program. You are not under any obligation to purchase a certain amount of scrip. You may keep the program for your own benefit or designate a PC student to be the one to be credited with the scrip rebates. After the other participant reaches the \$200 level of scrip rebates, the same 50/50 split would apply. For the PC parents and the other participants who wish to designate a student for credit to their account.

**Distribution:** Your portion of the (non-cash) rebates will be transferred to your student's account twice during the year. First, on October 31 and then again at the end of the SCRIP year, April 30. Those amounts can be used to pay anything that is due on the account. On May 1st, any cash left over can be distributed by check (seniors only) or carried over to the next year to be used to pay expenses in the following school year. Any rebate **shortages** will also be transferred to your students account. Any money that is left over can also be donated to the school as a charitable contribution.

## Registration Instructions for Pomona Catholic Scrip:

1. Create your family account by registering at [www.shopwithscrip.com](http://www.shopwithscrip.com).



2. Click on the "Create Account" button, then complete the following steps:

**A: Enter a username (Make it easy to remember, they suggest using your email address)**

**B: Create and confirm your password**

**C: Enter your account information**

First Name:  Required

Last Name:  Required

Gender: ☐ Male  
☐ Female

We don't use this field but they require an entry.

Year of Birth:  A 4 digit entry is required but not used.

Student Name:  (LASTNAME, FIRSTNAME 'GRAD YEAR)  
**Example: Brown, Linda '19**

The options listed below (1,2 or 3) apply to everyone wishing to participate including parents, guardians, relatives, friends, alumni, PC staff, PC teachers, etc.

As described in the "PC Terms and Conditions" (listed above), you agree to donate the **first 50% of your rebates earned** to the school. the **second 50% of your rebates earned** are directed by your entry in this field (for parents, that is after the mandatory rebate amount has been met):

- 1- To support a student or family, enter that **student name** here or the **eldest student of the family** if more than one.
- 2- For you to receive a check from PC at the end of the school year, (May 1), enter "**CHECK**".
- 3- To donate the entire earned rebate amount to school, enter "**SCHOOL**" or leave blank.

Teacher Name:

If you entered a student or family name above, leave this **Teacher Name** field blank, the school will supply the homeroom and section for the correct teacher after you complete the registration.  
To register as an alumni please enter "**ALUMNI**" followed by your year of graduation.(example: ALUMNI, 1999), please select option 2 or 3 above.

**Street Address:**  (The entry of this field is optional, we don't use this field)

**Unit #:**  (The entry of this field is optional, we don't use this field)

**City:**  (The entry of this field is optional, we don't use this field)

**State:**  (Entry is required but not used)

**Zip Code:**  (Entry is required but not used)

**D: Enter your email address**

**E: Review and accept the agreements**

**After selecting two security questions and answers you will be asked to enter the PC enrollment code:**

**Enrollment Code:**

Enter or **cut and paste** the Pomona Catholic Enrollment Code: **98FB7BF93L273**

**\*\*\*Having carefully read the "PC Scrip Terms and Conditions" and by completing this registration and entering this Pomona Catholic enrollment code, you agree to abide by the "PC Scrip Terms and Conditions" set by Pomona Catholic.**

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## Registration Instructions for the PRESTOPAY Payment Method:

1. Login back in as an existing member:

A login form with a title "Member's Login". It contains two input fields: "Username (Forgot yours?)" and "Password (Forgot yours?)". Below the password field is a "Login" button.

After logging in you will see PrestoPay message in the light blue bar:

The homepage of shopwithscrip.com. At the top right, it says "Pomona Catholic School". The main header has the logo "shopwithscrip.com" and the tagline "Scrip is fundraising while you shop!". Below the header is a navigation bar with links: Home, Get Started, What's New, Shop, and My Account. A light blue message bar states: "You do not have a PrestoPay™ account. Click [here](#) to create one." Below this are buttons for "Logout", "Family Home", and "Account Activity". There are also buttons for "Family Home", "Favorites", and "Specials".

Click "here" and create a "PRESTOPAY" account

The PrestoPay registration form. It starts with a header "PrestoPay™". Below are three video thumbnails: "Family Overview", "Family Registration", and "Coordinator Guide". A message says "Please enter your account information below." The form fields include: "Bank Name:" (with a red error message "Please enter bank name."), "Account Name:" (with a red error message "Please enter account name."), and "Account Type:" with radio buttons for "Checking" (selected) and "Savings". Below these is a "U.S. Check Sample" showing a check with fields for "Routing Number", "Check #", and "Account Number". The form also includes fields for "Routing Number:" (with a red error message "Please enter routing number.") and "Account Number:" (with a red error message "Please enter account number."). At the bottom is a "ZC4-TR" logo and a field for "Enter Validation Code:". There are two buttons at the bottom right: "Return to Dashboard" and "Next".

After 2 business days you will receive 2 very small deposits (\$0.12 or \$0.13) in your bank account, then you will be able to verify at [www.shopwithscrip.com](http://www.shopwithscrip.com) that your checking account is properly connected. They will then email you a 4 digit approval code which you send, by email, to the PC Scrip coordinator at [scrip@pomonacatholic.org](mailto:scrip@pomonacatholic.org). Once your approval code is entered into the PC scrip system you will then be able to login at [www.shopwithscrip.com](http://www.shopwithscrip.com) and order and pay online whenever you wish, 24 hours a day.

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