

# WWW.SCRIPZONE.COM

## CREATING A NEW USER ACCOUNT FOR ONLINE GIFT CARD ORDERING:

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- Go to [www.scripzone.com](http://www.scripzone.com) and click in the New User Option.
- Create your Account by entering a User Name, Password, and enter a valid Email Address. This email address is used to send confirmation of orders. Some of you may already be registered from last year.
- Enter your Contact Information. Please be sure to include your full address and phone where you may be reached for clarification of your order if needed.
- After registering you will be prompted to provide an Organization ID.
- **Please enter the following Group ID: 413821CGS**
- You are now ready to place orders! Click 'Go to Place an Order'

## PLACING AN INDIVIDUAL ORDERS

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To place a New Order login to [www.ScripZone.com](http://www.ScripZone.com)'s secure website and follow link from Home Page or through the menu bar tabs to My Zone → My Orders → New Order. With each New Order you will be prompted to:

- Select your Group/Organization, (Clifford Granger School PTO)
- Select your Team within the Organization, (General Support)
- Select your Payment Method (Check to organization).

## SCRIPZONE'S NEW ORDERING OPTIONS

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Multiple options and solutions to explore while shopping from the comfort of home, 24/7.

- '*Shop our Gift Card Mall*' and enjoy 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's Name for all the Guidelines and Details, including Store Locator links, Card Balance links and Phone Numbers.
- '*My Favorites List*' contains a short list of your favorites chosen by you!
- Shop quickly, directly to your *Shopping Cart* when you know exactly what you want,.

## CHECK OUT PROCESS AND PAYMENT OPTIONS

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[www.ScripZone.com](http://www.ScripZone.com) brings you a great option for ordering online. 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. Simply follow process from your Shopping Cart and click on your Check Out button, proceeding to 'Place your Order'.

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## *PAYMENT TO GROUP COORDINATOR (CHECKS ONLY TO: GRANGER SCHOOL PTO)*

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*You will need to pay by check to your school. Just click the Place Your Order button. You will see the Details of your order. Confirmation of your order is sent to your email account as well as to your Group Scrip Coordinator. Your order will be held pending payment to the PTO. Once payment is confirmed, your Coordinator will submit all paid orders for fulfillment. All orders placed and paid to Granger School PTO are compiled together as one order and shipped directly to Granger School PTO. You will be notified by the Coordinator of delivery dates, pick-up dates, and other details.*

## ABOUT SECURITY

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We take your security seriously. Communications with your browser is completed over an encrypted communication platform for security reasons. Most modern browser 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](mailto:support@scripzone.com).

Thank you for allowing us to serve your organization!

Your ScripZone.com Team