

## HOW TO ORDER

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There are two ways to order cash cards from the MARC SCRIP Program

1. Online at: [www.shopwithscrip.com](http://www.shopwithscrip.com) (Preferred Method)

At the home screen go to the *get started* tab at the top.

On the left side, choose *register*.

Enter a username and password and answer demographic information. We suggest making these easy to remember (such as: pwhalenfamily for a login). Your password can be changed at any time.

Check the "I accept" box at the bottom of the screen.

Choose and answer two additional security questions.

Enter enrollment code **3CC95B372L611**. This will register you as a Marquette Academy family.

Set up a secure Presto Pay account if you wish.

Note that once you have set up your family account, on the "Family Home Screen" you can place an order, see announcements from the MARC Program coordinator, view and print reports of your rebate earnings activity, see your year-to-date tuition credit activity, or read through the User Guide and FAQ regarding SCRIP. If you need help, we can set up your family account for you. Just give us a call.

You can also order ScripNow! from vendors that allow it. Once you confirm payment, you can print your certificate right from your computer and thus cut out the time delay of picking them up. You can also have ScripNow! e-mailed to another person as a gift on a date that you choose.

2. In person at the Academy high school or elementary school campuses, or at your parish office.

Order forms are always available at both the high school and elementary school offices and in the parish offices or churches. You can request that an order form be mailed, e-mailed or sent home at any time by calling 815-433-0125 ext. 619, or e-mailing [dwhalen@marquetteacademy.net](mailto:dwhalen@marquetteacademy.net) with your request.

## HOW TO PAY

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1. Set up a PrestoPay account on the [shopwithscrip.com](http://shopwithscrip.com) website. This is a secure method that is similar to PayPal. There is a small fee assessed with each order (not item, but order). Currently it is .15 cents. Please note: there will be a \$25 fee assessed for any returned or rejected debit to your account, just as if it were a NSF check.
2. Send or bring the payment to the High School or the Elementary School in the form of a check, money order, cash or credit card. Note: A 3% fee will be charged for credit card use. If you choose payment method 2, you can still order online. Simply place your order and then send the payment to one of the campuses. Once we have received the payment, we will release your order for processing.

## HOW TO RECEIVE YOUR ORDER

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The deadline to place orders on the website or in the school offices is the first and third Friday at 1:00 p.m. Shortly after 1:00, paid online orders will be released and the total order will be placed with SCRIP. Those orders will be available for pick up in the school offices after 2:00 p.m. on the following Tuesday. In the event of a delay, you will be notified by e-mail or phone. Your order can also be sent home with your student. A "Permission to Release" form must be on file for this to occur. Non Academy related orders (such as from a parish member) will be shuttled to your parish secretary for distribution.

We maintain an inventory of cards at the Elementary and High School offices for vendors that are most common. These cards can be purchased on a walk-in basis during regular school office hours. You can phone or e-mail ahead to see if we have the one you need.

High School Campus: Diane Whalen 815-433-0125 ext. 619 [dwhalen@marquetteacademy.net](mailto:dwhalen@marquetteacademy.net)

Elementary Campus: Mary Mann 815-433-1199 [mmann@marquetteacademy.net](mailto:mmann@marquetteacademy.net)