



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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Dear St. Gregory the Great Academy Families,

Peace be with you! As you may recall, the Parish Family Partnership detailed the various tuition categories that are available to our families with students in Kindergarten through Grade 8. In order to qualify for Category A (the lowest tuition amount), families are asked to fulfill the provisions listed on the back of the form. One of these provisions (item "B") is to purchase \$5,000.00 of "scrip" through our online Scrip Program during the period July 1, 2016 - June 30, 2017. I would like to explain how to enroll in this program.

First, families will create an account at the GLSC website, www.shopwithscrip.com. All ordering and payment transactions will happen via the GLSC website. **Second**, all orders will need to be prepaid using the PrestoPay service on the GLSC website. PrestoPay is an online payment purchasing system that debits authorized payments from a checking account. PrestoPay will be the only accepted method of payment for the St. Gregory the Great Academy Online Scrip Program. The system uses the same Automated Clearing House (ACH) system as the banks use to process a paper check. There is a \$0.15 transaction fee each time that you place an order and use Presto Pay, regardless of the transaction amount. Thus, if your order total is \$500.00, Presto Pay will charge you \$500.15. While the website will initially offer you the chance to pay via paper check, these orders will be rejected by the system once processed.

In order to enroll, you must first go to the GLSC website, www.shopwithscrip.com, and create an account. In order to do this, please click the gray button on the top right of the page labeled "Register." This will take you to a registration screen. Next, please select the blue button which is labeled "Join an Existing Scrip Program." You will then be prompted for an enrollment code. Please enter "679F1E8844392" into the box. You will then be prompted to enter various pieces of user information. Please be sure to record what you enter here. Once you create your account, sign in. You will now need to configure Presto Pay. To do this, click on the word "Dashboard" on the top right side of the screen. Various functions are listed; please select "Presto Pay." You will need to click on the green "Presto Pay" box that lists "Family Registration" on it. Once you do this, please follow the prompts to enter the relevant banking information. Once this is complete, there are two things that must happen before you can begin ordering. **First**, within a few days, GLSC will make two tiny deposits into your checking account of a few cents each. You will need to monitor your checking account online to watch for these deposits. Once you see the deposits, you need to sign in to the GLSC website and return to the Presto



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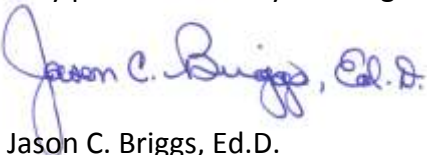
Pay section. You will then need to enter the exact amount of each of the two tiny deposits. This process verifies that you are, in fact, the owner of the account from which you have directed the automatic debits to be made. **Second**, I will need to activate your Presto Pay account in the Academy's profile once you complete the verification. I can only activate accounts for people who are known to the Academy or the Parish, so please email me (jbriggs@stgregorythegreat.org) once you have completed your Presto Pay verification.

Once all of these steps are complete, you are ready to begin ordering scrip. PLEASE NOTE: when checking out, the GLSC website will present you with the choice to either use Presto Pay or to send in a check. You MUST select the Presto Pay option. The weekly order window will run from Thursday afternoon through the Thursday morning of the next week. Orders will be placed each week at noon on Thursday, thus the cards should be available for pick up in the school the following Wednesday morning. Please note also that there are several ELECTRONIC delivery options available for various vendors. Some vendors offer a reloadable card, which may be reloaded via the ShopWithScrip website. Others also offer a "ScripNow" option, which delivers your scrip to you electronically via barcode. Note that these options offer almost instant availability of funds that you purchase, and do NOT require you to either wait for an order to arrive at school or to make a trip to school. Purchases made in these two ways count toward your total accrued purchases for the year.

There are hundreds of merchants who have made scrip available to purchase via this system, including ShopRite, Acme, Wegmans, Amazon, Walgreens, Home Depot, Lowes, and many other commonly visited stores. If you have any questions about the Online Scrip Program, please feel free to email me.

Please be aware that the option to "buyout" of this program will remain, for a cost of \$250.00 prior to October 31, 2016, or \$275.00 after this date. Buyout payments may continue to be addressed to Mrs. Mesday in the Main Office.

May peace and every blessing be yours,



Jason C. Briggs, Ed.D.
Principal