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**Quick Start Users Guide**

Welcome to Scrip Manager, an online certificate ordering software allowing you to order your Scrip gift cards from the convenience of your home or office. This Quick Start Users Guide will provide a step-by-step process to setup and use this program.

Website Address: .

**Getting Started**

Direct your Internet browser to the website provided by your school. This program is completely online and once you register your account, you may access it from any Internet connection at any time.

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**Log-in:** To get started, enter the username and password provided. We recommend that you change your password after your first login.

Username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Order Gift Cards:** Select Order Form from the Menu. This is your shopping cart. A list of gift cards is displayed by alphabetical order. Select the gift card and denomination you wish to order and click “Add”. Insert the amount you wish to order. Continue to add gift cards until complete. Gift cards are added to ‘Your Cart’ on the right side. When finished, click “Confirm Your Order”.

**Review Order:** Review the gift cards you ordered and select the delivery option. Also, select the payment option. When finished select “Place Order”. **Note:** Your order is not placed until you complete this final confirmation step.

**Update Profile:** Select Profile from the User Icon menu and update information and change your password.

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**Features**

**Change Order** – You may change your order at any time before the end of the week by selecting the order form and adding or deleting gift cards (from your cart on the right). If you do modify your order, you **must review and place your order again**.

**History** – Shows a detailed history of all your orders and payments for review.

**Messages** (Mail Icon) – You may use the “Messages” section to send a question or comment to your administrator. The section works like any online email client.

**Help** (Question Icon) –If you have any further questions, or to see more detailed functions of Scrip Manager, refer to the help section. You can access the help articles via the icon on the Dashboard.

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