

RPMS – Non-Inventory Scrip Ordering Instructions

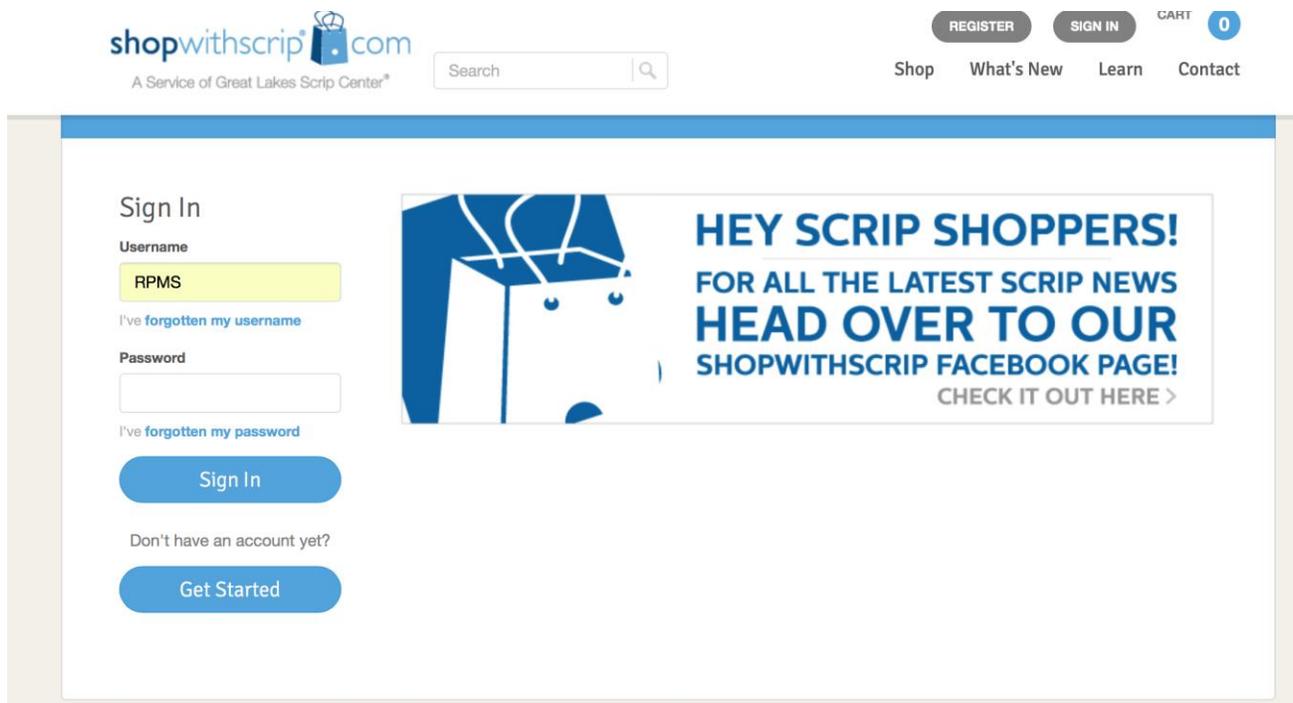
Ordering scrip is simple. Inventory Scrip items can be purchased during regular office hours or you may order non-inventory Scrip items in the RPMS office or online by following the steps below.

Option 1: Order Non- Inventory Scrip in the RPMS office

1. Review the RPMS Non-inventory Scrip Vendors list.
2. Complete the Scrip order form.
3. Return the family order form along with your payment to the school office.
4. All orders will be placed each week on Monday morning at 9 a.m. and will be available for pick up by Friday morning of the same week.

Option 2: Order online

1. Go to www.shopwithscrip.com
2. At the top right click *Sign In* to enter your Username and Password:
 - a. Username is your families last name followed by RPMS (example: SmithRPMS)
 - b. Password may be the same as your username but all lowercase letters (example: smithrps) or the password you created when you set up your account.

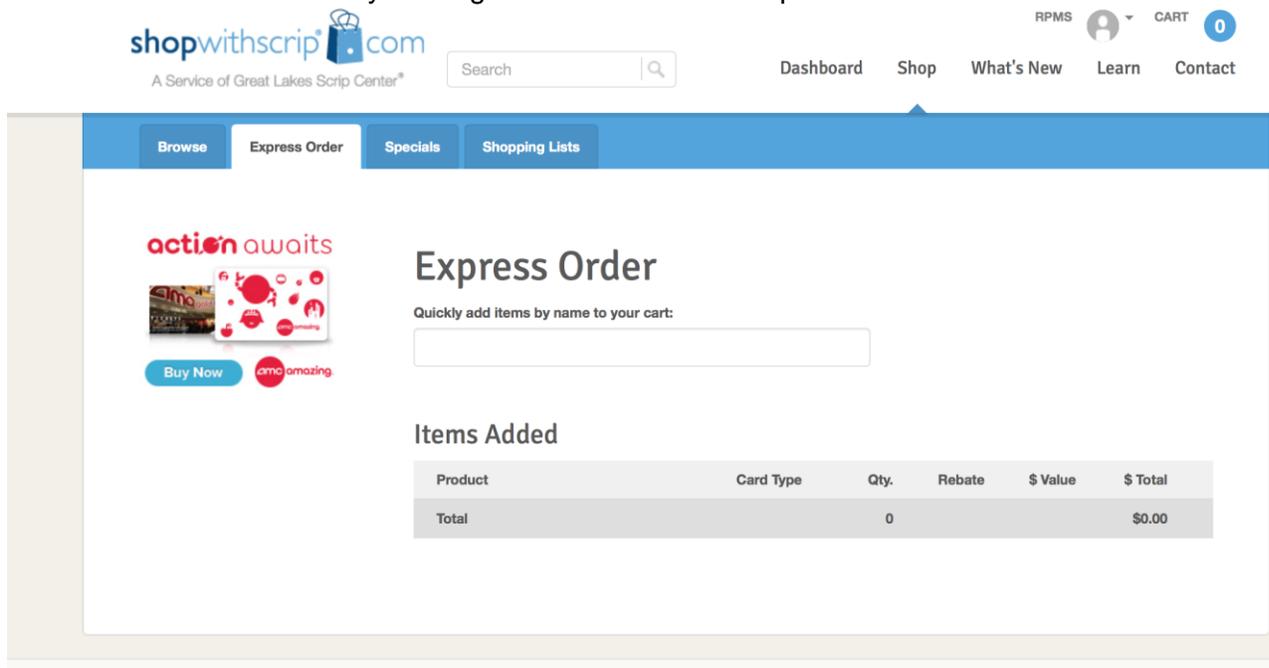


3. If you are logging in for the first time you may be asked further questions to set up your account. You can also change your password at this time.

- To get to your family homepage to view your account settings click *Dashboard* on the top menu. Under *Account Setting* click *Profile* to change your password and update information.



- To go directly to placing an order click *Shop* from the top menu. Then click *Express Order*.
- Begin typing in the vendor you would like to purchase from, enter the dollar amount and quantity. You can also find vendors by clicking on *Browse* from the top menu.



- Once you have selected the company, amount and quantity, click "Add to Cart".

8. Once you have entered in all your orders, click on *Cart* in the upper right of page.
9. Review your order and select *Payment Option*. If you are not set up for Presto Pay, click *Check*, print out your order and submit with payment to the school office by the order deadline (Tuesdays at (9 am). If ordering by Presto Pay, proceed accordingly. With Presto Pay, you do not have to submit anything to the office.

shopwithscrip.com
A Service of Great Lakes Scrip Center®

RPMS CART **1**

Dashboard Shop What's New Learn Contact

CONTINUE SHOPPING

Organization: Rock Prairie Montessori School

Product	Qty.	Rebate	\$ Rebate	\$ Amount
PHYSICAL GIFT CARDS				
Woodman's \$100	1	5%	\$5.00	\$100.00
Order Subtotal	1		\$5.00	\$100.00

CLEAR CART

Payment Options

Account # XXXXXX5938

PIN

Enter your PIN

[Forgot your PIN?](#)

Order Summary

Rebate Total \$5.00
Convenience Fee \$0.15
Order Total \$100.15

[Add all to List](#)

10. Once your order is confirmed, the next screen will provide you with your order confirmation. If paying by check, print and submit copy with payment to the office by Tuesday at 9 a.m. for the order to be completed. **The order will not be placed until payment is received.** You can also save a copy of your order.

shopwithscrip.com
A Service of Great Lakes Scrip Center®

RPMS CART **0**

Dashboard Shop What's New Learn Contact

Your order 13710210 has been submitted

Brand	Card Type	Qty	Rebate	\$ Rebate	\$ Amount
Woodman's \$50	Physical	1	5.00%	2.50	50.00
Order Subtotal		1		2.50	50.00

Order Receipt