

## TAB Online Ordering Instructions

A new optional feature St. Mary's TAB will be offering is ordering TAB gift certificates online. You may order physical gift cards, reload to a current physical card or what's called a ScripNow ecard.

Physical gift cards will arrive with the regular St. Mary TAB order. Your order must be placed before the normal TAB cutoff on Monday morning at 9 a.m. and the gift cards will arrive on Friday. Orders placed after this time will be ordered the following week.

Reloaded gift cards are done using a physical card you have in your possession and following the reloading prompting instructions.

ScripNow ecards will be emailed to you for use online or use at a participating store while shopping.

1. Every St. Mary family currently has an account with SCRIP (TAB). You MUST email Stefanie Pohl at [SandSPohl@aol.com](mailto:SandSPohl@aol.com) to obtain your account name. You CANNOT create a new account as this will result in a duplicate family account. Doing so will result in your accounts being inactivated and not being able to participate in the online ordering program.
2. You must have a current email address in order to participate in ordering online. This email address may never have been associated with another SCRIP program. (SCRIP rules to avoid duplication for multiple programs families have the ability to order from and use of bank accounts to prevent fraud.)
3. You must have a current SCRIP enrollment form on file. This must be completed at the beginning of each school year.
4. You have the option of linking your bank account to your TAB account and paying for your certificates that way OR you may send a check in with the normal TAB order. If you place an order and your check does not arrive prior to a scheduled TAB order day, your order will NOT be placed. TAB is not a bank and will not cover your order.
5. If you place an online order and do not have the funds in your bank account (NSF), you will be charged a fee of \$40 payable to St. Mary's TAB AND your online ordering privileges will be revoked.
6. When placing an order via the online system and encounter a problem you MAY NOT call a TAB lady. Your only resolution is to call SCRIP directly at 1-800-727-4715.

Once you have your account name from Stefanie, log onto [ShopWithScrip.com](http://ShopWithScrip.com).

Click SIGN IN and enter your LOGIN NAME. Then click FORGOT PASSWORD. You will then be prompted to enter your email address for a new password to be sent to. Follow the instructions from that email to update your password. You also will have to link a phone number to your account for verification purposes.

Under FAMILY FUNCTIONS you will find where to register your payment method. Follow the instructions to link your bank account to your TAB account. This is called PRESTOPAY. Each time you use this feature you will be charged \$0.15 per transaction. The Ecards and Reloading feature must be linked to a bank account using PrestoPay to be fulfilled.

If you have other family members who place gift card orders for your tuition account credits, they can continue doing so as before. TAB ladies will still place orders weekly and credit your account. Their order will arrive as normal on Fridays. Do not give your family members the online ordering information as this is linked into your personal bank account.

Local businesses have only physical gift cards available. Those purchases may be paid for online but will arrive with the regular Friday orders.

Questions regarding the procedures may be directed to Stefanie at [SandSPohl@aol.com](mailto:SandSPohl@aol.com), cell at 517-243-2695 or home at 989-587-6085.

2018/2019 - SCRIP ENROLLMENT FORM

ST. MARY'S SCHOOL

TAB - TUITION AND BUCKS

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Full name of both parent(s)

Phone

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Address

City

Zip

All credits accumulated in the program should be credited to:

\_\_\_\_\_ My tuition account

\_\_\_\_\_ St. Mary's General Fund

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Method of Pickup

\_\_\_\_\_ An above named person only may pick up certificates. Please indicate if you will be having your child bring home certificates. We generally will send with the youngest at school.

Name of child \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_ I authorize another St. Mary parent to sign for and pick up my certificates. \_\_\_\_\_

I understand that St. Mary's School is NOT RESPONSIBLE FOR LOST OR MISSING CERTIFICATES.

I also understand that an NSF check will result in reimbursement of fees to St. Mary's TAB, withholding of my certificates until new funds have been provided and my ordering privileges may be revoked.

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Over→

TAB credits accumulated during a specific school year will be applied to the following school year. When a student leaves St. Mary's School any accumulated credits may be transferred to another family or will be applied to the General Fund. Funds may NOT be given as cash back to a family leaving or applied to unpaid balances. If you have accumulated TAB credits and when your child reaches school age you choose not to send them to St. Mary's School, those accumulated credits must be transferred to another family or will be applied to the General Fund.

A current, signed enrollment form must be on file with the TAB program each school year prior to any orders being placed.

Upon receipt of your gift certificates you have three (3) business days to bring any discrepancy to a TAB lady's attention. TAB ladies will NOT look into transactions after the three (3) day period or any prior TAB orders.

I (we) have read, understand and will abide by the general policies of the TAB program.

Signature \_\_\_\_\_

Date: \_\_\_\_\_