



How to Place Orders on the FundScrip Ordering Site

BUY CARDS




This is where you place your orders to buy gift cards.

YOUR ACTIVITY




This section is all about your earnings, orders and transactions.

MESSAGE CENTRE




This section contains important messages we send you about the program.

YOUR PROFILE



This section contains information about you and your preferences.

HELP CENTRE



You may need a hand from time to time and we've created a great system to do just that

1

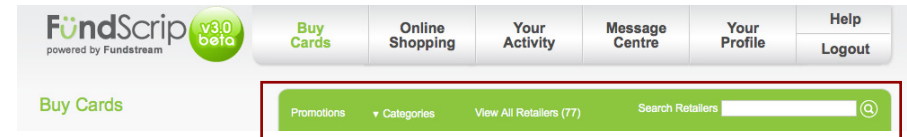
Use your usual email & password to login. You will arrive on a page with 6 different options - choose "BUY CARDS".



2

Your first view will be the gift cards on promotion. You can filter retailers in your province by:

- Promotions
- Category
- View all retailers
- Search retailers



Set it and Forget it!



Set up a **Recurring Order** and never worry about forgetting to place your order again!

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3

Enter the number of cards next to the denomination you want for each retailer then click on “Add To Cart”.

A&P Earn 3.00%
 Card \$25.00
 \$50.00
 Quantity
 Add To Cart

ALDO Earn 13.00%
 Card \$25.00
 Quantity
 SPECIAL OFFER (Usually 10.00%)
 Add To Cart

BABIES R US Earn 2.00%
 Card \$25.00
 Quantity
 Add To Cart

BEST BUY Earn 1.00%
 Card \$25.00
 \$100.00
 Quantity
 Add To Cart

4

Once you have ordered all your cards, look over on the right and you will see the “Order Summary” section.

You will need to populate this info the first time you place an order.

Order Summary

| | |
|------------|--------|
| Supporting | change |
| Order | change |
| Shipping | change |
| Payment | change |

Continue

To make any changes to these fields, you click on the icon to change your information

SUPPORTING >> this is where you must choose which campaign you are supporting. Most groups only have one so it will be an easy choice.

ORDER >> this is the section where you can edit you order.

SHIPPING >> this is where you choose to 1) Hold for pick-up at group distribution point; 2) Hold for pick-up by your chosen representative; or, 3) Direct Shipping to the Canadian destination of your choice.

PAYMENT >> you must choose your payment method from 1) EFT; 2) Credit Card: or, 3) Online Bill Payment Service.

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When all your info is set, click on “Continue”

Cards accepted in: Ontario

Order Summary

| | |
|------------|--------|
| Supporting | change |
| Order | change |
| Shipping | change |
| Payment | change |

Continue

- You can still make any changes by clicking on the change icon.
- When you have reviewed the info is correct, click on “Place Order”
- You will get a “Payment Confirmation” pop-up.
- Confirm your order to complete the transaction and get your order confirmation number.