

## CREATING A NEW USER ACCOUNT

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- Go to [www.scripzone.com](http://www.scripzone.com) and click in the New User Option.
- Create your Account by entering a User Name, Password, and enter a valid Email Address. This email address is used to send confirmation of orders.
- Enter your Contact Information. Please be sure to include your full address and phone where you may be reached for clarification of your order if needed.
- After registering you will be prompted to provide an Organization ID.
- **Please enter the following Group ID: 860633CKH**
- You are now ready to place orders! Click 'Go to Place an Order'

## PLACING AN INDIVIDUAL ORDER

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To place a New Order login to [www.ScripZone.com](http://www.ScripZone.com)'s secure website and follow link from Home Page or through the menu bar tabs to My Zone → My Orders → New Order. With each New Order you will be prompted to:

- Select your Group/Organization, (“Congregation Kol Haverim”)
- Select your Team within the Organization (also, “Congregation Kol Haverim” – no separate teams.)
- Select your Payment Method.
  - Options will be “Pay your Group Coordinator” or “Pay by Credit Card”.
  - “Pay by Credit Card” incurs a 3% fee to Kol Haverim. Gift Card yields will be reduced, and gift cards returning 3 % or less will not be available.
  - Payment by Credit Card allows you to have gift cards included with Kol Haverim’s next order, OR pay an additional shipping fee to have them sent directly to you, or to another address.

## SCRIPZONE’S NEW ORDERING OPTIONS

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Multiple options and solutions to explore while shopping from the comfort of home, 24/7.

- *'Shop our Gift Card Mall'* and enjoy a visual shopping tour by Gift Card images. By simply placing your mouse or cursor over the image, your gift card details and ordering option will appear. Move from Gift Card to Gift Card and find the perfect card for you!
- *'Scrip Suggest'* is our version of 'Google Suggest' which allows you to "auto-complete" or type in the first few letters of a Retailer and narrow your options.
- *'Certificate List/Details'* gives you two new options for ordering: Retailers by Category or Alphabetically. Simply click on any Retailer’s Name for all the Guidelines and Details, including Store Locator links, Card Balance links and Phone Numbers.
- *'My Favorites List'* contains a short list of your favorites chosen by you!
- *'Local Merchants'* allows us to add our own local restaurant options.
- Shop quickly, directly to your *Shopping Cart* when you know exactly what you want.

## CHECK OUT PROCESS AND PAYMENT OPTIONS

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[www.ScripZone.com](http://www.ScripZone.com) brings you three great options for payment of your online order, selected when you “Start a New Order”. **At this time, the Kol Haverim options are Payment to Group Coordinator or Pay by Credit Card.**

To begin your Checkout Process, just click the Shopping Cart to view your order, or go directly to Check Out option at the top right corner of your screen. Simply follow process from your Shopping Cart and click on your Check Out button, proceeding to 'Place your Order'.

### ❖ PAYMENT TO GROUP COORDINATOR

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*If you are paying with check or cash to your Group Scrip Coordinator, just click the Place Your Order button. You will see the Details of your order. Confirmation of your order is sent to your email account as well as to your Group Scrip Coordinator.*

*Your order will be held pending payment to the Group or Organization. Once payment is confirmed, your Scrip Coordinator will submit all paid orders for fulfillment. All orders placed and paid to the Organization are compiled together as one order and shipped directly to the address of record for the organization.*

*Please email or contact your Group Scrip Coordinator for delivery dates, pick-up, or details. Contact is Rosemary Manaker, [rmanaker@earthlink.net](mailto:rmanaker@earthlink.net) or 860-659-4584.*

### ❖ PAYMENT WITH CREDIT CARDS

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*If you are paying with a Credit Card, please complete and confirm Billing and Shipping Information, fill in the necessary Credit Card information and shipping Options. Shipping Options are available only for those orders that are paid by Credit Card, (Shipping Charges may apply).*

*To avoid additional shipping charges, orders may be shipped directly to Group Coordinator. Orders shipped to the Organization will be compiled and shipped with their next regular order.*

*Please consult your Coordinator for shipping details and delivery options. Contact is Rosemary Manaker, [rmanaker@earthlink.net](mailto:rmanaker@earthlink.net) or 860-659-4584.*

## ABOUT SECURITY

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We take your security seriously. Communications with your browser is completed over an encrypted communication platform for security reasons. Most modern browser will allow you to use encrypted communications when you navigate our site. You may not be able to access our site if you are using an old browser (5 years old or more). If you have a problem accessing our secure site, please send an email to: [support@scripzone.com](mailto:support@scripzone.com).

Thank you for allowing us to serve your organization!

Your ScripZone.com Team