



## INSTRUCTIONS FOR ENROLLMENT

Thank you for your interest in becoming part of UnitedScrip. We are happy to play a small part in making the dreams of your organization a reality. As you complete the enrollment process, please feel free to contact us if you have any questions or need clarification. We look forward to working with you!

### PLEASE FOLLOW THESE SIMPLE STEPS TO COMPLETE YOUR ENROLLMENT.

1. Fill out the necessary forms listed below:
  - [UnitedScrip Nonprofit Affiliate Enrollment Form](#)
  - [www.ScripZone.com Information for Online Set-up](#)
  - [Payment/ACH Bank Account Form](#)
2. Email or fax the completed forms to UnitedScrip.
  - Fax #: 864-886-9704
  - Phone # 864-886-9701
3. Email: [info@unitedscrip.com](mailto:info@unitedscrip.com)  
*(Please add [info@unitedscrip.com](mailto:info@unitedscrip.com) to your safe senders list so that you will receive your introductory email.)*
  - **Please follow-up with a phone call to ensure we have received your information!**
4. Mail the signed, original forms to UnitedScrip.  
UnitedScrip, Inc.  
305 Catawba Circle  
Seneca, SC 29672
5. Once your account has been established, you will receive a 'Welcome' email from **info@unitedscrip.com** to follow and confirm your enrollment process. This will provide additional information, tips and guidance as you establish the foundations, organize, educate and inform members, and begin your scrip program. If you have not received this email within 24 hours, please check your 'Junk Mail' file to ensure that your browser did not 'junk' the email. It does contain several attachments. If you do not see the email, please call so that we can verify your email address and resend the email and documents to you.

# UNITEDSCRIP

## WELCOMES YOU AS A SCRIP PARTNER!

We are honored you have selected UnitedScrip as a fundraising partner for your organization. This Enrollment Package includes all of the forms you will need to complete and return to UnitedScrip. Contact us at any of the numbers below and speak with our New Group Coordinator for details.

<b>HOW TO CONTACT UNITEDSCRIP</b>	
PHONE <b>TOLL FREE:</b>	864.886.9701 <b>866.611.9701</b>
FAX:	864.886.9704
INTERNET:	General Information <a href="http://www.unitedscrip.com">www.unitedscrip.com</a> Group Support, Updates, Order Placement 24/7: <a href="http://www.scripzone.com/groupleaderlogin">www.scripzone.com/groupleaderlogin</a> Online Family Ordering 24/7: <a href="http://www.scripzone.com">www.scripzone.com</a>
MAIL:	UnitedScrip, Inc. 305 Catawba Circle Seneca, SC 29672
<b>Customer Service representatives are available</b> 9 a.m. – 3 p.m. EST Monday – Friday	
<b>Email Information</b>	
GENERAL INFORMATION	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a>
NEW GROUPS	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a> <a href="mailto:cmrampey@unitedscrip.com">cmrampey@unitedscrip.com</a>
BILLING/ACCT RECEIVABLE	<a href="mailto:steve.mitchell@unitedscrip.com">steve.mitchell@unitedscrip.com</a>
NEWSLETTER	<a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a>
SOFTWARE	<a href="mailto:software@unitedscrip.com">software@unitedscrip.com</a>
ORDERS	<a href="mailto:orders@unitedscrip.com">orders@unitedscrip.com</a> or <a href="http://www.scripzone.com">www.scripzone.com</a>
SCRIPZONE INFORMATION	<a href="mailto:support@scripzone.com">support@scripzone.com</a> <a href="mailto:info@scripzone.com">info@scripzone.com</a>

# UNITEDSCRIP NONPROFIT AFFILIATE ENROLLMENT FORM

## AFFILIATE/ORGANIZATION INFORMATION

Organization Name:		Phone:	
Organization Address:			
City:		State:	ZIP:
Permanent/Default Shipping Address <small>(if different from above)</small>			
Attention: <i>(Person who will receive order)</i>			
City:		State:	ZIP:
Fax:	Email:		Tax I.D. #
Please designate if the <b>Shipping Address</b> is:    Residential                      School                      Business			

## COORDINATOR/CONTACT INFORMATION:

Contact Name:		Cell/Home Phone:	
Email:			
Alternate Contact:		Cell/Home Phone:	
Alternate Contact Email:			
Program Treasurer Name:		Cell/Home Phone:	
Treasurer Email:			

## METHOD OF GROUP PAYMENT (REQUIRED)

ACH Draft <input type="checkbox"/>	Automated Clearing House (ACH) is a nationwide network utilized by banks, businesses, and account holders to transfer funds. Authorization of ACH payment ensures prompt shipment of your order. The amount debited from your account will be the total of the invoice(s) for the purchase made. ACH payments will be processed and deducted from your account within two business days. Payment will not be processed for any certificates that are backordered.
ACH Savings Draft <input type="checkbox"/>	An ACH debit posted to your savings account. Please check with your bank for any limits on the number of automatic withdrawals in a given time period.
Paper Check <i>(Requires Authorization)</i> <input type="checkbox"/>	An invoice will be emailed to you when the order is placed in our system. Fax a copy of the written check to 864.886.9704 and we will release your order. Please mail your check immediately. Payment should be received within 3 days of order placement. <b>Tardy or late payments may result in suspension of this payment option.</b> Your payment should include your group name and the invoice number(s) to which the check is to be applied.

# WWW.SCRIPZONE.COM INFORMATION FOR ONLINE SET-UP

Follow these simple steps to begin:

- Scrip Coordinator - Go to [www.scripzone.com](http://www.scripzone.com) and register as a 'New User'.
- Email or fax this completed document to UnitedScrip.
- Watch for your Confirmation Email from [info@unitedscrip.com](mailto:info@unitedscrip.com). (Call if not received within 24 hours.)
- Login into Admin Level to complete the set-up process. (Please refer to the Admin Manual emailed in above Email.)

<b>Group Name:</b>	
<b>Group Website:</b> Would you like a link to ScripZone for your site:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Payment Options:</b> Which method(s) of online user/member payment will be allowed on your ScripZone site? (check all that apply)	<input type="checkbox"/> Individual Check to Group
	<input type="checkbox"/> Credit Card
	<input type="checkbox"/> Bank Draft
<b>Shipping Methods:</b> Which shipping methods will you allow or prefer?	<input type="checkbox"/> Ship all orders to default organization delivery address
	<b>Options for orders paid with credit card only:</b> <input type="checkbox"/> Allow members to pay for shipping to home or alternate address
	<input type="checkbox"/> Require members to pay and ship directly to their home address
<b>ScripZone Coordinator Name:</b>	
Organization/Home Phone:	
Cell or Personal Phone:	
<b>Coordinator's Email for Administration of ScripZone Site:</b> Check if Registered User <input type="checkbox"/>	
<i><b>IMPORTANT NOTE:</b> The Individual who will manage the ScripZone.com site for your organization is required to Register as a New User at <a href="http://www.scripzone.com">www.scripzone.com</a>. This step is essential in order to connect them as the Administrator of the Program. Please email <a href="mailto:info@unitedscrip.com">info@unitedscrip.com</a> when registration is complete, or Check Above if currently registered with above email.</i>	
<p>To set up your program online, we will need <u>one</u> Campaign Name and <u>one</u> Team Name.</p> <ul style="list-style-type: none"> <li>➤ Group Campaign reflects your goals and how your profits will be utilized or divided. <ul style="list-style-type: none"> <li>▪ Name Example: Playground Fund, General Fund, Field Trip.</li> <li>▪ Profit Assignment or 'Split' Example: Default 100% to Group, Team 0%, Family 0%</li> </ul> </li> <li>➤ Group Team- May be your Organization Name, or subgroups within your organization (such as classrooms) <ul style="list-style-type: none"> <li>▪ Example: Springfield Elem. School PTA or Smith K- 5 Classroom</li> </ul> </li> <li>➤ You may add additional Campaigns and Teams or make changes from the Group Admin Level.</li> </ul>	
Example 1: <b>General Fund Support</b> (Campaign Name) Organization: 100% Team/Classroom: 0% Parent or Member: 0%	Example 2: <b>Field Trip</b> (Campaign Name) Organization: 20% Teams/Classroom: 20% Parents: 60%
<b>Campaign Name:</b>	
<b>Campaign Splits:</b>	Organization: (Highlight and Type) % (School, Club, Troop, Non Profit) Teams/Classroom: (Highlight and Type) % (Classroom, Team, or Subgroup) Family/Member: (Highlight and Type) % (Family, Student, Club Member, Attendee)
<b>Team/Classroom Name:</b> (list one)	

If you do not list a Campaign or list a Team Name above, a Default Campaign of 100% Profit to group will be used and your Team will duplicate your Team Name. [Find out more about how to design a Campaign in our 'Administration Level Manual'](#)

SZ ENROLLMENT – CONTINUED

*ADDITIONAL CONTACT INFORMATION*

**Please include a list of your program’s officers, staff, or individuals authorized to place orders, request banking account information, passwords, or shipping address changes.**

Name	Position/Title	Email	Phone

**PLEASE INCLUDE PROOF OF YOUR NONPROFIT STATUS: a copy of your IRS Letter of Determination or a copy of your Articles of Incorporation. Please include Employers I.D. Number (EIN)**

**Where or how did you find out about UnitedScrip and ScripZone.com?** \_\_\_\_\_

**FOR OFFICE USE ONLY**

QB	UPS/FedEx	Ourscrip.com	ScripNotes	Phone
Email	QB Notes	ACH Bank Report A/R	<b>Acct/ID Number</b>	
Administrator Name and Email for ScripZone.com				

# BANK ACCOUNT INFORMATION

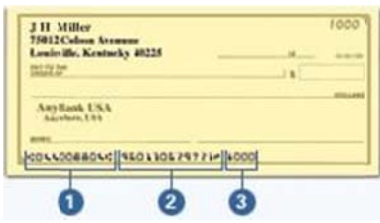
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The following information will authorize UnitedScrip to debit your organization's bank account for your UnitedScrip purchases. Please provide the requested information and attach a voided or cancelled check. UnitedScrip will use this information to verify the accuracy of your depository account and routing numbers. UnitedScrip will not use this information for any other reason.

<b>Organization Name:</b>		Shipping Address:	
<b>Organization Phone Number:</b>		Program Coordinator:	
<b>Organization's Bank Name:</b>		Bank Phone:	
<b>City:</b>	<b>State</b>	<b>Zip</b>	
<b>Type of Account (Check only one):</b> <input type="checkbox"/> Checking <input type="checkbox"/> Saving			
<b>Bank ABA/Routing # (#1 below)</b>		<b>Bank account number # (#2 below)</b>	

I (we) hereby authorize UnitedScrip to initiate debit entries to my (our organization/group/team) account indicated above at the depository named above to debit such account. This authorization is to remain in full force and effect until UnitedScrip has received written notification from me (or organization/group/team) of its termination, in sufficient time and in such manner as to afford UnitedScrip a sensible opportunity to act on it.



President \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Scrip Coordinator \_\_\_\_\_

*Please sign and return with the Enrollment Forms if utilizing the ScripZone's Individual ACH for Registered Users.*

## POLICIES & PROCEDURES

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In order to better serve your group or organization, our inventory is purchased in advance to enable fulfillment of your order immediately, shipping within 24 hours, (normally the same day as your order is placed), reducing your shipping and turn-around time to parents. Therefore, it is essential to our operations that all invoices are paid promptly, and the following policies and procedures established.

### ACH PAYMENT INFORMATION (REQUIRED)

- The recommended method of payment is ACH or electronic fund transfer. ACH (Automated Clearing House) is a nationwide network of banks, businesses, and account holders. Authorization of ACH payment ensures prompt shipment of your order.
- The amount debited from your account will be the total of the invoice(s) for the purchase made.
- ACH payments will be processed within one business day, and deducted from your account within two business days.
- Payment will not be processed for any certificates that are backordered.

We strongly recommend and encourage all groups to consider this option. It saves you the hassle of processing checks and assures that orders will always ship promptly.

We will gladly provide references from groups who use this system.

### PAYMENT BY CHECK (Available only with authorized permission)

- An invoice will be emailed to you when the order is placed in our system. Fax a copy of the written check to 864.886.9704 and we will release your order.
- Please mail your check immediately. Payment should be received within 3 days of order placement.
- **Tardy or late payments may result in suspension of this payment option.**
- Your payment should include your group name and the invoice number(s) to which the check is to be applied.

### GENERAL INFORMATION

- All invoices are to be paid in full. Any credit for returned or exchanged certificates will be made to your account in the form of a credit memo.
- No new orders will be processed if your account has an outstanding invoice more than ten days old.

### RETURN POLICY

#### **We will accept returns if:**

- The certificates are returned within 3 months of purchase.
- You have spoken with a representative of UnitedScrip, filled out the return form, have received approval and mailing instructions from UnitedScrip.
- The gift card/certificates are not signed, marked on, damaged, or folded.
- The gift card/certificates have not expired.
- We will not accept returns of special order gift/cards or certificates without verifying that UnitedScrip will accept the return.

### GROUP PROFIT DISBURSEMENT

Profits generated from orders paid by Credit Card or the ScripPay (ACH) will be applied to Group Invoices or sent directly to the organization on an agreed upon schedule. More information in detail is available in the Administrator Manual or by calling our offices.

*Equipping Nonprofit Organization with Exciting Options to Grow and Expand their Fundraising Programs*

**UnitedScrip welcomes you to our free online ScripHome for your organization.** ScripZone combines the record-keeping expertise and processing of UnitedScrip's Software with our secure web application for ordering Scrip, 24/7, day or night, from the convenience of your organization or home.

**ScripZone** expands the ability of UnitedScrip's fundraising program to help your organization reach and expand its fundraising goals. By giving members, family and friends access to a proven method of raising funds without the hassle of door-to-door sales and the freedom to order when it is convenient for them. Family and friends from across the states can support individuals or organizations without the delay or mailing letters or requests.

**ScripZone makes processing easier for the coordinator. No paper orders forms to print and send home.** Now you can allow your participants to order online, send payment to the school or organization or use one of the alternative payment methods listed below. You still control the deadlines or due dates, compile your orders, have orders shipped to your organization and group payment method. From our Administration level, individual orders sent to the organization may still be entered into ScripZone, just like our software, but from any computer, at your organization or from the convenience of home. All the historical data and reports in one safe location!

**THREE NEW WAYS FOR MEMBERS TO PAY:**

**Credit Cards**—Participants no longer have the excuse that they would buy if they could put it on their card! Now they can help and get their points. When opting to use a credit card for payment, the discount listed reflects a drop in percentage from the discounts listed for payment directly to the school. This is necessary because UnitedScrip passes the entire discount through to the groups or nonprofits except 1%, which will not cover the cost of processing the credit card or paying the fees they charge Retailers to allow payment with a card. In other words there are no fees to the school, but the profit is less per item ordered, and some cards are not available if their original discount is less than 3%. **You know that you have members who won't buy otherwise so give them a way to help.**

**Bank Draft**—Participants will be able to enter their banking information and have the money taken directly from their account. (A *\$0 .50 transaction fee is added to each order paid by parents using ScripPayment Gateway.*)

**Check**—Participants write a check to your organization for the face value of the cards. Your organization is then debited via ACH for the discounted amount to UnitedScrip. (No transaction fees apply)

**Participants who pay for their order with a credit card may pay \$5.25 to have their order shipped directly to them!** *Now relatives can easily support their family from other states, or just across town!* The transactions must clear before the order will be shipped. Orders may also be compiled with regular orders and shipped directly to school without additional cost.

**ScripZone makes reporting easier for the Coordinator.**

Scripzone enables you to track your profit by member, team or campaign. You can also track profit sharing and disbursements to individual accounts. Maintain records for local inventory sales and much, much more!

## GROUP TERMS AND AGREEMENT FOR ONLINE PAYMENT BY INDIVIDUAL MEMBERS ON SCRIPZONE.COM

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*The Automated Clearing House (ACH) network is a highly reliable and efficient, electronic funds transfer system. NACHA-The Electronic Payments Association develops the rules and standards which provide for the interbank clearing of electronic payments for participating depository financial institutions. Both the Federal Reserve and Electronic Payments Network act as ACH operators, or central clearing facilities through which financial institutions transmit or receive ACH entries.*

**ScripPayment Gateway** is a service provided in conjunction with the Federal Reserve Bank, and UnitedScrip for your organization, providing a means for payment of orders placed on ScripZone by your Members and Supporters. UnitedScrip receives these payments on your behalf and applies the face value of each order toward the total complied order or orders. In order to provide this service to members, your organization must also be enrolled for ACH Direct Payment.

Individual Members or Supporters must establish ScripPayment Accounts thru [www.scripzone.com](http://www.scripzone.com). Individual banking accounts will be verified through a two-step process to confirm the account validity (a 2 -4 day process), and once confirmation is complete, individuals will have the option of direct payment for each order. This option must be approved and enabled by your organization for members to have access to the enrollment process or the "My ScripPayment Center" link on their Homepage of ScripZone.com (*Groups not utilizing the ScripPayment Gateway will not be able to view the ScripPayment Center on the [www.scripzone.com](http://www.scripzone.com) website.*)

The following process occurs when you choose to allow payment with ScripZone's Individual ScripPayment Gateway.

- Members login to the secure (GeoTrust Certified) [www.scripzone.com](http://www.scripzone.com) site.
- Members choose to pay utilizing ScripPayment Gateway.
- Member's checking accounts will be debited via the Automated Clearing House for the face value of order plus a \$0.50 convenience fee to cover processing charges.
- Member orders are held in the queue until Group Administrator compiles or releases the entire order to UnitedScrip for processing.
- Member's orders are then shipped together to the Organization.

Please be aware that should Member payments be declined, rejected or returned for any reason, UnitedScrip will:

1. Cancel the order if order has not been released for shipment.
2. If order has been shipped, Group Administrator will be notified to hold individual order for payment.
3. The Group/Non-Profit will be charged the amount of order in full, plus a banking fee of \$20.00 minimum. (Fees may vary by individual banks) Organizations or Groups must collect payment from individual in full plus any banking fees.
4. Group or Organization may request that ACH option removed as option for individual.

X

\_\_\_\_\_  
Officer/President/Scrip Coordinator

X

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Treasurer/Witness