**Olivet’s Enrollment Code:** CD7L2LB213L27 or use the QR Code.

**Order Scrip Online**

1. Log into [Shop All Gift Cards • RaiseRight](https://www.raiseright.com/shop)
2. Browse the categories on the home page and select a retailer.
	1. Top of the page has Today’s Bonuses. These are usually higher percentages than the retailer’s normal percentage.



1. Select if you want a physical card, eGift, or Reload. Enter the amount and quantity. Click **Add to Cart**.
	1. **Physical cards** are gift cards that are shipped to your organization or mailed directly to you if ship-to-home eligible. This option is ordered on the 1st Sunday of each month by 8:00 p.m.
	2. **eGift** are digital gift cards that are delivered electronically and automatically saved to your Wallet.
	3. **Reload** will add funds to physical gift cards you’ve already purchased.

|  |  |
| --- | --- |
| **Physical Card** | **eGift** |
| A screenshot of a website  Description automatically generated |  |

1. If you are done shopping, select **View Cart**.



1. On the “Cart” page, review your cart. If correct, select **Begin Checkout**.



1. On the “Payment” page, select your payment method. Click on **Continue to Confirm Order**.
	1. **Pay Coordinator** Directly by either giving Michelle a check or Citadel members can transfer the funds via OLB.
	2. **Bank Account** will deduct the funds right from your account for a $0.29 ACH Fee for the entire order.
	3. **Credit Card** will charge your card for a fee of 2.6% for each credit card transaction.



1. On the “Review Order” page, select **Place Order**.



**Order Script on the Raise Right App**

1. Login into the Raise Right App
	1. [Google](https://play.google.com/store/apps/details?id=com.shopwithscrip.app)
	2. [Apple](https://apps.apple.com/us/app/id1498234012)
2. Browse the categories on the home page and select a retailer.
	1. Top of the page has Today’s Bonuses. These are usually higher percentages than the retailer’s normal percentage. These change daily.



1. Select if you want a physical card, eGift, or Reload.
	1. **Physical cards** are gift cards that are shipped to your organization or mailed directly to you if ship-to-home eligible. This option is ordered on the 1st of the month by 8:00 p.m.
	2. **eGift** are digital gift cards that are delivered electronically and automatically saved to your Wallet.
	3. **Reload** will add funds to physical gift cards you’ve already purchased.



1. Enter the amount and/or quantity. Click **Add to Cart**.



1. If you are done shopping, select **Go to Cart**.



1. On the “Cart” page, review your cart. If correct, select **Continue to Checkout**.



1. On the “Payment” page, select your payment method. Click on **Continue.**
	1. **Pay Coordinator** directly by either giving Michelle a check or Citadel members can transfer the funds via OLB.
	2. **Bank Account** will deduct the funds right from your account for a $0.29 ACH Fee for the entire order.
	3. **Credit Card** will charge to your card for a fee of 2.6% of each credit card transaction.



1. On the “Review Order” page, select **Place Order**.

