



We are excited to announce a new addition to the CJB Scrip Program: **Scrip Manager!** Scrip Manager is an online certificate ordering software allowing you to order your Scrip certificates from the convenience of your home or office. No more searching for a form to fill out, just point and click and fill your cart with everything you need for your daily purchases. It is so easy! Simply send your payment by cash or check to school via your parish courier or bring to a Cash and Carry counter sale. If paying by check, please include your order number in the memo section of the check. Once we receive your payment, your order will be filled as follows:

- Orders placed by 12:00am (midnight) on Sunday, will be filled on Monday (or Tuesday if there is no school) and sent back to your parish via courier.
- Orders placed by 12:00pm (noon) on Wednesday, will be filled and waiting for you at the Wednesday evening Cash and Carry counter sale.
- Orders placed by 12:00am (midnight) on Thursdays, will be filled and waiting for you at the Friday morning Cash and Carry counter sale.

Please DO NOT try and create a new profile and User ID. You must contact a Scrip team member to begin using Scrip Manager.

Once you are set up, you will receive a User ID and Password. Then simply log in and click on "My Profile" to get started. Under "My Profile" you can change your password and set important features such as weekly email reminders and order confirmations. Be sure to click on the button to allow us to message you! After updating your profile, you are ready to place your first order (Select "Order Form") and view your rebate balance.

**Visit CJBSCRIP.SCRIPORDER.COM
and get started today!**