



eScrip Coordinator Quick Reference Guide

How to Contact eScrip <u>Group Coordinator:</u> Email Coordinator Help Line Fax Mail <u>Supporter:</u> Email	organizations@escrip.com 800-700-5655 530-268-4843 eScrip PO Box 6988 Auburn, CA 95604 supporters@escrip.com
New Coordinator Information	To learn how to quick start your program, visit the group home page and click on <i>New Coordinator Information</i>
To Update Coordinator/Group Info:	To make changes to your group account, such as coordinator name, phone, address or bank account, go to your group home page and click on <i>Account Update</i>
eScrip Merchants	For a list of eScrip merchants in your area, from your group home page click on <i>Merchant List</i> . Distribute this list to your supporters on a regular basis. Is there a merchant you'd like to see on the eScrip program? Send us an email at Merchants@escrip.com and we'll see what we can do.
Promotional Tools Step-by-Step Instructions, including a PR kit Signup Forms Power Registration Promotional Flyers eScrip Banners Available for Purchase Supporter Communication	We provide you with a number of tools and ideas to help promote your program! Go to your group home page and click on <i>How to Promote eScrip</i> Go to your group home page and click on <i>Forms</i> To maximize your group's earning, once you have completed a Power Registration Log (found under forms), multiple entries can be made here. It's easy and powerful! Go to your group home page and click on <i>Promotional Flyers</i> From your group home page click on <i>Promotional Flyers</i> -- for advertising ideas, and to request a banner, access <i>Advertising & Presentations</i> Your personal communication tool can be found under <i>My Assistant</i> . You can manage your supporter distribution list and email communication with ease.
Special Promotions & Announcements	Watch for email messages from us for special merchant promotions and program announcements.
Reports	To view your group's monthly statement, or to obtain a list of your registered supporters, from your group home page click on Reports