



Shop & Log Receipt Guide

Table of Contents

| | |
|--------|---|
| Page 2 | Save time! View our Short Cut Tips |
| Page 3 | Types of receipts & taking images of receipts |
| Page 4 | Oops! I made a mistake. Now what? How do you use my contact info? I need more help! |

info@shopandlog.com

1-800-539-3273

Time Saving Short Cuts

Access The Form Easily

To start, visit your program's page on shopandlog.com and click on the **red** Submit Receipts button.

iPhone & iPad:

On the bottom of your screen, click box with arrow, then Add to Home Screen.

Android:

Click 3 dots on top right of your screen, then Add to Home Screen.

Need Help?

Use a search engine to search your device, browser and Add to Home Screen.

For example: *android chrome add to home screen*

Next time you have receipts to submit, you'll just click the image you saved on your device home screen to directly open the receipt form.

Take Your Image At The Right Time

Make it easier to upload your receipt image. See the next page for when to take a photo, scan your image, save as a file or take a screenshot, depending on if you have a paper receipt or digital receipt; using a mobile device or computer.

Multiple Receipts To Submit?

If you have more than one receipt, before you click Submit, check the YES box indicating that you have more receipts. Your contact info will be carried over for this session.

Types of Receipts

There are three basic types of receipts. Here are tips for the easiest way to submit each type.

PAPER RECEIPT USING A MOBILE DEVICE

- First, fill out the form.
- Write the last four digits of your phone number on the receipt.
- Take a photo of your receipt with your device when prompted

SCAN A PAPER RECEIPT FROM A COMPUTER:

- First, fill out the form.
- Write the last four digits of your phone number on the receipt.
- Scan your receipt.
Notice where it's been scanned on your computer and consider naming the file with the store name and date to find it easily.
For example:
Bath&Body103117.pdf

DIGITAL RECEIPTS (email, app or text):

- First, make an image of the receipt.
 - Complete the form.
For an email, you may be able to Save As to create a file, or drag and drop your email to your desktop. If not, take a screenshot to include the retailer name, purchase date and amount total.*
- *Need Help?** Search your device and "Screenshot".
For example:
Macbook screenshot

Mistakes, Your Info & Help!

Oops, I Made a Mistake! Now What?

If you realize you made a mistake, do not resubmit your receipt. Just click on the link we provide on your confirmation page or in the email we will send after your receipt is submitted. Include the information about your error, the name of your shopping center and the name of your school. We'll fix it on our end.

I Need More Help!

We're here for you! Call 1-800-539-3273 or email info@shopandlog.com with your question. Include your school name and shopping center.

How Do You Use My Contact Info?

We ask for basic info in order to process a receipt: your name, email address and phone number. We will email you if we have a question about your receipt. We will only call you if absolutely necessary.

If you have multiple receipts to submit, be sure to click YES at the end of the form to carry your contact info forward for your next entry. This applies to your current session of receipts. The next time you open the receipt form, you will need to enter your contact info again.

When you agree to the Terms of Use on the receipt form, you also agree to receive emails about the school rewards program and emails from the shopping center.