

# Short Cut Tips For Submitting A Lot Of Receipts Online

## Using Your Smart Phone or Tablet?

### Add the form to your home screen

- Add the form to your home screen for quick access anytime you want to submit receipts. Go to [shopandlog.com/Lakewood](http://shopandlog.com/Lakewood) and Add To Home Screen:

**iPhone:** click on box with up arrow at the bottom of your screen, then choose Add To Home Screen.

**Android:** click on the three dots on the top right of your screen and choose Add To Home Screen.

- Fill out the form BEFORE you take a photo of your receipt.
- If you have more than one receipt, before you click Submit, check the box indicating that you have more receipts, so you don't need to fill in your contact info again during this session.

## Set Up A Receipt Email Address

Each time you submit a receipt online, you will receive a confirmation email (including an image of your receipt). To avoid flooding your personal email inbox, you can set up a free email account at gmail, yahoo, etc., to use when submitting receipts. Please check your inbox periodically at this account for questions we may email you about a submission and for bonus points reminders.

## What If I Make A Mistake, Or I'm Not Sure My Receipts Went Through?

Please don't spend the time entering the information and submitting the receipts again. Just email us at [info@shopandlog.com](mailto:info@shopandlog.com) or use the email link in your confirmation to let us know what mistake was made or to verify we got the submission.

## Avoid Duplication

Mark a paper receipt to remind yourself or other helpers the receipt was submitted.

Request a list of all your school's entries at [info@shopandlog.com](mailto:info@shopandlog.com) to see if a receipt has already been uploaded.