

1. To submit a receipt, go to shopandlog.com/TMP, then click on Submit Receipts.

Paper receipts: complete the form first, then upload your receipt image when prompted by taking a picture or scanning your receipt.

Digital receipts: save your email, text or app receipt as an image, then complete the form.

The screenshot shows the top of a web form. At the top center is the logo 'EARN & LEARN' in a stylized font. Below it is the title 'The Market Place'. A dashed line separates the header from the main content. The main content starts with 'Let's Get Started!' followed by three bullet points: '- Paper receipts: complete the form first, then upload your receipt image when prompted by taking a picture or scanning your receipt.', '- Digital receipts: save your email, text or app receipt as an image, then complete the form.', and '- Tip: Add this form to your smart phone screen or bookmark the form in your browser.' Below this is a link for 'Need Help? Email us.' and a note: '*Please note all fields are required.' Another dashed line follows. The next section is 'Your Contact Info' with fields for 'Name *' (split into 'First' and 'Last'), 'Your Email Address *', and 'Your School *' (a dropdown menu with 'Choose from List' selected).

2. Next, enter your receipt info. Then click Choose File to upload the image of your receipt.

For a paper receipt, you will take a photo or scan the receipt.

If you have a digital receipt, upload the saved image.

The screenshot shows the 'Receipt Info' section of the form. It includes a sub-header 'Receipt Info' and a note: 'Our system allows you to log one receipt at a time. At the bottom of this form, click "Yes, please!" to log more receipts.' The form has three main sections: 1. 'Retailer *' with a dropdown menu showing 'Choose from List'. 2. 'Receipt Date of Purchase (September 1 through April 30) *' with three input boxes for MM, DD, and YYYY, and a calendar icon. 3. 'Amount of Purchase *' with a dollar sign, two input boxes for Dollars and Cents, and a decimal point. Below these is a dashed line and the 'Upload Your Receipt *' section with a 'Choose File' button and the text 'no file selected'.

Save time! Save the receipt form to your home screen on your mobile device.

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.

3. Almost Done!

First, check the Agree to Terms of Use box. If you have more receipts, click YES and the info you entered in step 1 will transfer over.

The final step is to click Submit.

Questions?

The screenshot shows the 'Questions?' section of the form. It starts with the heading 'Questions?' and a note: 'Please Email us and include the name of your shopping center or call 1-800-539-3273.' Below this is a scrollable area for 'Terms of Use' which contains text about agreeing to terms and eligibility. Below the terms is a section 'I Accept *' with a checkbox for 'I Agree to the Terms of Use.' Another dashed line follows. The next section is 'NEXT?' with 'Log Another Receipt? *' and two radio buttons: 'Yes, please!' (selected) and 'No thanks. I'm done for now.' At the bottom is a 'Submit' button.

1-800-539-3273
info@shopandlog.com