

**1. To submit a receipt, go to [shopandlog.com/southglenn](http://shopandlog.com/southglenn), then click on Submit Receipts.**

**Paper receipts:** complete the form first, write the last 4 digits of your phone number on the receipt, 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

The screenshot shows the top portion of the receipt submission form. At the top is the StreetSmarts South Glenn logo, which features a yellow house shape with a lightbulb and a smiling face. Below the logo, the text reads "The Streets at SouthGlenn". A dashed line separates this header from the main content. The main content starts with "Let's Get Started!" followed by instructions for paper and digital receipts. Below this is a tip and a "Need Help? Email us." link. A note states "\*Please note all fields are required." Another dashed line is present. The "Your Contact Info" section includes fields for Name (split into First and Last), Your School (a dropdown menu), Your Email Address, and Phone Number (split into three groups of three digits). At the bottom, it says "We'll only call you if we have a question."

form.

**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 heading "Receipt Info" and a paragraph explaining that the system allows one receipt at a time and that users should click "Yes, please!" to log more receipts. Below this are several input fields: "Retailer" (a dropdown menu), "Receipt Date of Purchase (August 15-April 30)" (a date picker with MM, DD, and YYYY fields), "Amount of Purchase" (a field for dollars and cents), and "Upload Your Receipt" (a "Choose File" button showing "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.**

The screenshot shows the "Questions?" and "Terms of Use" sections of the form. The "Questions?" section asks the user to please email and include the name of their shopping center or call 1-800-539-3273. The "Terms of Use" section has a heading and a paragraph stating that by checking the box, the user agrees to have read the Terms of Use for Shopping Partnership. Below this is another paragraph about verification of eligibility. There is a section "I Accept" with a radio button for "I Agree to the Terms of Use." Below that is the "Next?" section, which includes "Log Another Receipt?" with a radio button for "Yes, please!" and another for "No thanks. I'm done for now." At the bottom is a "Submit" button.

**Questions?  
1-800-539-3273  
[info@shopandlog.com](mailto:info@shopandlog.com)**