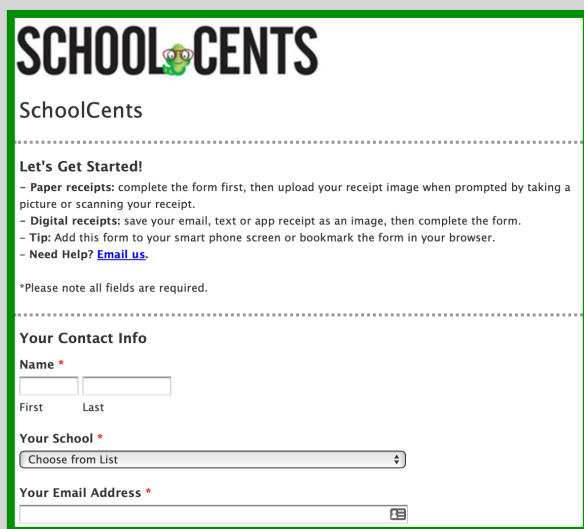


1. To submit a receipt, go to school-cents.com then click on Submit Receipts.

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.

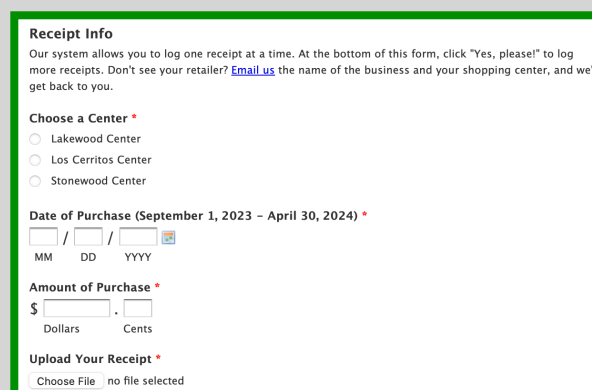


The screenshot shows the 'SCHOOLCENTS' form. At the top is the logo and the text 'SchoolCents'. Below that is a section titled 'Let's Get Started!' with instructions for paper and digital receipts, a tip to add the form to a mobile device, and a link for help. A note states that all fields are required. The 'Your Contact Info' section includes fields for Name (First and Last), Your School (a dropdown menu), and Your Email Address.

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' form. It includes a system notice about logging one receipt at a time. The 'Choose a Center' section has radio buttons for Lakewood Center, Los Cerritos Center, and Stonewood Center. The 'Date of Purchase' section is for September 1, 2023, to April 30, 2024, with MM/DD/YYYY input fields. The 'Amount of Purchase' section has fields for Dollars and Cents. The 'Upload Your Receipt' section has a 'Choose File' button and a 'no file selected' message.

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

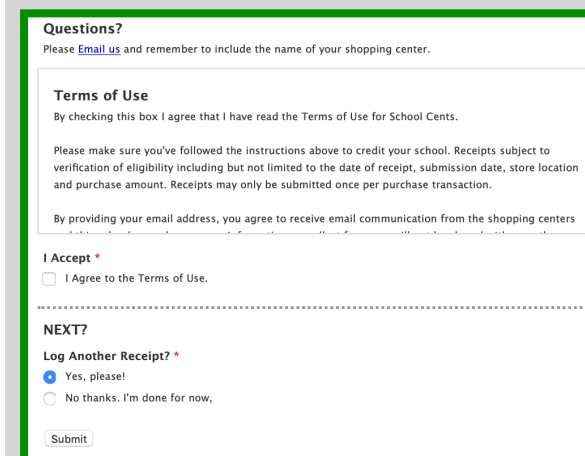
iPhone: click on box with up arrow at the bottom of your screen, then choose Add To Home Screen.

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?' section with a link to email support. Below is the 'Terms of Use' section, which includes a checkbox for agreement and a note about email communication. The 'NEXT?' section has a 'Log Another Receipt?' section with radio buttons for 'Yes, please!' (selected) and 'No thanks. I'm done for now,' and a 'Submit' button.

Questions?

info@shopandlog.com

