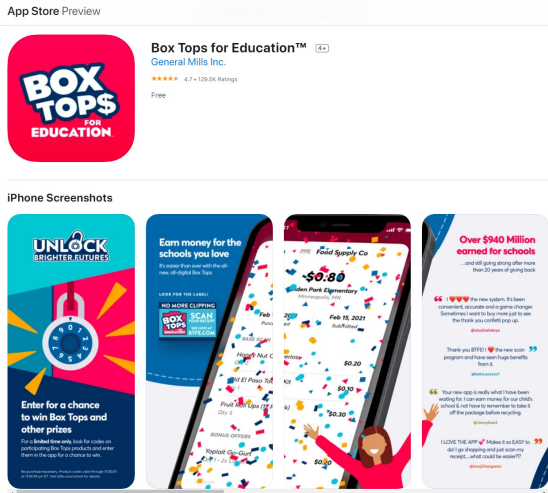


Instructions for Using the New BoxTops App

STEP 1: DOWNLOAD THE APP ON YOUR PHONE USING YOUR PHONE'S APP STORE

Google: https://play.google.com/store/apps/details?id=com.generalmills.btfe&hl=en_US&gl=US

Apple: <https://apps.apple.com/us/app/box-tops-for-education/id1150038564>

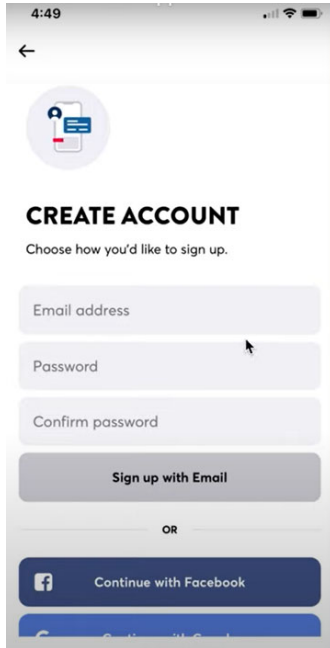


STEP 2: COMPLETE REGISTRATION INFORMATION WITHIN THE APP

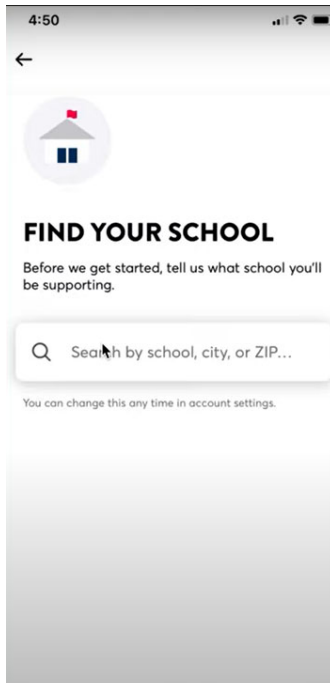
- Select "Sign Up"



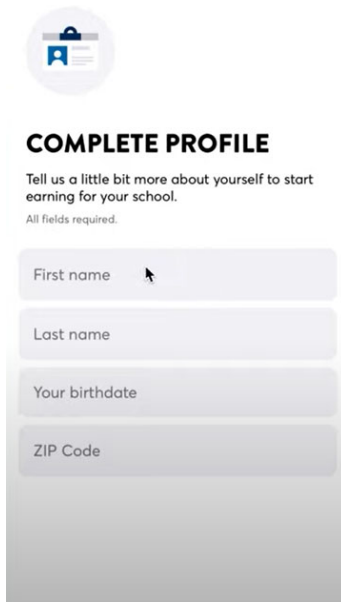
- Create your account (either by entering an email and password, or selecting an option to connect via an existing Facebook, Google, or Apple account)



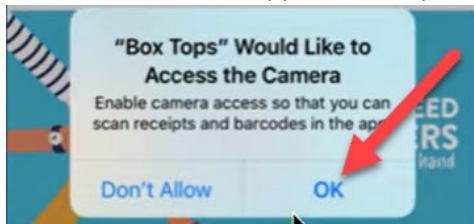
- Find School of the Madeleine using the “Find Your School” prompt



- Complete your profile

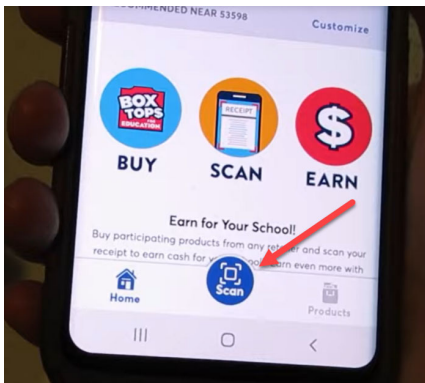


- Select "OK" to allow app access to your phone's camera



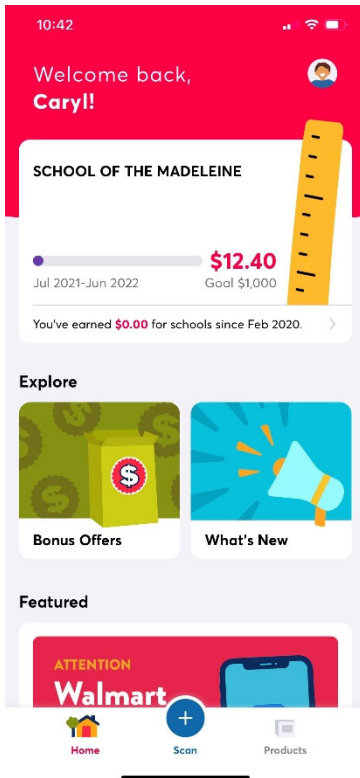
STEP 4: SCAN RECEIPTS

Scan your grocery receipts by selecting the "scan" button at the bottom center of the app. Once activated, you will use your phone's camera to capture an image of your grocery receipt, and then click "submit" to allow the app to review and scan the receipt for eligible earnings/items.



STEP 5: REVIEW EARNINGS

After scanning receipts you will see a snapshot of what you have earned toward the school's BoxTops earnings goal.



FAQ AND ADDITIONAL RESOURCES:

1. Can I get credit for online purchases that have a digital or e-receipt, and if so how do I submit these?

Yes, you can also get credit for online purchases through Costco, Vons, Target, Walmart, Instacart, and many other retailers. First, make sure you are registered with a BoxTops account (either through the App using the steps outlined above, or online at boxtopsforeducation.com). Next, forward your digital receipt to receipts@boxtops4education.com using the same email address that your BoxTops account is registered under. Be sure to forward the digital receipt email as-is (do not forward a screen shot or PDF).

2. What do I do if I have a very long receipt to scan and can't fit it in one photo?

If you have a long receipt, you can start at the top of the receipt and take a photo, then tap the "(+) Add Section" button to scroll down to the next section of the receipt and take a second photo. This may be done as many times as needed to capture the full receipt.

3. What is the best way to ensure I capture the best/clearest receipt image?

When scanning your receipt, line up the left and right sides of your receipt with the camera viewer and keep adding sections until you have photographed the entire receipt. Be sure that your receipt images are well-lit and readable.

Remember, each receipt must include the following information to be processed:

- Purchase date (the date printed on your receipt)
- Store name or logo
- Total
- All the items purchased

4. How long do I have to scan an eligible receipt and still get credit?

Receipts must be scanned within 14 days in order to be eligible to earn BoxTop credit.

5. When will School of the Madeleine receive the funds for BoxTops earnings?

SOTM will receive payments twice per year for BoxTops Earnings. The payments will be sent out by December 31st and by April 30th.

ADDITIONAL HELPFUL HINTS AND RESOURCES:

BoxTops YouTube Channel

<https://www.youtube.com/channel/UC5Vo9wu97CZEpQDgswNRnuA>

BoxTops Information Regarding How to Scan

https://btfe.smart.link/nb7otjlkf?feed_id=45837b1e-ec75-4714-836c-7ac95bfaf789