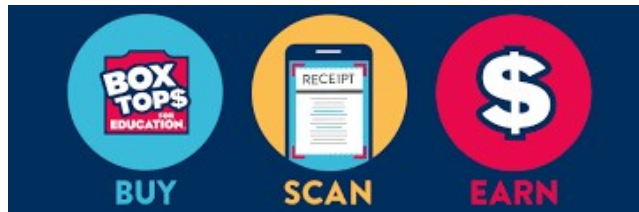


Digital Box Tops Information Sheet



Welcome to the new digital Box Tops submission process for SHIELD. Starting in 2021, clipped Box Tops will no longer be accepted and submitted through SHIELD. Box Tops are now earned digitally through the Box Tops app. Here are some simple steps to get you started!

1. Download the Box Tops app. Login or create an account.



a. First time users: select your school (Use zip code 29072 to find SHIELD). Once you have selected SHIELD as your school this information should be saved for next time.



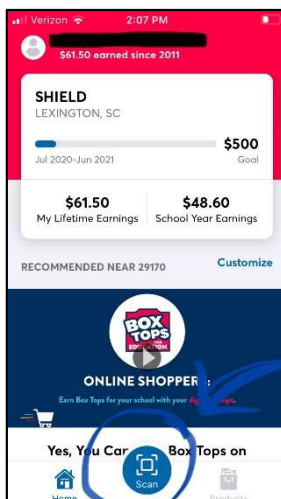
2. Buy participating Box Tops products at your favorite store.



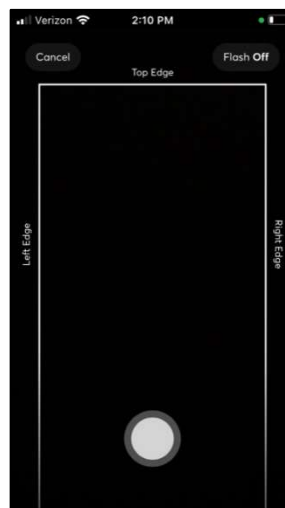
← Look for this logo on products

3. Upload a picture of your receipt as a proof of purchase.

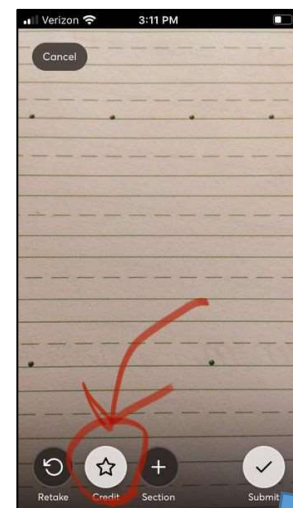
a. Click the Scan button.



b. Line up and snap a picture of your receipt.



c. Click the "Credit" button: add your name here.

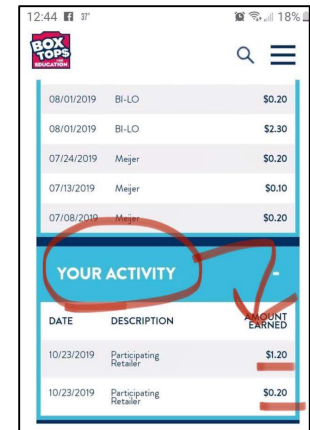


d. Submit your Receipt

4. Your submissions will be automatically submitted to SHIELD, and we will credit you accordingly. (Note: Any submissions not utilizing the "Credit" button, will NOT be automatically credited to you. Additional verification of your earnings will be required by SHIELD.)*

- a. **If you have Box Tops earned without utilizing the Credit button, please submit a copy or screenshot of your account summary with any earnings you've acquired to date. If you do not submit verification, we will not know whom to credit the Box Tops earnings to.*

Example of account summary



DATE	DESCRIPTION	AMOUNT EARNED
08/01/2019	BI-LO	\$0.20
08/01/2019	BI-LO	\$2.30
07/24/2019	Mejor	\$0.20
07/13/2019	Mejor	\$0.10
07/08/2019	Mejor	\$0.20

YOUR ACTIVITY

DATE	DESCRIPTION	AMOUNT EARNED
10/23/2019	Participating Retailer	\$1.20
10/23/2019	Participating Retailer	\$0.20

5. When submission time rolls around (March 1st and November 1st), watch for additional information from your coordinators in the SHIELD weekly update. This will give you information on how to confirm the status of your earnings and how to submit a self-addressed stamped envelope in which we will mail you your check. (Not submitting an envelope will deduct \$0.60 from your earnings when we mail you your check.)

Things to note/disclaimers:

- *Box Tops does not pass along any record of who any of the digital rewards belong to unless you use the "Credit" button for scanned receipts. This is why documentation is essential to make sure all monies are credited to the correct person. Using the "Credit" button will help streamline the process for your monies to be correctly credited without the need of additional documentation from you.*
- *We cannot provide tech assistance for this app. If you have difficulties with this app, you will need to contact Box Tops directly.*
- *SHIELD is not in a position to track monies earned from digital Box Tops for an extended period of time. For this reason, any unclaimed digital Box Tops money at the end of the year will be divided among the Box Top recipients from that year or donated to SHIELD.*

If you have any questions, please contact the coordinators.

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