

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 'EARN & LEARN' logo at the top. Below it is the title 'The Market Place'. A section titled 'Let's Get Started!' contains instructions for paper and digital receipts, a tip about mobile devices, and a link to 'Need Help? Email us.' Below this is a note: '*Please note all fields are required.' The 'Your Contact Info' section includes a 'Name' field with 'First' and 'Last' sub-labels, a 'Your Email Address' field, and a 'Your School' dropdown menu with 'Choose from List' as the selected option.

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. It includes 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 'Retailer' field is a dropdown menu with 'Choose from List' selected. The 'Receipt Date of Purchase (September 1 through April 30)' field has MM, DD, and YYYY sub-labels. The 'Amount of Purchase' field has a dollar sign, a 'Dollars' input box, a decimal point, and a 'Cents' input box. The 'Upload Your Receipt' section has 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 with a link to 'Email us' and a note: 'Please Email us and include the name of your shopping center or call 1-800-539-3273.' Below this is the 'Terms of Use' section, which includes a paragraph about the Terms of Use for Shopping Partnership and a note about email communication. The 'I Accept' section has a checkbox for 'I Agree to the Terms of Use.' The 'NEXT?' section has a 'Log Another Receipt?' question with radio buttons for 'Yes, please!' (selected) and 'No thanks. I'm done for now.' A 'Submit' button is at the bottom.

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

