

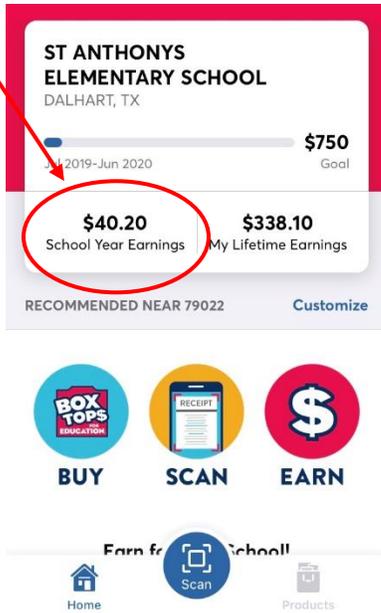
# Student Credit on Box Tops App Instructions

The Box Tops app has been updated where your student can receive credit for the receipts you SCAN through the app!

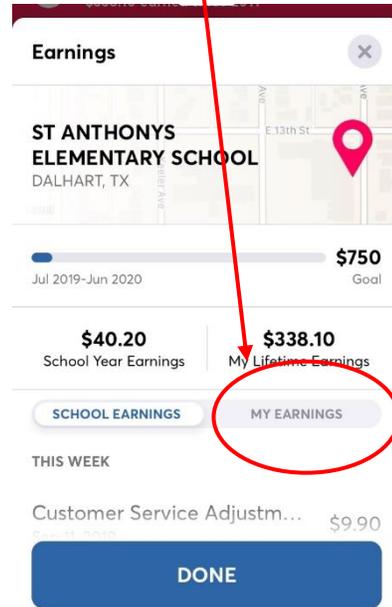
**For receipts you have already SCANNED (July – Current) prior to this update, please follow these steps to add your student's name:**

1. Open the Box Tops app, you will see this display:

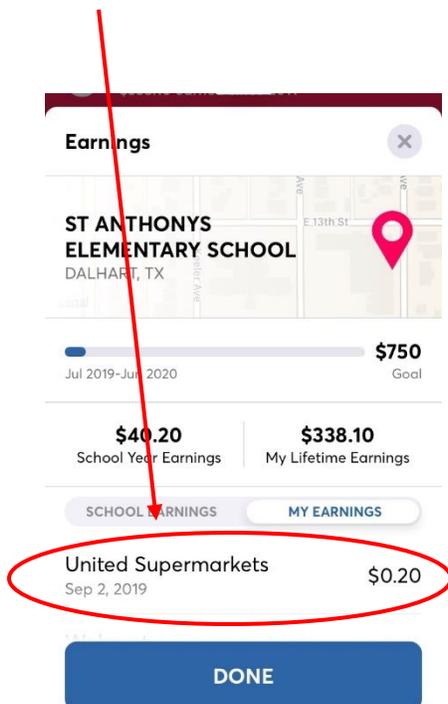
Select **School Year Earnings**



2. Next Select **My Earnings**

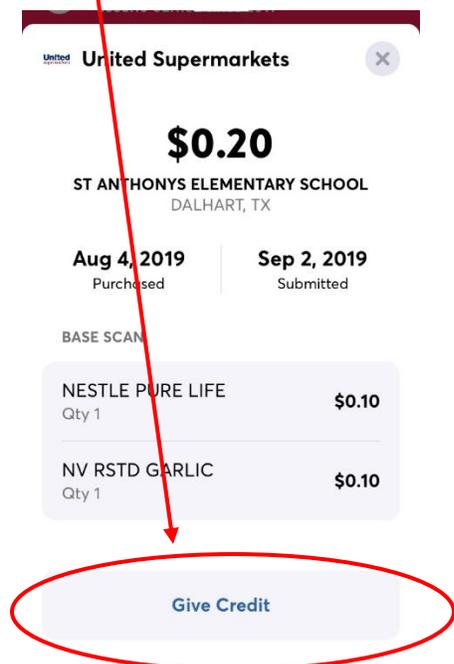


3. Select the Store Name

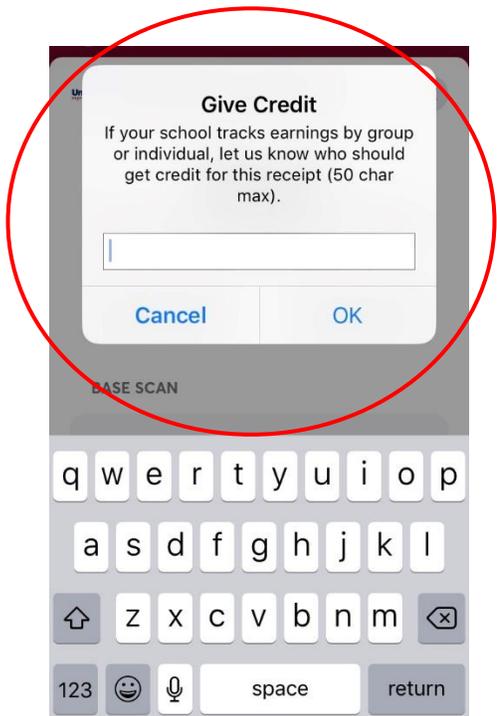


4. Earning details will open.

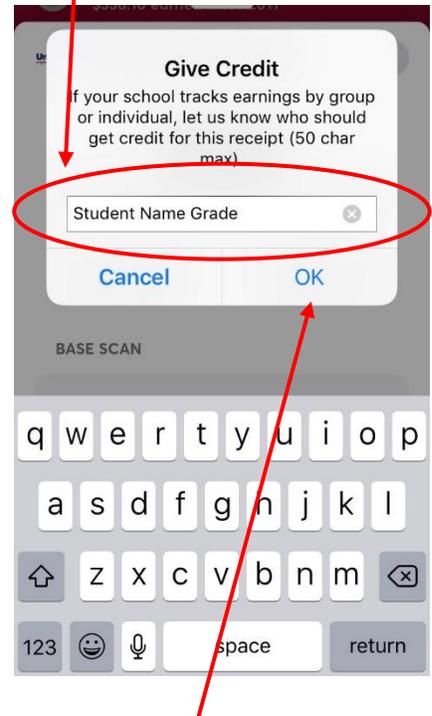
Select **Give Credit**



5. The Give Credit info box will be displayed:



6. Enter your students name in the following format: **Student Name Grade** (i.e. Jane Doe 2)

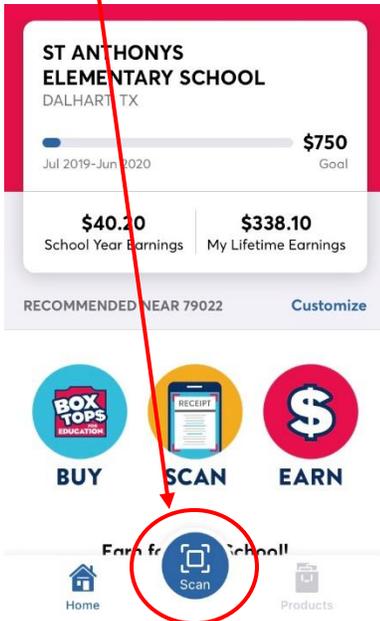


Then select **OK**

**NOTE: Once you enter the name and select OK, the entry CAN NOT be edited!**

## For receipts you SCAN that are NEW, please follow these steps to add your student's name:

1. Open the Box Tops app, you will see this display:  
Select the **Scan** option



2. The camera will open. Take a picture of your receipt. Make sure the date is included in the picture. Select the picture option to take the picture.



3. Once picture is taken, select **Submit**.  
**NOTE:** If you have a long receipt, select the **+** to add a section to your receipt, then select Submit one the entire receipt is Scanned.

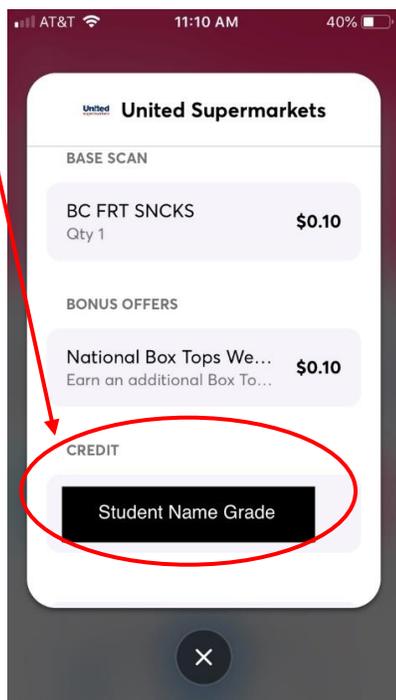


4. The app will automatically show your earnings and credit your Box Tops purchase to our school account!



6. Scroll down on your earnings screen to the **CREDIT** option to enter your student's name.

**NOTE:** If you have already entered the name previously, it will automatically have their name/grade entered!



You can then **X** out of the screen and **SCAN** additional receipts that you may have.

**REMINDER:** You have 14 days from the date of purchase to **SCAN** the receipts through the App for Box Tops credit!

**Thank you for supporting the Box Tops for Education program at  
St. Anthony Catholic School!**