



# **How to Create an eBiz Account**

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## Overview

To use the GSGLA online registration system (eBiz), you must first create an online account which allows you to create a Username and Password that you will use to login for all subsequent visits to eBiz.

If this is your first time accessing the eBiz system after August 10<sup>th</sup> 2013, you will need to complete this process **even if you have created an account in the past.**

As of August 10<sup>th</sup>, parents of girl members under the age of 18 will no longer need to access their daughter's individual eBiz accounts.

- Adults who are designated as the **Guardian 1** for their daughter(s) will have access to the Family Management areas from their own individual accounts. As a Family Manager, Guardian 1's will now have the same access and capabilities that were previously only available to Troop Leaders.
- Designated **01 Troop Leaders** will continue to have access to Troop Management.
- Adults who are both Guardian 1's and Troop Leaders will have access to both areas of management.

## Creating Your eBiz Account

1. Using a supported browser (Internet Explorer 8,9 & 10, Firefox, Safari or Chrome), access the GSGLA website: [www.girlscoutsla.org](http://www.girlscoutsla.org)
2. Scroll to the far right and click on the eBiz tab, click on Log-in. This will open the eBiz webpage.
3. Below you will see the screen; you will see an area title **Current Member Login**. Click on the button that reads **New Online Account**.



**Current Member Login**

Username:  [Username?](#)

Password:  [Password?](#)

**Login**

First Time Online? Register Here.

**New Online Account**

4. The screen should show the form below. Fill in all required fields marked with a red asterisk.

HOME ACTIVITIES DONATE

## Create an Online Account

Customers 18 years of age and older are permitted to access this system.

### 1. Personal Information

*\* Required*

Prefix *\* First Name* Middle Name *\* Last Name* Suffix

--Select--    --Select--

**Address**

*\* Address*

*\* City* *\* State* *\* Zip Code*

--SELECT--

Country Code

United States

*\* Date Of Birth*

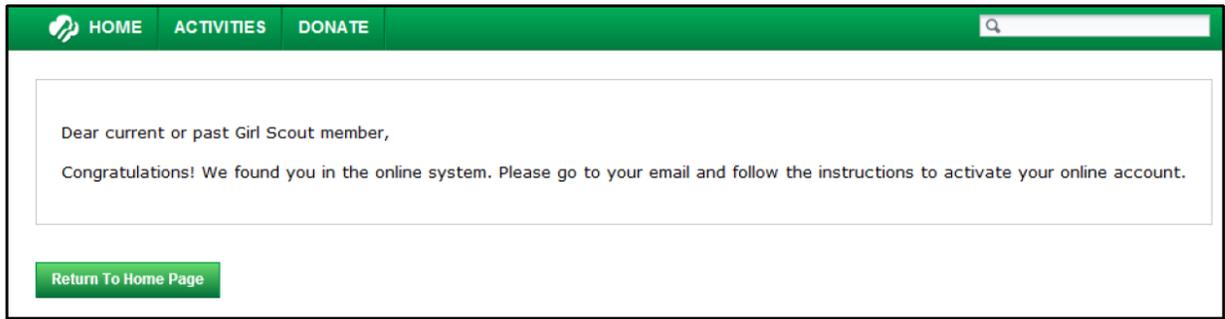
MM  DD  YYYY

*\* Gender*

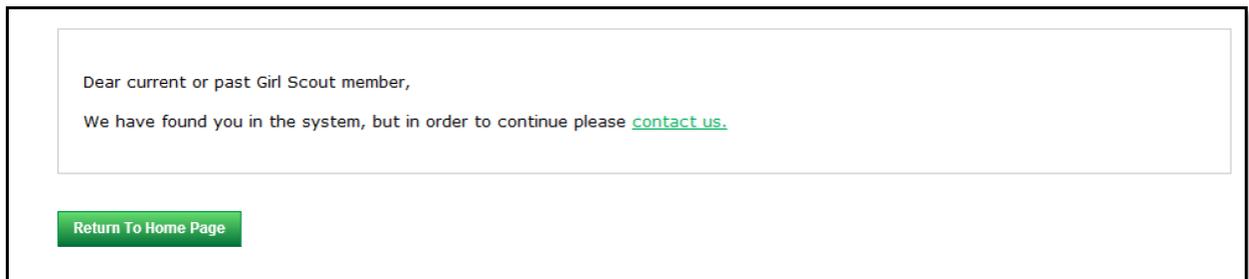
Female  
 Male

[Continue >](#) [Cancel](#)

5. When you click **Continue** the system will attempt to match the data entered into the form with a record in GSGLA's database. If a match is found and you are able to create a login, you will receive the message below, if so, skip to [step8](#):



6. If a match is found but there is a complication in creating your login, you will receive the message below:

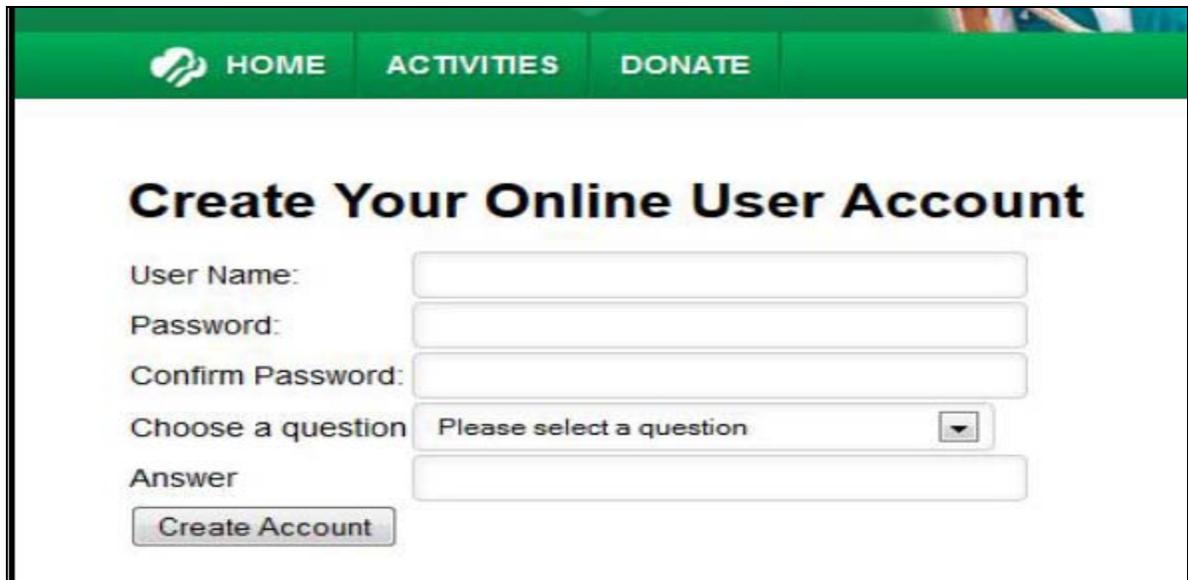


In this case, please email [helpdesk@girlscoutsla.org](mailto:helpdesk@girlscoutsla.org) for assistance. A Help Desk staff member will need to research the problem before you can make another attempt creating your account.

7. If you are new to GSGLA or if the system does not identify your information with a record in the system, you will see the below screen:



9. Click on the link, or copy the whole link and paste it into your web browser. The below page should load:



The screenshot shows a web page with a green header containing navigation links: HOME, ACTIVITIES, and DONATE. Below the header is a white box titled "Create Your Online User Account". The form includes the following fields and elements:

- User Name:
- Password:
- Confirm Password:
- Choose a question:  (dropdown menu)
- Answer:
- 

10. Fill in the username and password of your choice. It will need to be unique in the system and your password must meet security requirements (needs to be at least 7 characters long and include at least one number). You will receive a message if you need to revise your login credentials.
11. Choose a security questions and provide the answer. **Click Create Account**
12. You may wish to record this information for future use as you will be using this username and password each time you login to eBiz. Should you forget your username or password, you can click on the **Username?** Or **Password?** Links next to the fields in the Current Member Login area, shown on [page 2](#) of these instructions. This will allow you to retrieve your login credentials using your provided security question.

13. When you've successfully completed the account creation process, you will receive the below success message and an email will be sent to confirm the creation of your account.



14. Congratulations! You have successfully created your eBiz account. You are now logged into your account and can begin using the online registration system.

## Questions?

If you need help or have questions during the process, email our Help Desk at:

[helpdesk@girlscoutsla.org](mailto:helpdesk@girlscoutsla.org)

Help Desk tickets are answered in the order they are received.