

How to Create an eBiz Account

Overview

Creating Your eBiz Account

Questions?

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 10th 2013, you will need to complete this process **even if you have created an account in the past.**

As of August 10th, 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
- 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.

Username:	-
	Usemame
Password:	
	Password?
Login	
First Time Online? Re	egister Here.
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4. The screen should show the form below. Fill in all required fields marked with a red asterisk.

	- f				
Required	nformation				
Prefix	* First Name	Middle Name	* Last Name	Suffix	
Select				Select	
Autoo					
City		* State	* Zip Code		
City		* State SELECT-	* Zip Code		
^r City Country Code		* State SELECT	* Zip Code		
City Country Code United States		* State	* Zip Code		
City Country Code United States Date Of Birth		* State	* Zip Code		
City Country Code United States Date Of Birth MM	DD	State SELECT YYYY	* Zip Code		
Country Code United States Date Of Birth MM	DD	State -SELECT- YYYY	* Zip Code		

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 <u>step8</u>:



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

Dear current or p	st Girl Scout member,	
We have found y	u in the system, but in order to continue please contact us.	
Return To Home Pag		

In this case, please email <u>helpdesk@girlscoutsla.org</u> 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:

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Create an On Customers 18 year	line Acco	unt	system.
1. New Accoun	t for :		
Angelica Aguilar 101 e wheeler ave Arcadia, CA 91006			
Date Of Birth : 11/2/1	977		
2. My Girl Scou	ıts Login		
* Required * Username			
* Password		* Verify Password	
* Challenge Question Please Choose One	•]	
* Answer			
3. Contact Info	rmation	Email Address	
		* Home:	

If you are certain that you are a new member who has not previously participated with GSGLA, you can fill out the online form to create a new account.

If you have participated with GSGLA in the past, or if your daughter has been a Girl Scout with GSGLA in previous years, please contact the Help Desk <u>helpdesk@girlscoutsla.org</u> for assistance. A Help Desk member will need to research your account to determine why the system has not recognized you. Please do not continue to create a new account.

8. If you have received the "successful" message in step 5, then the system has sent you an email from <u>noreply@uspps.net</u> that will contain a link for you to access and create your login. Go to your email account to access the email:

Cc Subject: Your Girl Scouts Account	
Thank you for activating your Girl Scout account! To complete the process and choose a user name and password, please click the link below: <u>https://gstrain.ebiz.uapps.net/vp/Home/ActivateAccount/CreateAccount/tabid/519/a/5a2897cd-288d-4cc2-b060-</u> <u>a6123720049c/pid/34/Default.aspx</u> The link to activate your account is very long and some email clients break it to fit their character count. Please copy and paste both parts of the link, in order and without spaces, into your web browser. This will take you to the proper page to finish your online membership renewal.	

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

STIVITIES	DONATE	
ur Onl	ine Use	er Accou
Please sele	ct a question	
	Please sele	Please select a question

- 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 9needs 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 <u>page 2</u> 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

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