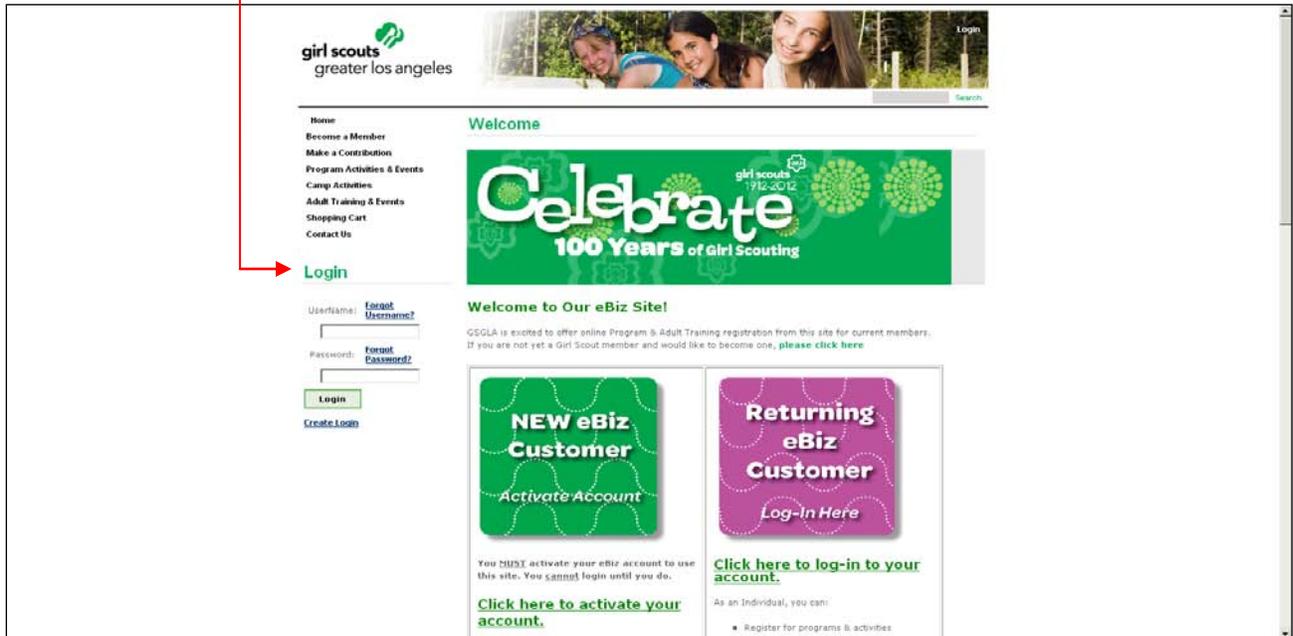


How to Use eBiz to Renew Your Membership

eBiz is the online system that Girl Scouts of Greater Los Angeles uses for membership and training registration.

1. Point your web browser to www.girlscoutsla.org

Login to eBiz on the home page using the username and password that you have established. Login is located under the left-hand navigation bar as shown at right.



New eBiz Customers start HERE. Returning eBiz Customers go to step 3 on page 2.

2. If you have never logged-in to eBiz before please click the **New eBiz Customer** button

by Name & Email Address

First Name:

Last Name:

Email Address:

You will enter your First Name, Last Name and Email address then click **Continue** as shown at left.

After you enter that information you will see a green check mark and the following message on



the screen "We have sent you information on activating your account to the email address you provided. Please check your email and follow the instructions in the email message."

Create User

User Name:

Password:

Confirm Password:

Choose a question:

Answer:

You will then receive an email with a link that you must click on within 24 hours to complete the registration process.

Clicking on that link brings up a page that allows you to create a **Username** and **Password**. Usernames must be unique.

Passwords may be the same for everyone in a family. Passwords MUST be at least

seven characters long. Also, you will be asked to choose a security question and give an answer for your security verification. Then you click on **Create Account**.

After you have successfully created an account you are automatically logged-in. **Go to Step 5**

Returning eBiz Customers start HERE. New eBiz Customers go to step 4.

3. **If you have an eBiz login because you are a returning customer**, you may login to eBiz on the home page using the *Username* and *Password* that you have established then clicking on the **Login** button. Login is located under the left-hand navigation bar *as shown at right*.

OR

You may click the **Returning eBiz Customer** button which will take you to a page that asks for the same information.

Login

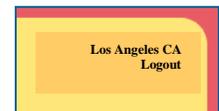
UserName: [Forgot Username?](#)

Password: [Forgot Password?](#)

Login

If you have forgotten your **Username** or **Password**, please click on the **Forgot Username?** or **Forgot Password?** links shown. This will cause the system to send you an email with the requested information.

4. **When you are logged-in** (for yourself or your child) **your name** (or your daughter's name) **will appear in the upper-right-hand corner** web site.



5. **To renew your** (or your daughter's) **membership click on the Renew button**, it is located under the left hand navigation bar as shown.

6. **This brings up the shopping cart.**

7. **Start by entering additional required information, click the *Add* or *Edit* button if it is RED.**

Membership Info

Girl Membership 2011

Member Since: 10/1/2010
Membership Status: Active

Your next membership renewal date: 10/1/2011

Renew

Print Membership Card

Please press -Add- to enter or -Edit- to update *required* information before proceeding to check out.

Select/De-select All

Austin Texas - 000018876909

| | Order Number | Date | Description | Amount | Additional Information * |
|-------------------------------------|--------------|--------------|---|----------|--------------------------|
| <input checked="" type="checkbox"/> | 1050088587 | Apr 05, 2011 | Girl Membership 2012 10/01/2011 to 09/30/2012 | \$ 12.00 | *Add* |

Support Girl Scouting

Select an amount and click "Donate" to make a monetary contribution to your council. You may add more than one contribution.

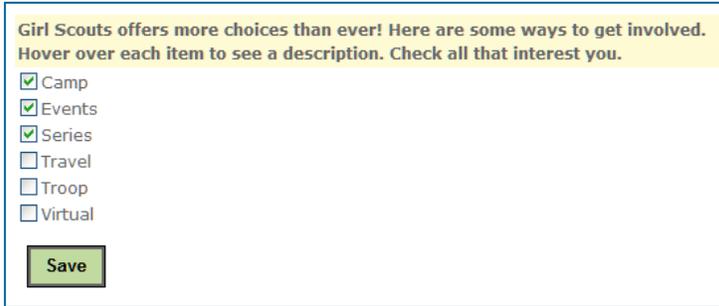
Please Select...

Select/De-select All

Total: \$ 12.00

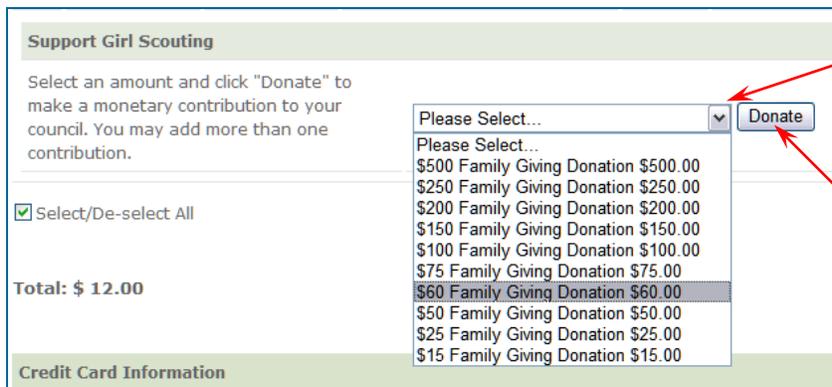
11. Please edit Guardian Information.

12. Please indicate *Pathways of Interest*.



13. Click on *Save*.

14. This is an opportunity to support Girl Scouting. Family Partnership contributions stay 100% with our local council and supports exciting programs, events and activities for girls, program sites and properties, including camps, leadership training, and Financial Aid for all GSGLA members. Thank you for investing in the best programs for your girl. To add a donation to a membership order:



a. Click the down arrow next to *Please Select* to choose your donation amount from the drop-down menu.

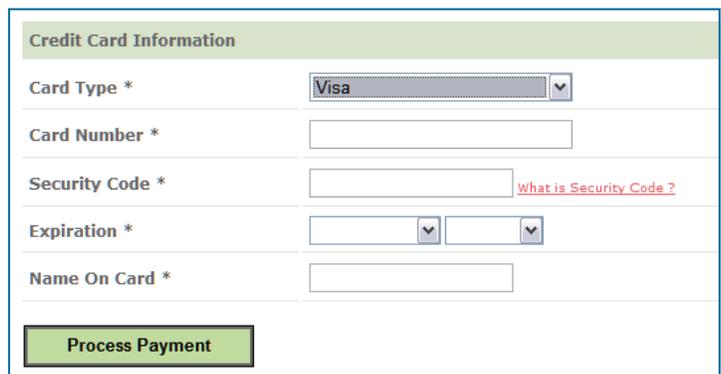
b. After making your selection click on the *Donate* button.

c. If you selected an incorrect donation amount, you can “de-select” that

amount by clicking on the check box next the incorrect amount so that no check mark shows. Your order total will automatically update.

d. You may select multiple donation amounts to add up to the amount you wish to contribute to Girl Scouts of Greater Los Angeles.

15. With all of the details taken care of, now is the time to enter your credit/debit card information. After you enter *Card Type, Card Number, Security Code, Expiration* and *Name on Card*, click on ***Process Payment***.



16. After your payment processes you will see an Order Summary screen. You may print this for your records. Please note: the GSGLA Tax ID number is listed on the *Order Summary* for your tax records. You will receive a confirmation email for your membership order and a confirmation email for your donation. You will also receive an acknowledgement letter for your donation by US Mail after the payment has been processed.

| Order Summary | |
|---------------------------------|--|
| Order Number: 1050088590 | |
| GIRL_2012 | Girl Membership 2012 10/01/2011 to 09/30/2012 |
| Shipping Address | Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030 |
| Order Date : | 4/21/2011 |
| LineStatus: | Active |
| FulfillStatus: | Active |
| | Discount Applied: \$0.00 |
| | Line Tax: \$0.00 |
| | Line Total: \$12.00 |
| | Previous Amount Paid: \$0.00 |
| | Current Amount Paid: \$12.00 |
| | Balance: \$0.00 |
| WEB_DONATION_060 | DONATION - \$60 Family Giving Donation 4/21/2011 to 9/30/2011 |
| Shipping Address | Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030 |
| Order Date : | 4/21/2011 |
| LineStatus: | Active |
| FulfillStatus: | Active |
| | Discount Applied: \$0.00 |
| | Line Tax: \$0.00 |
| | Line Total: \$60.00 |
| | Previous Amount Paid: \$0.00 |
| | Current Amount Paid: \$60.00 |
| | Balance: \$0.00 |
| Payment Information | |
| Receipt Amount: | Shipping & Handling: \$0.00 |
| | Discounts: \$0.00 |
| | ----- |
| | Estimated Tax: \$0.00 |
| | ----- |
| | Grand Total: \$72.00 |
| | Previous Amount Paid: \$0.00 |
| | Current Amount Paid: \$72.00 |
| | Balance: \$0.00 |

17. To activate another account, make sure you have logged out of the first account. Please look at the upper right-hand corner. If there is a name there, you will need to log out before you can login as another person, e.g. yourself, your spouse, your daughter or your other daughter.

