# 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.

Henne Become a Member Make a Contribution Prejaran Activities & Events Camp Activities Aduit Training & Events Shopping Cart Contact Us Login Userlame: <u>Breade</u> Userlame: <u>Breade</u> Userlame: <u>Breade</u> Userlame: <u>Breade</u> Userlame: <u>Breade</u>	
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Cogin Create Losin Create Losin Cogin Create Losin Cogin Create Losin Cogin Create Losin Cogin Create Losin Create Losin Cogin Create Losin Create Losin Create Losin Create Losin Create Losin	b Our eBiz Site! 1 offer anima Program & Adult Training registration from this sits for current members. 2 of Sout member and would like to become one, <b>please click here</b> <b>Very Biz</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b> <b>Customer</b>

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



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

Create User		
User Name:		
Password:		
Confirm Password:		
Choose a question	Please select a question	~
Answer		
Create Account		

message."

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.

 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 lefthand 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.

If you have forgotten your Username or Password, please click on the Forgot Username? or Forgot Password? tinks 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.

Pleas chec	se press -Add- k out.	to enter or -Eo	dit- to update *required* info	mation b	efore proceeding to
<b>⊘</b> Se Austii	lect/De-select All n Texas - 00001	8876909			
	Order Number	Date	Description	Amount	Additional Information *
✓	1050088587	Apr 05, 2011	Girl Membership 2012 10/01/2011 to 09/30/2012	\$ 12.00	*bbA*
Sup	oport Girl Scouti	ng			
Sele mal cou con	ect an amount ar ke a monetary co ncil. You may ado tribution.	nd click "Donate" ontribution to you d more than one	to I <sup>r</sup> Please Select		▼ Donate
<b>∨</b> Se	lect/De-select All				
Tota	l: \$ 12.00				



Login

UserName:

Password:

Login

Forgot

Username?

Forgot Password?

Los Angeles CA Logout

# 8. Please check the Girl member's *Number of years in Girl Scouting, Grade* and *School,* as well as their *Pathway of Entry.*

For most girls the Pathway of Entry is Troop.

School and Participation Information	
Number of years in Girl Scouting as a Girl Member $^{st}$	Grade *
1	1
School *	
King Martin Luther Jr Elementary Add/Change	
Pathway Of Entry	
Which of the following best describes how you will be p unsure, skip this question.	articipating with Girl Scouts? If you are
Troop	

 To add or change a girl's school, click on Add/Change. This brings up a screen that allows you to enter part of the school's name and search for it.

			_
ease enter a portion of y splayed list.	our School name and select it from t	he	
Austin Texas	Search		Afte the
6 record (s) found match ame	ning criteria Address		lf th
ype to filter within result			ann
Christ the King Catholic	195 Brandon Rd # B Pleasant Hill, CA 94523-3220	^	sho
lise P. Buckingham Charter	188 Bella Vista Rd Ste B Vacaville, CA 95687-3719		Sea
ing Elementary	234 S 39th St Richmond, CA 94804-3315		
ing Martin Luther Jr .cademic Middle	350 Girard St San Francisco, CA 94134-1469	≡	lf yo
ing Martin Luther Jr .cademy	620 Drake Ave Sausalito, CA 94965-1178		suc
ing Martin Luther Jr lementary	960 10th St Oakland, CA 94607- 3106		help
ing Martin Luther 1r	26890 Holly Hill Ave Hayward, CA		



After searching, you will select the school from the list that is the correct one for the girl.

If the school you are searching for does not appear, use fewer words. As this example shows, searching for "King" gave 16 results. Searching for "Martin King" gave 0 results.

If you refine your result and still have no success, please send an email to <u>helpdesk@girlscoutsla.org</u>. Include the girl's name, troop number and correct school.

**10.Please supply racial/ethnic information for each member.** Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the optional information, you can help ensure community support and funding for Girl Scouts in your

Note: We encourage you volur and ethnicity. This information efforts and advance the Girl S	tarily to provide the following i will be used by Girl Scouts of t cout Movement.	nformation on racial background he USA to help improve outreach
Race	Am. Indian or Alaskan Native	Hawaiian or Pacific Islander
	Black or African American	Other Races
Ethnicity	Hispanic	<b>v</b>

community. This information is used for statistical purposes only. Thank you for providing the information requested.

- 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:

Please Select	Donate
Please Select \$500 Family Giving Donation \$500.00	
\$250 Family Giving Donation \$250.00 \$200 Family Giving Donation \$200.00 \$150 Family Giving Donation \$150.00	
\$100 Family Giving Donation \$100.00 \$75 Family Giving Donation \$75.00 \$60 Family Giving Donation \$60.00	
\$50 Family Giving Donation \$50.00 \$25 Family Giving Donation \$25.00	
	Please Select Please Select \$500 Family Giving Donation \$500.00 \$250 Family Giving Donation \$250.00 \$200 Family Giving Donation \$200.00 \$150 Family Giving Donation \$150.00 \$100 Family Giving Donation \$150.00 \$60 Family Giving Donation \$50.00 \$50 Family Giving Donation \$50.00 \$50 Family Giving Donation \$25.00 \$50 Family Giving Donation \$50.00 \$50 F

**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

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.

Angeles.

Credit Card Information	
Card Type *	Visa
Card Number *	
Security Code *	What is Security Code ?
Expiration *	
Name On Card *	
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: 105008	8590			
GIRL_2012	Girl Membership 2012 10/01/2011 to 09/30/2012			
Shipping Address	Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030	Discount Applied:	\$0.00	
Order Date :	4/21/2011	Line Tax:	\$0.00	
LineStatus:	Active	Line Total:	\$12.00	
FulfillStatus:	Active	Previous Amount Paid:	\$0.00	
		Current Amount Paid:	\$12.00	
		Balance:	\$0.00	
WEB_DONATION_060	DONATION - \$60 Family Giving Do	nation 4/21/2011 to 9/30/20	11	
Shipping Address	Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030	Discount Applied:	\$0.00	
Order Date :	4/21/2011	Line Tax:	\$0.00	
LineStatus:	Active	Line Total:	\$60.00	
FulfillStatus:	Active	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.

