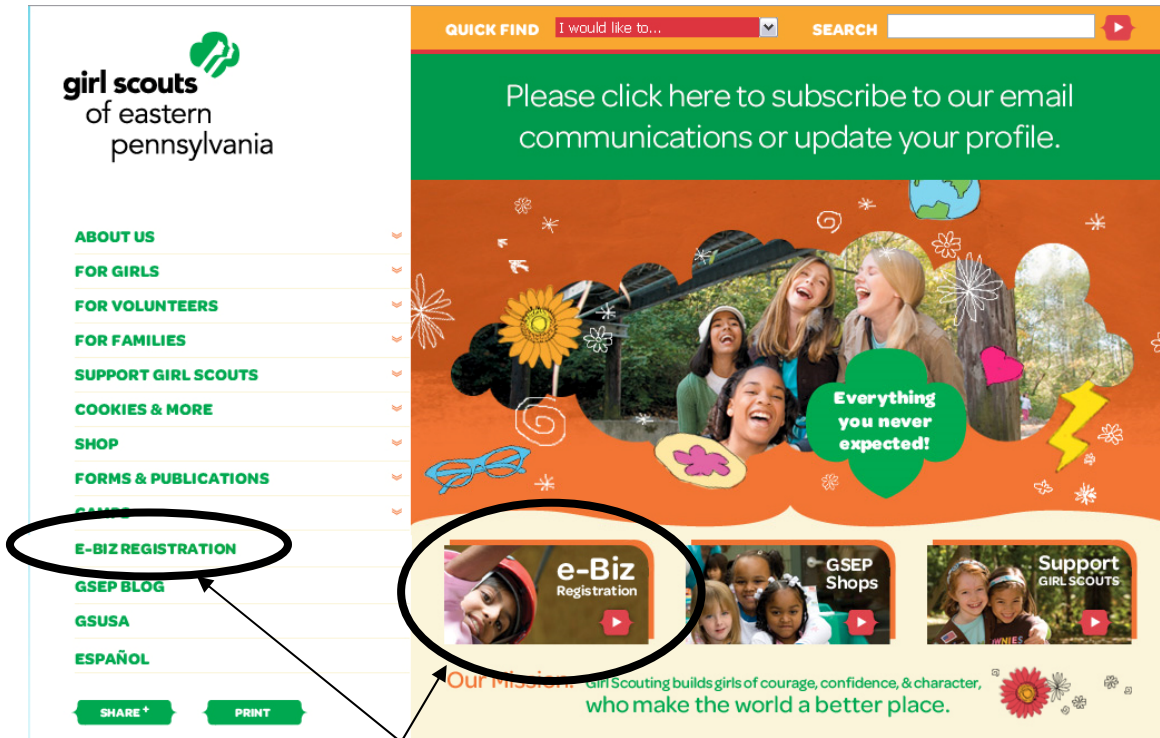


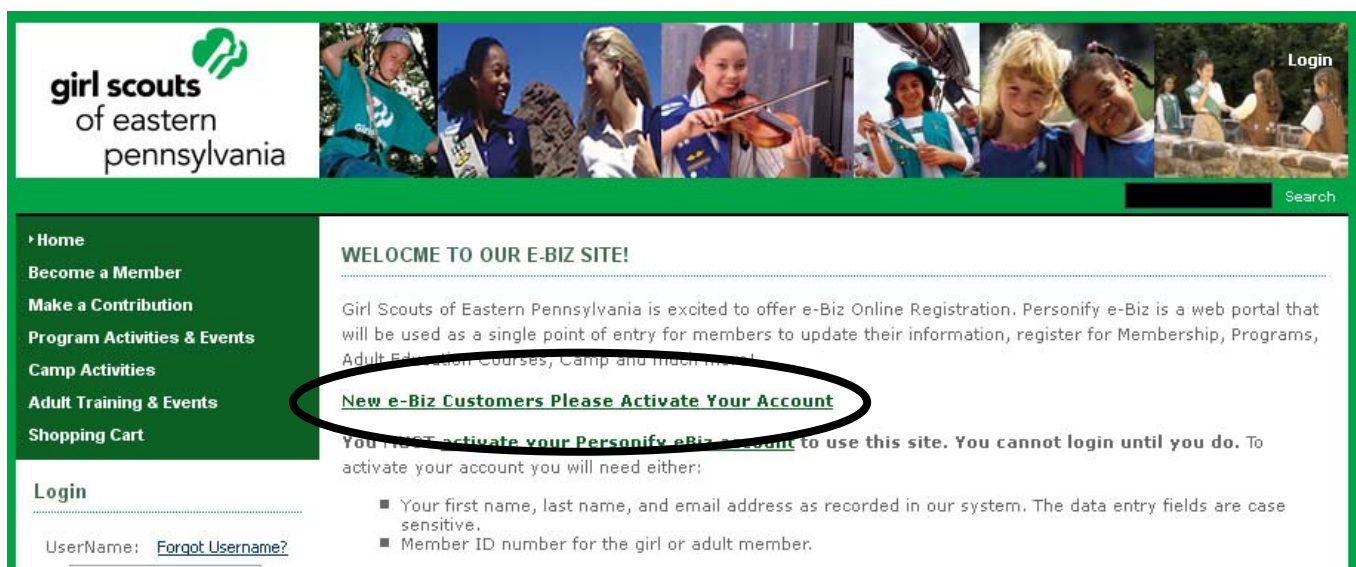
# Activate My Account

## Step 1: Activate Your Account by Creating a Login

If you have not created a User Name and Password yet, you will need to create a login before accessing your profile or registering your troop. **If you already have a username and password, skip to Step 2.**



- Go to [www.gsep.org](http://www.gsep.org) and click on the “e-Biz Registration” button.
- To begin using eBiz Online Registration you will need to activate your account and create a user name and password.



- Click on the “New e-Biz Customers Please Activate Your Account” link.

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If you have any difficulty activating a Personify eBiz account, please contact the GSEP Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org) or 866.564.2030, ext. 1055.

**CREATE YOUR LOGIN**

If you have ever been registered as a member or for a program with Girl Scouts of Eastern Pennsylvania, it is likely that you have a customer account in the database. Customer accounts are attached to membership/customer information and previous orders (member, guardians, emergency contacts, adult screening, adult trainings, etc.).

When creating a profile, if you receive a "Duplicate Customer Warning" contact the GSEP Registration Helpdesk. If you have any difficulty activating a Personify eBiz account, please contact the GSEP Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org) or 866.564.2030, ext. 1055.

Please enter either your Name and Email Address OR your Customer/Membership ID Number and Last Name below as recorded in our system. The data entry fields are case sensitive.

**by Name & Email Address**

First Name:

Last Name:

Email Address:

- Enter your first name, last name and email address then click on "Continue."
- An email called "Your Girl Scouts Account" with a link that will allow you to create a User Name and Password will be sent to your email address. Follow the instructions.
- After you create your User Name and Password, another email called "Girl Scouts Profile Created" will be sent to you with your login info.

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**WELCOME TO OUR E-BIZ**

Girl Scouts of Eastern Pennsylvania will be used as a single point of contact for all Adult Education Courses, Programs, and Events.

**New e-Biz Customers**

You MUST **activate your account** before you can use our system.

- Your first name, last name, and email address are case sensitive.
- Member ID number is case sensitive.

Once your account is activated, you will receive an email with instructions on how to activate your membership online, make your payment, and activate your Personify eBiz account. If you have any difficulty activating a Personify eBiz account, please contact the GSEP Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org) or 866.564.2030, ext. 1055.

**As an Individual, you can:**

- Renew your daughter's membership
- Keep your contact information up to date
- Print your Girl Scout membership card

**UPDATE YOUR PROFILE**

Please update your profile on a regular basis so we can keep our records current.

**My Account**

Rosemarie Jones

Rosemarie Jones  
10/1/2008  
10/1/2011

**Membership Info**

Adult Membership 2011

Member Since: 10/1/2008  
Membership Status: Active

Your next membership renewal date: 10/1/2011

**Update Race & Ethnicity**

**My Address**

My Addresses

Home

**Login**

UserName: [Forgot Username?](#)

Password: [Forgot Password?](#)

[Create Login](#)

- **Go back to the site and login.** Once you are logged in, **My Account** will appear in the left hand navigation menu. If you are a Troop Leader, **Troop Management** will also appear. Please update your profile and keep track of your User Name and Password for future reference.

- When creating a profile, if you receive a “Duplicate Customer Warning,” contact the GSEP Registration Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org) or 866.564.2030, ext. 1055.
- If you have any difficulty activating your account please email your first name, last name, address, Service Unit number and Troop number to [ebiz@gsep.org](mailto:ebiz@gsep.org). **Within 3 business days you will receive a reply email letting you know your issue has been resolved.**

## FAQs:

- **I tried to log on with my name and email, but it won't let me.**

There are a few reasons you may have been unable to activate your account.

- Your name and/or email address is different or missing in our system. Since a valid email is required to complete the process, please email your first name, last name, address, Service Unit number and Troop number to [ebiz@gsep.org](mailto:ebiz@gsep.org). Within 3 business days you will receive a reply email letting you know your issue has been resolved.
- You may have put a space before or after your name or email address in each field. The system recognizes each space as a character, so if you entered an extra space your account cannot be retrieved. Try entering your name and email address again.

- **The link I received to activate my account doesn't work.**

As a security measure, the account activation email link is time-sensitive. If a member does not respond within 4 hours, the link is inactivated. Then the member will have to re-start the process.

- **I am a parent who has never registered before, should I create a profile?**

No, you shouldn't. Because your daughter is in our database, you are too. Please enter your First name, Last name and then email address to activate your account.

If you are still unable to activate your account, please contact the GSEP Helpdesk at [ebiz@gsep.org](mailto:ebiz@gsep.org) or 866.564.2030, ext. 1055. Note your full name, your daughter's name, county, troop number and a brief description of the problem you are experiencing with Personify eBiz.