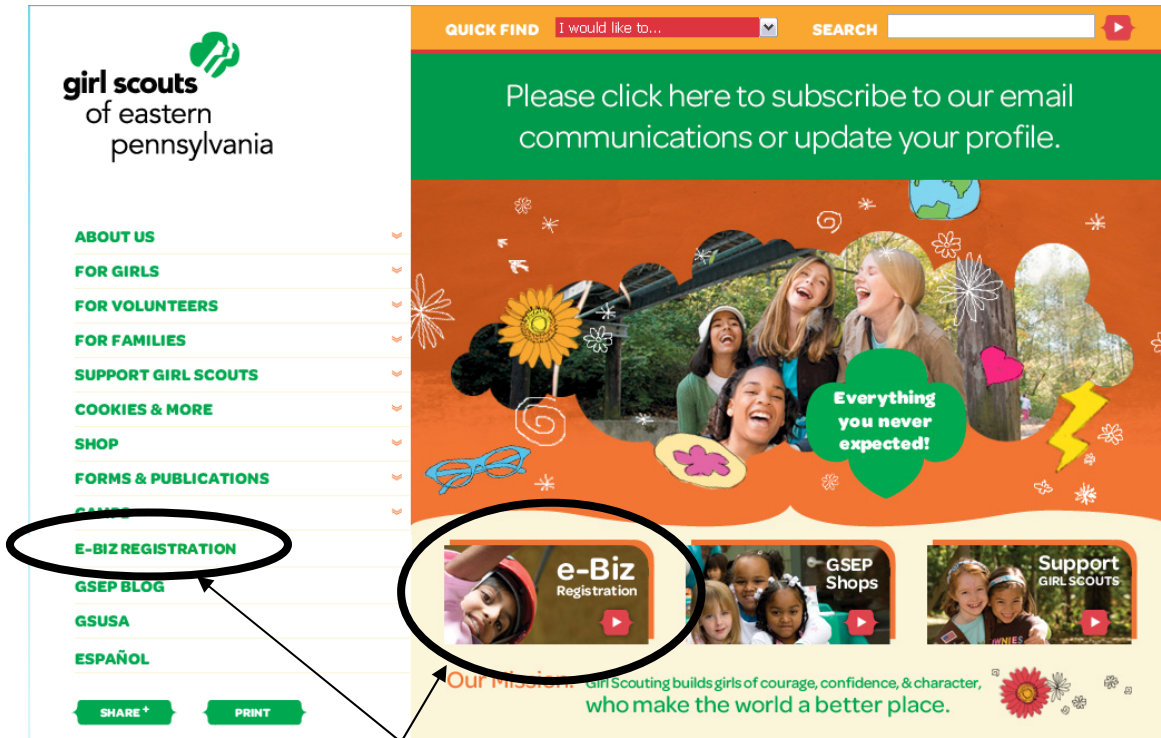


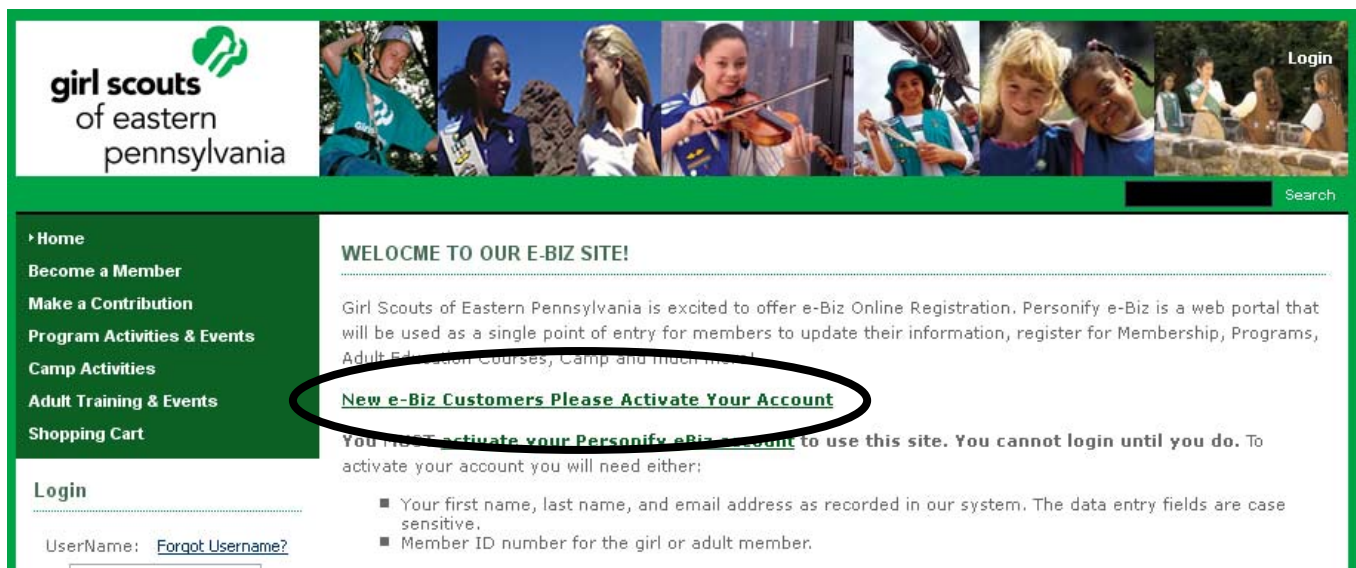
# Renew a Membership

## 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.



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

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Need Help?

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 e-Biz 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 a contribution, 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  
10/1/2011  
10/1/2011

**Membership Info**

Adult Membership 2011

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

Your next membership renewal due: 10/1/2011

**Update Race & Ethnicity**

**My Address**

My Addresses

Home

## Step 2: Login to Your Account

- **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.



- **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 of the web site.
- To renew your (or your daughter's) membership click on the **Renew** button, it is located under the left hand navigation bar. This brings up the shopping cart. Start by entering additional required information, click the **Add or Edit** button if it is **RED**.

Number of years in Girl Scouting as a Girl Member \*  Grade \*

School \*  [Add/Change](#)

Pathway Of Entry  
Which of the following best describes how you will be participating with Girl Scouts? If you are unsure, skip this question.

Please enter a portion of your School name and select it from the displayed list.

Austin Texas  
School:

16 record (s) found matching criteria

Name	Address
Christ the King Catholic School	195 Brandon Rd # B Pleasant Hill, CA 94523-3220
Elise P. Buckingham Charter	188 Bella Vista Rd Ste B Vacaville, CA 95687-3719
King Elementary	234 S 39th St Richmond, CA 94804-3315
King Martin Luther Jr Academic Middle	350 Girard St San Francisco, CA 94134-1469
King Martin Luther Jr Academy	620 Drake Ave Sausalito, CA 94965-1178
King Martin Luther Jr Elementary	960 10th St Oakland, CA 94607-3106
King Martin Luther Jr	26890 Holly Hill Ave Hayward, CA

- 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.

- 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. 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 [ebiz@gsep.org](mailto:ebiz@gsep.org). Include the girl's name, troop number and correct school.

Note: We encourage you voluntarily to provide the following information on racial background and ethnicity. This information will be used by Girl Scouts of the USA to help improve outreach efforts and advance the Girl Scout Movement.

Race  
 Am. Indian or Alaskan Native  Hawaiian or Pacific Islander  
 Asian  White  
 Black or African American  Other Races

Ethnicity

- **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 community. This information is used for statistical purposes only. Thank you for providing the information requested.
- Please edit **Guardian Information**.
- Please indicate **Pathways of Interest**.
- Click on **Save**.

The screenshot shows the 'Support Girl Scouting' section of the website. At the top left is the Girl Scouts of Eastern Pennsylvania logo. Below it is a navigation menu with options like 'Home', 'Become a Member', 'Make a Contribution', 'Program Activities & Events', 'Camp Activities', 'Adult Training & Events', 'Troop Management', 'My Account', and 'Shopping Cart'. The main content area displays a membership order for Rosemarie Jones (ID: 000009725432) for \$12.00. Below the order is a 'Support Girl Scouting' section with a 'Please Select...' dropdown menu open, showing various donation amounts from \$5.00 to \$250.00. A 'Donate' button is circled in red. Below the donation options is a 'Credit Card Information' section with fields for Card Type, Card Number, Security Code, Expiration, and Name on Card. A 'Process Payment' button is also circled in red. In the top right corner, there is a 'Rosemarie Jones Logout' link. A search bar is visible at the top right of the page.

- This is an opportunity to **Support Girl Scouting**. Family Partnership stays 100% with our local Council and supports programs and properties, leadership training, and financial aid. Thank you for investing in the best programs for your girl. To add a donation to a membership order, click the down arrow next to **Please Select** to choose your donation amount from the dropdown menu.
- After making your selection click on the **Donate** button. 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.
- You may select multiple donation amounts to add up to the amount you wish to contribute to Girl Scouts of Eastern PA.
- 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**.
- 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.

