

MyGS, your Girl Scout Member Community, is a one-stop shop to renew Girl Scout membership online, update your contact information and make sure your volunteer roles are correct. To access your MyGS account, go to [www.gsep.org](http://www.gsep.org) and click on MyGS. The direct link is <https://gsmembers.force.com/members/login>.

### How to renew your troop:

1. Login to your MyGS account. Need help? Check out our Logging into MyGS guide, located on the renew page.
2. Click the Member Profile button.
3. Select the Troops tab. If you have more than one troop, select the troop you will be renewing.
4. In the upper right hand corner, make sure you have selected Next Year in the drop down box.
5. For each member you would like to renew, select Renew or I'll Decide Later from the drop down under the Renewal Choice column. (Do not select DO NOT RENEW unless you are certain the member is not returning to GSEP as this removes the renewal option for both parents and troop leaders. If this happens, please email [memberservices@gsep.org](mailto:memberservices@gsep.org) to request the renewal be restored.)
6. If you are adding a girl or adult member to your troop, select from the drop box at the bottom of the page and click Go. Once their profile information is added, click Continue.
7. Enter payment information, review your order and print your itemized receipt. You're all set for next year!

**Tip for success:** Renew your troop members first in groups no larger than 10 and print your receipt, then switch to your membership tab to renew family members. Do not try to register both your family and your troop in one transaction. This may result in registration issues.

**Adult Renewal & Background Checks:** Adults that renew membership and select a role that requires a background check will be contacted if they need to complete an updated background check.

Questions? Email [memberservices@gsep.org](mailto:memberservices@gsep.org).