

You have never been a registered adult member, have not begun volunteer screening, or have never had a daughter register as a Girl Scout member - **Use Online Registration to Begin Your Girl Scout Membership**

Please use these instructions for Girl Scout online membership registration/renewal if you are an adult who is:

- an Adult with **no GSNorCal affiliation**

Personify eBiz is the online system that Girl Scouts of Northern California uses for membership and training registration.

1. Start at www.girlscoutsnorcal.org and click on the green eBiz tab on the top of the page.



This takes you to the Online Registration home page (www.girlscoutsnorcal.org/ebiz)



2. You have never logged-in to Online Registration before please click the **FIRST TIME HERE** button

3. Because you are not in our system, we ask that you create a Login. Scroll down to the green **NEW to GS Nor Cal** button and click on it to bring up the Customer Profile screen.



4. **Create a *Customer Profile*.** Please scroll past the warnings at the top. You are sure that you are NOT in our system because you have never been a registered adult member, have not begun volunteer screening, or have never had a daughter register as a Girl Scout member. So, begin to enter your personal information. Note: Fields marked bold are required.

NEW USER SECTION

STOP

If it is possible that your name and information are in our system, [CLICK HERE](#).

Please DO NOT create a new login. This will create a duplicate for you which may cause problems.

This page is for new adult members who have never been a registered adult member, have not begun volunteer screening, and don't have a daughter who is a registered Girl Scout member. Girls in new troops should be added by their troop leader, therefore troop leaders may use this page to register a girl.

Customer Profile Form

* Fields marked bold are required

Personal Identification Details

Prefix

First Name *

Middle Name

Last Name *

Please supply racial/ethnic information for yourself. Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing this 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.

Race & Ethnicity

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the US Census), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore reported separately. This information is used for statistical purposes only.

Race *

Am. Indian or Alaskan Native White

Asian Other Races

Black or African American I choose not to share

Hawaiian or Pacific Islander

Ethnicity *

The last step is setting-up your Username and Password. Then you will click on **Create Profile**. This creates your login and logs you into the system.

Web Site Access

Username *

Password *
 Passwords must be at least 7 characters long

Verify Password *

Choose a question *

Answer *

When you are logged-in your name will appear in the upper-right-hand corner of the web site.

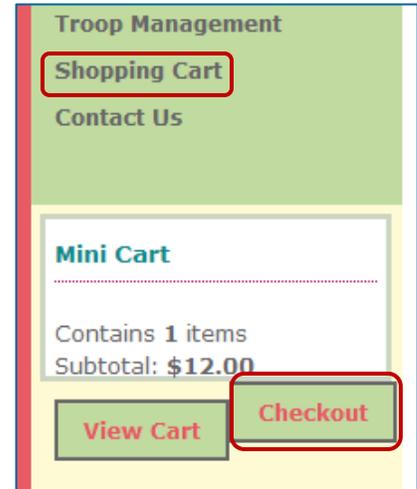


5. To start your Girl Scout membership click on the **Adult Membership** for the year that you wish to be a member.

6. This brings up the product detail for that membership. After you verify that this is the correct year that you wish to register for, remember there are no refunds on Girl Scout memberships, click on **Add to Cart**.



7. Now, click on **Shopping Cart** or **Checkout** to bring up the shopping cart. Please verify the product in the shopping cart, making sure that it is the correct membership year. Remember, membership dues are non-refundable.



8. You will need to complete your **Member Profile**. All of the fields marked in **Bold** are required. You will be asked to complete the following:

- a. Number of years in Girl Scouting as a Girl Member
- b. **Number of years in Girl Scouting as an Adult Member ***
- c. Employer (detailed instructions follow in section A)
- d. Title/Occupation
- e. **Household income** - This is used for statistical purposes, only. It is a way of showing funders that we serve a representative portion of our target population.
- f. How will you be participating in Girl Scouts?
- g. Select a position and troop (detailed instructions follow in section B)
- h. Indicate gender, education level and age range
- i. Indicate volunteer areas of interest
- j. Read media permission statement to decide if you wish to allow Girl Scouts to use your image for promotional purposes

A - To add or change employer, click on **Add/Change**. This brings up a screen that lets you to enter part of an employer's name and search for it.

After searching, you will select the employer from the list that is the correct one.

If the employer you are searching for does not appear, use fewer words or give us the category of your profession. If it is not found please use "Other."

Enter a portion of your Employer name and select it from the displayed list.

If you receive a 'No record found' message, attempt to search on a smaller portion of the name, remove abbreviations, or enter 'Other' and select it as your employer. Your council will follow-up with you to assign the correct employer.

Ms Abilene Texas

Employer:

1 record (s) found matching criteria

Name	Address
<input type="text" value="Type to filter within result..."/>	
Hewlett Packard	7700 Edgewater Dr Ste 340 Oakland, CA 94621-3019

B - Selecting a troop is similar to selecting an employer. First click on *Search* next to *Troop/SU/Area*.

Search

Troop Service Unit Area

Search:

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

Troop/SU/Area:

Position	Year	Troop/SU/Area
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Then, enter the troop in the window that pops-up and click on *Search*. When the troop you are searching appears, click on it.

Search

Troop Service Unit Area

Search:

1 record (s) found matching criteria

Name
<input type="text" value="Type to filter within result..."/>
Troop14004

Note: All positions are pending, subject to Council approval.

Position:

Year: 2013

Troop/SU/Area:

Position	Year	Troop/SU/Area
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After the troop number appears in the *Troop/SU/Area* box, click on *Add Position*. You may repeat this process for as many positions with troops as you need.

Position	Year	Troop/SU/Area	
01 - Leader/Advisor	2013	Troop14004	Remove
01 - Leader/Advisor	2013	Troop91107	Remove

Note for Adult members about selecting position codes with troops: If you are not a *01-Troop Leader* please select position code 03. Please be aware that the only position codes we are using at this time are 01, 03 and 14.

9. **Click on Save.** This takes you to the Order Payment/Complete Checkout page.

Scroll down to enter your credit/debit card information. After you enter *Card Type*, *Card Number*, *Security Code*, *Expiration* and *Name on Card*, click on **Process My Order**.

Enter Payment Information	
Card Type *	<input type="text"/>
Card Number *	<input type="text"/>
CVV Number *	<input type="text"/> What is Security Code ?
Expiration *	<input type="text"/> <input type="text"/>
Name On Card *	<input type="text"/>
<input type="button" value="Process My Order"/>	

After your payment processes you will see an Order Summary screen. You may print this for your records.

Please note: You will also receive a confirmation email for your membership within one hour.

Order Summary	
Order Number: 1057871710	
ADULT_2013	GSUSA - Adult Membership 2013 (valid 10/1/2012 - 9/30/2013) 01-Oct-2012 to 30-Sep-2013
Shipping Address:	Austin Texas 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date:	4/25/2012
LineStatus:	Active
FulfillStatus:	Active
Discount Applied:	\$0.00
Line Tax:	\$0.00
Line Total:	\$12.00
Current Amount Paid:	\$12.00
Balance Due:	\$0.00
Payment Information	
Receipt Amount:	Shipping & Handling: \$0.00
	Discounts: \$0.00

	Estimated Tax: \$0.00

	Grand Total: \$12.00
	Current Amount Paid: \$12.00
	Balance Due: \$0.00

10. 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.

