

# You Have a Login - Use Online Registration to Renew Your Membership

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

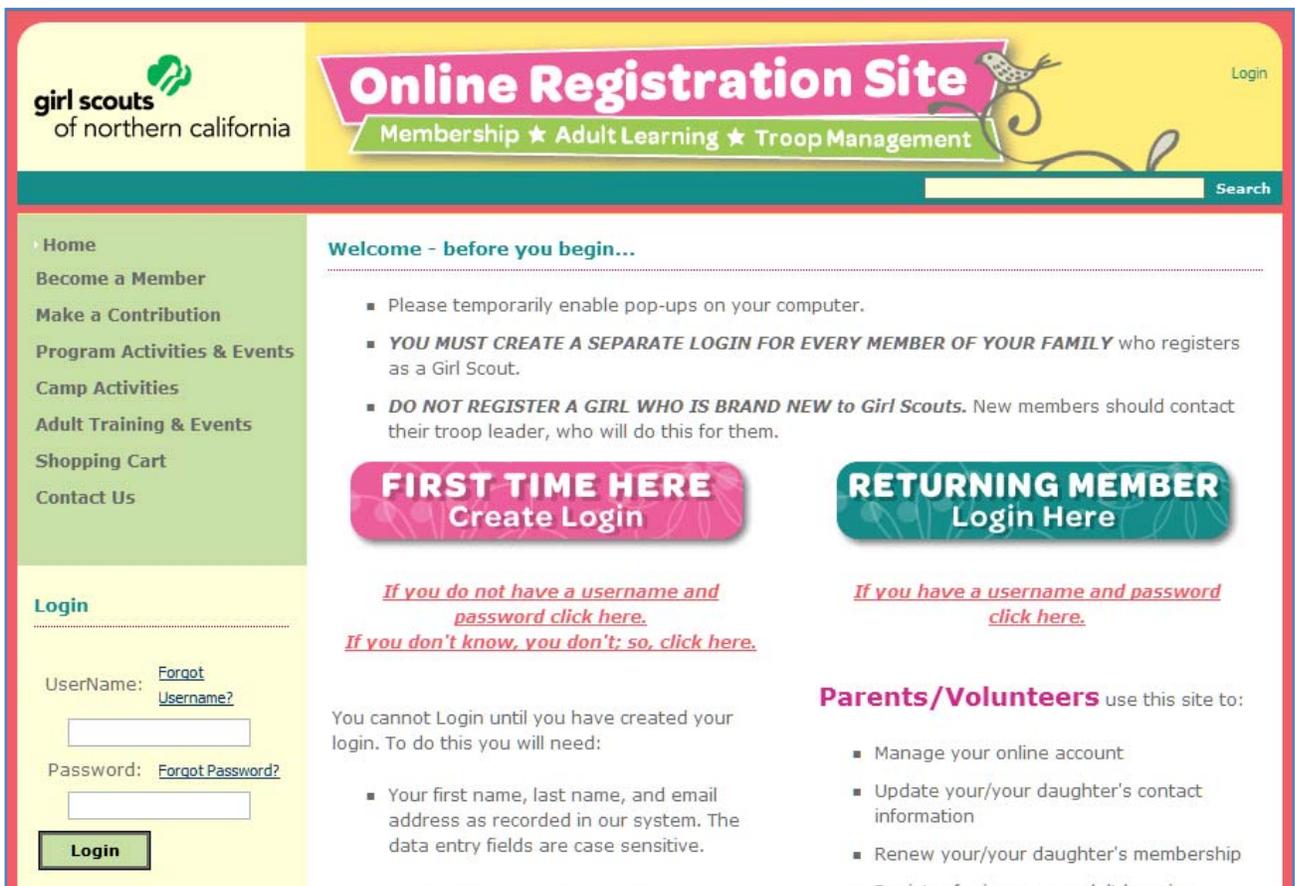
- a GSNorCal registered adult member **OR**
- a Parent/Guardian of a GSNorCal girl member  
**with an online registration (eBiz) login**

Personify eBiz is the online system that Girl Scouts of Northern California uses for membership and training registration. If you need instructions to renew a girl please go to <http://www.girlscoutsnorcal.org/renewonline>.

1. Start at [www.girlscoutsnorcal.org](http://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](http://www.girlscoutsnorcal.org/ebiz))



**You have a login because you are a returning customer.** You may login on the home page using the *Username* and *Password* that you have established then clicking on the **Login** button. Login is located under the left-hand navigation bar as shown at right.

OR

You may click the **RETURNING MEMBER** button which will take you to a page that asks for the same information.

Login

UserName: [Forgot Username?](#)

Password: [Forgot Password?](#)

Login

**If you have forgotten your Username or Password,** please click on the **Forgot Username?** or **Forgot Password?** links shown. This will cause the system to send you an email with the requested information.

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



2. **To renew your membership click on the *Renew* button,** it is located under the left hand navigation bar as shown. If you did not register last year, this button will say **Join Now**.

**This brings 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.

3. **Start by entering additional required information, click the *\*Add\** or *\*Edit\** button if it is RED.**

Membership Info

Adult Membership 2012

Member Since: 10/1/2010  
Membership Status: Active

Your next membership renewal date: 10/1/2012

Renew

Print Membership Card

Please press -Add- to enter or -Edit- to update \*required\* information before check out.

Select/De-select All

Austin Texas - 000018876909

	Order Number	Date	Description	Amount	Additional Information *
<input checked="" type="checkbox"/>	1050088587	Apr 05, 2011	Adult Membership 2013 10/01/2012 to 09/30/2013	\$ 12.00	<b>*Add*</b>

Support Girl Scouting

Select an amount and click "Donate" to make a monetary contribution to your council. You may add more than one contribution.

Please Select...

Select/De-select All

Total: \$ 12.00

**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..."/>	
<a href="#">Hewlett Packard</a>	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*.

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

Position: --Select and Add Position--

Year: 2011

Troop/SU/Area:  [Search](#)

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.

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

Position: 01 - Leader/Advisor

Year: 2013

Troop/SU/Area: Troop14004 [Search](#)

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	<a href="#">Remove</a>
01 - Leader/Advisor	2013	Troop91107	<a href="#">Remove</a>

**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.

- 4. Click on *Save*.** This takes you to the Order Payment/Complete Checkout page.
- 5. This is an opportunity to support Girl Scouting.** Family Giving stays 100% with our local council and supports Special Events, Program Sites 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 drop-down menu.
- 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 Northern California.

6. **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 \*

Card Number \*

CVV Number \*  [What is Security Code ?](#)

Expiration \*

Name On Card \*

**Process My Order**

7. **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**

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Order Number: **1057871710**

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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	Discount Applied:	\$0.00
Order Date:	4/25/2012	Line Tax:	\$0.00
LineStatus:	Active	Line Total:	\$12.00
FulfillStatus:	Active	Current Amount Paid:	\$12.00
		Balance Due:	\$0.00

**Payment Information**

Receipt Amount:		Shipping & Handling:	\$0.00
		Discounts:	\$0.00
		Estimated Tax:	\$0.00
		<b>Grand Total:</b>	<b>\$12.00</b>
		<b>Current Amount Paid:</b>	<b>\$12.00</b>
		<b>Balance Due:</b>	<b>\$0.00</b>

8. **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.

