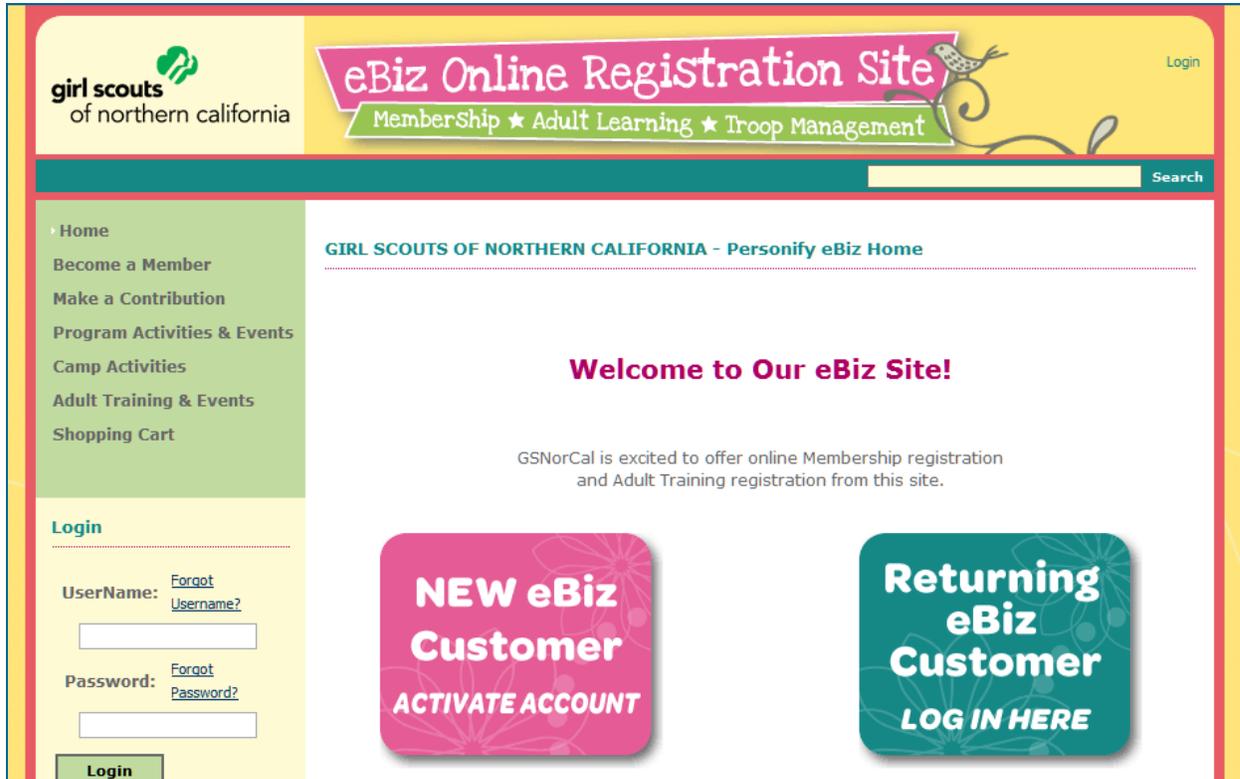


How to Use Personify eBiz to Renew Your Membership

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

1. Point your web browser to www.girlscoutsnorcal.org/ebiz



New eBiz Customers start HERE. Returning eBiz Customers go to step 3 on page 2.

2. If you have never logged-in to eBiz before please click the **New eBiz Customer** button

The form is titled "by Name & Email Address". It contains three input fields: "First Name:" with the value "Austin", "Last Name:" with the value "Texas", and "Email Address:" with the value "ango@girlscoutsnorcal.org". Below these fields is a blue "Continue" button.

You will enter your First Name, Last Name and Email address then click **Continue** as shown at left.

After you enter that information you will see a green check mark and the following message on the screen "We have sent you information on activating your account to the email address



you provided. Please check your email and follow the instructions in the email message."

The form is titled "Create User". It contains four input fields: "User Name:", "Password:", "Confirm Password:", and "Answer:". The "Choose a question" field is a dropdown menu with the text "Please select a question". Below the fields is a blue "Create Account" button.

You will then receive an email with a link that you must click on within four hours to complete the registration process.

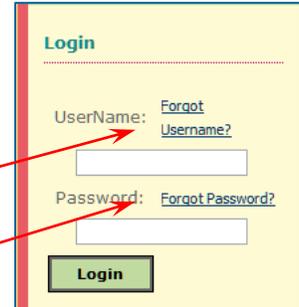
Clicking on that link brings up a page that allows you to create a **Username** and **Password**. Usernames must be unique. Passwords may be the same for everyone

in a family. Passwords MUST be at least seven characters long. Also, you will be asked to choose a security question and give an answer for your security verification. Then you click on **Create Account**.

After you have successfully created an account you are automatically logged-in.

Returning eBiz Customers start HERE. New eBiz Customers go to step 4.

3. **If you have an eBiz login because you are a returning customer**, you may login to eBiz 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

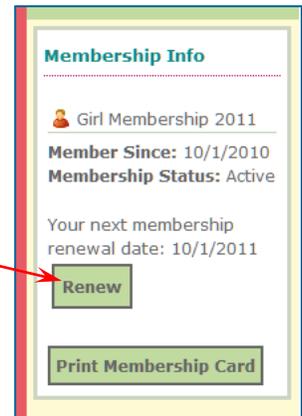
You may click the **Returning eBiz Customer** button which will take you to a page that asks for the same information.

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.

4. **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.**

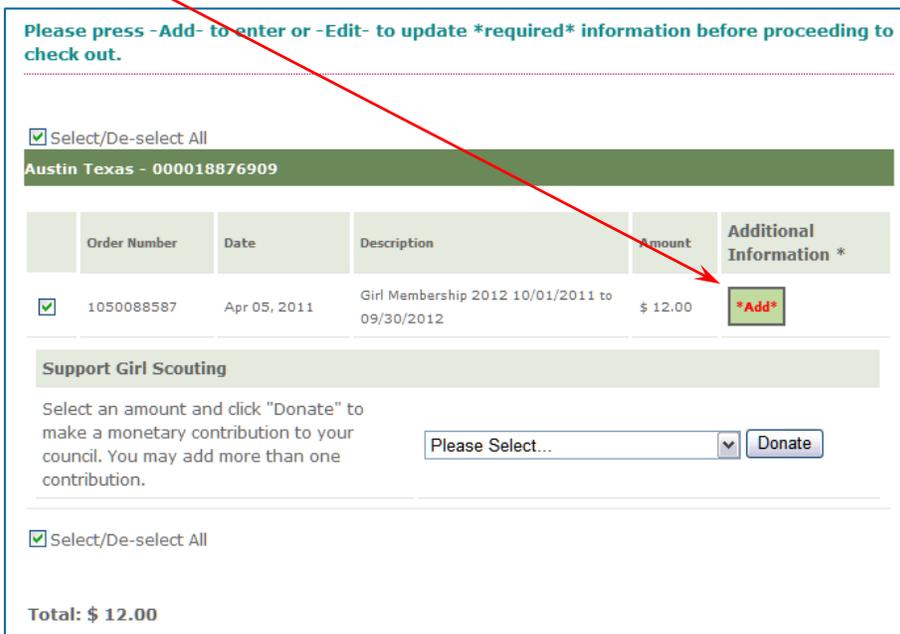


5. **To renew your** (or your daughter's) **membership click on the Renew button**; it is located under the left hand navigation bar as shown.



6. **This brings up the shopping cart.**

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



11. Please edit Guardian Information.

12. Please indicate *Pathways of Interest*.

Girl Scouts offers more choices than ever! Here are some ways to get involved. Hover over each item to see a description. Check all that interest you.

- Camp
- Events
- Series
- Travel
- Troop
- Virtual

13. Click on *Save*.

14. 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:

Support Girl Scouting

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

Select/De-select All

Total: \$ 12.00

Credit Card Information

Please Select...

- Please Select...
- \$500 Family Giving Donation \$500.00
- \$250 Family Giving Donation \$250.00
- \$200 Family Giving Donation \$200.00
- \$150 Family Giving Donation \$150.00
- \$100 Family Giving Donation \$100.00
- \$75 Family Giving Donation \$75.00
- \$60 Family Giving Donation \$60.00**
- \$50 Family Giving Donation \$50.00
- \$25 Family Giving Donation \$25.00
- \$15 Family Giving Donation \$15.00

a. click the down arrow next to *Please Select* to choose your donation amount from the drop-down menu.

b. 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.

15. 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***.

Credit Card Information

Card Type *

Card Number *

Security Code * [What is Security Code ?](#)

Expiration *

Name On Card *

16. After your payment processes you will see an Order Summary screen. You may print this for your records. Please note: the GSNorCal Tax ID number is listed on the *Order Summary* for your tax records. You will receive a confirmation email for your membership order and a confirmation email for your donation. You will also receive an acknowledgement letter for your donation by US Mail once payment has been processed.

Order Summary	
Order Number: 1050088590	
GIRL_2012	Girl Membership 2012 10/01/2011 to 09/30/2012
Shipping Address	Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date :	4/21/2011
LineStatus:	Active
FulfillStatus:	Active
	Discount Applied: \$0.00
	Line Tax: \$0.00
	Line Total: \$12.00
	Previous Amount Paid: \$0.00
	Current Amount Paid: \$12.00
	Balance: \$0.00
WEB_DONATION_060	DONATION - \$60 Family Giving Donation 4/21/2011 to 9/30/2011
Shipping Address	Lansing Michigan 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date :	4/21/2011
LineStatus:	Active
FulfillStatus:	Active
	Discount Applied: \$0.00
	Line Tax: \$0.00
	Line Total: \$60.00
	Previous Amount Paid: \$0.00
	Current Amount Paid: \$60.00
	Balance: \$0.00
Payment Information	
Receipt Amount:	Shipping & Handling: \$0.00
	Discounts: \$0.00

	Estimated Tax: \$0.00

	Grand Total: \$72.00
	Previous Amount Paid: \$0.00
	Current Amount Paid: \$72.00
	Balance: \$0.00

17. 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.

