<u>How to Renew a Membership</u>

1. To renew a member online the member must first have an active eBiz account to login. If this account has not been created please click on the ==*create login*== link to find the customer profile.

Login

UserName: **Forgot Username?**

Password: **Forgot Password?**

[Login]

==Create Login==

2. After logging into the member's account please be sure to click on the (==*Your Name's) Account*== area in the upper right corner

3. Next, click on the, ==*renew for 1 year*== button in the *Membership Info* box. (New members will see a *join now* button)

4. The next page will display the membership renewal. A red ***ADD*** button will appear requiring the member to update personal information.

5. Please update all required fields on each screen to proceed.
   a. Adults should update their position/role in the troop for the next year. Please type in the 5 digit troop number or the three digit service unit number and select the desired position. <u>If the position is not known please skip this area.</u>
   b. When searching for schools or employers please type in partial names to pull up a list to choose from. If not found please use *unlisted.*
   c. Don't forget to donate to our Family Partnership Campaign! *A link to donate will also be sent via email on the membership confirmation.

6. When all information has been updated and saved, please proceed to checkout. The red ***ADD*** button will now show as a green ***EDIT*** button indicating all required fields have been entered.

7. Next, type in credit card information and click the submit button. When the order has been processed an *Order Summary* page will appear. An email confirmation will also be sent directly to the newly registered member within 30 min of the purchase.

8. Congratulations! Your membership is now complete. Please verify your troop number on the membership confirmation. <u>If anything is incorrect please email the GSGLA Help Desk at</u> <u>helpdesk@girlscoutsla.org</u> <u>or call Customer Care at 213-213-0123.</u>