



eBiz Made Easy

Activating Your Account
in
eBiz Online Membership Tool

Step One

Creating Your Log In

Create Your Login

The image shows a screenshot of the Girl Scouts of Western New York website. On the left, the home page navigation menu includes: Home, Become a Member, Make a Contribution, Program Activities & Events, Camp Activities, Adult Training & Events, and Shopping Cart. Below the menu is a 'Login' section with a 'Create Login' link. A large red arrow points from this link to a larger, detailed view of the login form on the right. The detailed form has a title 'Login' and two input fields: 'UserName: [Forgot Username?](#)' and 'Password: [Forgot Password?](#)'. Below the fields are a 'Login' button and a 'Create Login' link.

girl scouts
of western new york

Home
Become a Member
Make a Contribution
Program Activities & Events
Camp Activities
Adult Training & Events
Shopping Cart

Login

UserName: [Forgot Username?](#)

Password: [Forgot Password?](#)

Login

[Create Login](#)

From the Home page,
enter your Username
& Password

& Login

New eBiz User?
Select Create
Login

Create Your Login

by Name & Email Address

First Name:

Last Name:

Email Address:

Suzie ≠
Suzanne

by Customer/Membership ID

Customer Id:

Last Name:

- Enter
 - First Name
 - Last Name
 - Email Address
 - All must exactly match data on file in Council records

Or

Enter Membership ID #
Last Name

- Press ***Continue***

Create Your Login

- On screen confirmation will be displayed
-

by Name & Email Address



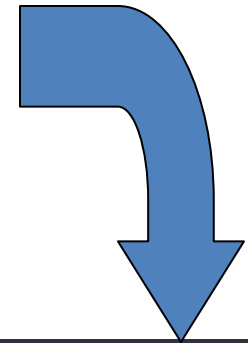
We have sent you information on activating your account to the email address you provided. Please check your email and follow the instructions in the email message.

- Information will be sent to email address entered = email address on account
- Simply follow the instructions in email
 - Click on the link in the email
 - Continue your login

Complete Your Login

- Back in eBiz, Enter Username
- Enter Password and Verify
- Select Security Question
- Enter Response
 - You will receive another email confirming your Username & Password - please save for next visit!
- As before, click on the link to return to eBiz HOME page

You Are Logged In!



The screenshot shows the website interface for Girl Scouts of Western New York. At the top left is the logo with the text "girl scouts of western new york". To the right of the logo is a horizontal strip of six small images showing various Girl Scout activities. In the top right corner, a green box displays the name "Suzanne Que" and a "Logout" link. Below this is a search bar with the word "Search" next to it. On the left side, there is a vertical navigation menu with the following items: Home, Become a Member, Make a Contribution, Program Activities & Events, Camp Activities, Adult Training & Events, Troop Management, My Account (with a right-pointing arrow), and Shopping Cart. The main content area on the right has a heading "Girl Scout of Western New York" followed by a welcome message: "Welcome to the Girl Scouts of Western New York! We are excited to bring you online with the 2012 membership year." Below this is a section titled "Now Featuring" with the text "Online Spring Registration Coming Soon".



Next, proceed to My Account page

Open My Account to see your personal information and...

Make Updates

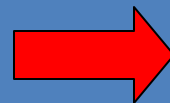
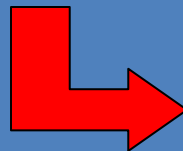
See Your Orders

Report Position Codes

& More

Click &

Renew Your Registration



- Home
- Become a Member
- Make a Contribution
- Program Activities & Events
- Camp Activities
- Adult Training & Events
- Troop Management
- My Account
- Shopping Cart

Membership Info

You have no active memberships.

Renew

My Order Balance

Your account shows no balance due at this time.

My Account

 Ms Suzanne M Que

Ms Suzanne M Que
1020 John St
West Henrietta, NY 14586-9757
HOME Phone: (585) 239-5240
HOME Email: linda.foster@gswny.org

[Update Race & Ethnicity](#)

My Address

[My Addresses](#)  [Add a new address](#)

Home

Ms Suzanne M Que

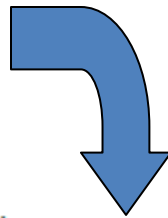


Welcome to eBiz!

View Your Account

My Account - Make Updates

Add a new
communication
method



My Communication Methods

My Communication Methods | [+ Add new communication method](#)

Home Email: linda.foster@gswny.org 

[edit](#)

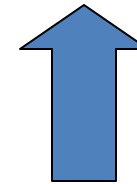
Home Phone: (585) 239-5240 

[edit](#)

Icon Legend:

 Primary

 Do Not Call



Edit communication
methods already on your
account

My Account – My Orders

Participation Records

MyOrders

 Quick Search

Find Orders

Only Search Open Orders

Order Number

 Advanced Search

Search results

Sort by:

With selected:

Order	Shortname	Date	Status	Total	Paid	Balance	<input type="checkbox"/>
<input type="checkbox"/> 1041824015	Please expand for details	03/19/2010	Active	\$12.00	\$-12.00	\$0.00	
<input type="checkbox"/> 1042928559	Adult Membership 2011 10/01/2010 to 09/30/2011	09/24/2010	Active	\$12.00	\$-12.00	\$0.00	
<input type="checkbox"/> 1047512905	Adult Membership 2012 10/01/2011 to 09/30/2012	02/15/2011	Active	\$12.00	\$-12.00	\$0.00	
<input type="checkbox"/> 1047575123	DAIS-O-REE - 5/14/11	02/15/2011	Active	\$6.00	\$-6.00	\$0.00	

With selected:

Show results per page

Report Position Codes

My Positions

Select Position → Position: --Select and Add Position--

Year: --Select Year-- ←

Enter Troop/SU → Troop/SU/Area: Search

Add Position

Year	Troop/SU/Area	Position	Status	
2011	SU990 - Staff Members	22 - Council Support Staff	Active	

- Your full **five-digit** troop number is required. Search to select from list. Contact your SU or Council Registrar if you need assistance.
- All Positions have a Status of *Pending* until confirmed

Renew Online!

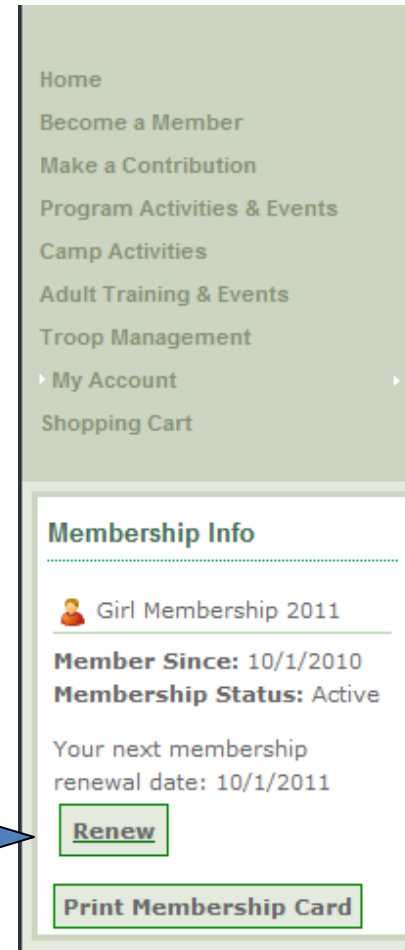
My Account
Page

Renew Online!

Renew your membership online


- Membership Info Box
 - Shows your membership detail - AND -
- Allows you to **Renew**

Click



Home
Become a Member
Make a Contribution
Program Activities & Events
Camp Activities
Adult Training & Events
Troop Management
My Account
Shopping Cart

Membership Info

 Girl Membership 2011

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

Your next membership renewal date: 10/1/2011

[Renew](#)

[Print Membership Card](#)

Membership Renewal

Your Order

Click on ADD to update your personal information

Click on **Add** to enter or **Edit** to update **required** information before proceeding to check out.

Select All

00014350401

Member	Date	Membership	Amount	Additional Information *
36	Feb 02, 2011	Girl Membership 2012 10/01/2011 to 09/30/2012	\$ 12.00	*Add*

Select/De-select All

Total: \$ 12.00

Credit Card Information

Card Type *

Card Number *

Security Code *

[What is Security Code ?](#)

Expiration *

Name On Card *

[Process Payment](#)

Process Your Payment

Enter your credit or debit card information

Step 1

Please [Add Features](#) or [Edit](#) to update *required* information before proceeding to check out.

Membership	Amount	Additional Information *
Girl Membership 2012 10/01/2011 to 09/30/2012	\$ 12.00	-Edit-

Select/De-select All
Total: \$ 12.00

Credit Card Information

Card Type *

Card Number *

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

Expiration *

Name On Card *

[Process Payment](#)

Step 2

Click to
Process your payment

Print Your Order Summary

Order Summary

Order Number: 1047499736

Print Order Summary
for your records.

Membership 2012 10/01/2011 to 09/30/2012

in
St
etta, NY 14586-9757

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

FulfillStatus: Active

Payment Information

Receipt Amount:

Shipping & Handling: \$0.00

Discounts: \$0.00

Estimated Tax: \$0.00

Grand Total: \$12.00

Previous Amount Paid: \$0.00

Current Amount Paid: \$12.00

Balance: \$0.00

Print this page for your record.

[Print](#)

[Continue Shopping](#)

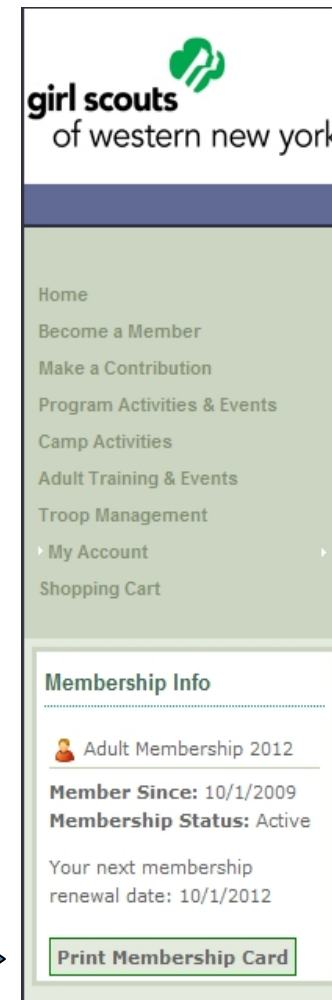
[Go To My Orders](#)

Print Your Card!

Last but not least...

Membership Info on My Account
is updated showing you
have completed your
renewal and you may _____


Print Your Membership Card



girl scouts
of western new york

- Home
- Become a Member
- Make a Contribution
- Program Activities & Events
- Camp Activities
- Adult Training & Events
- Troop Management
- My Account
- Shopping Cart

Membership Info

 Adult Membership 2012

Member Since: 10/1/2009
Membership Status: Active

Your next membership
renewal date: 10/1/2012

[Print Membership Card](#)

THANK YOU!

**We welcome you to eBiz
and hope that you found the
experience enjoyable and
informative.**

Return to eBusiness page on www.gswny.org and send us your feedback