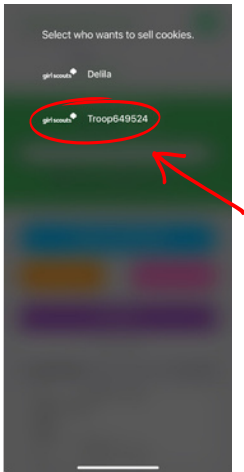
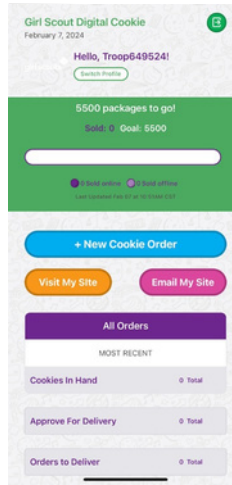


Digital Cookie: How to Take Credit Card Payments at a Cookie Booth



Step 1:

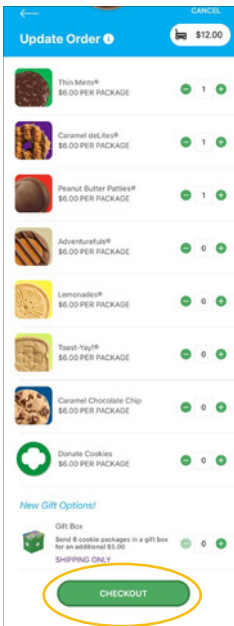
When taking a credit card payment at a cookie booth, always select the troop option when first logging into Digital Cookie or when switching profiles. Never take credit card payments under the girl's name for a troop booth.



Step 2:

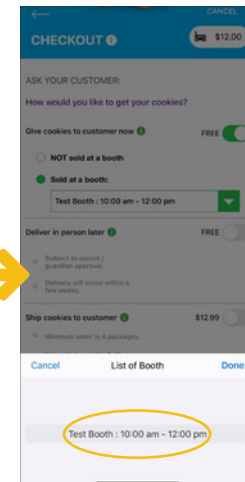
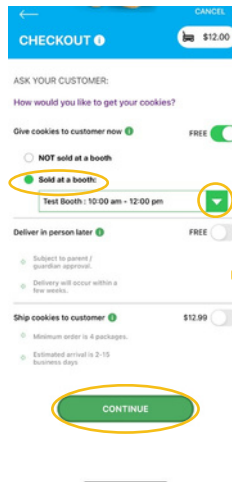
To start a new cookie booth sale, confirm you are still signed in under TROOP at the top of the screen ("Hello, Troop###!"). Then click **+New Cookie Order**.

Note: If you don not see Troop ### at the top of the screen, click Switch Profile and return to Step 1.



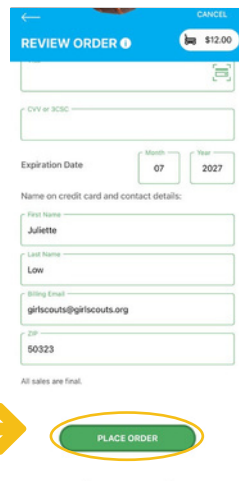
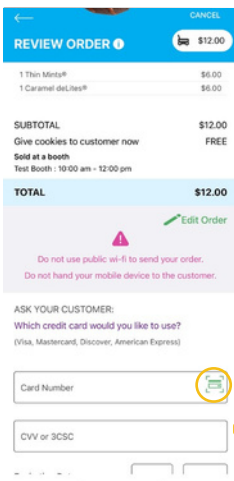
Step 3:

Enter the total number of cookies in order by variety. Then scroll down and click **CHECKOUT**.



Step 4:

Select Sold at a Booth - then choose the correct booth in the drop down (the booth you're currently at) then click Done. Click **CONTINUE**.



Step 5:

Click **Scan the card icon** (or enter card information) then enter the customer's name, email, and zip code. Click **PLACE ORDER**.