TROOP LEADER RENEWAL PROCESS

Use the following steps below to complete your renewal for the upcoming Girl Scout membership year.

GETTING STARTED
☐ Visit https://mygs.girlscouts.org/
☐ Username is the email you use to receive Girl Scout emails.
☐ Use “forgot password” button if you cannot remember previous years or receive an error *(If you do not receive a password reset email, please contact Customer Care.)

MY TROOP - RENEWAL PROCESS:
☐ Once logged in, select “My Account”. Then select “My Troops”.
☐ From this tab you can select your Troops and which members you’d like to renew.
☐ Select check boxes next to members you wish to renew or use the “Select All” option at top of page to renew all troop members.
☐ Select green “Renew”. (Trefoil icon will indicate how many renewals are in your cart)
☐ Confirm membership details on next screen.
   *Note: Participation type and name are not editable and will be auto populated*
☐ Select membership year for next year. Do not select the extended year option.
☐ At the bottom of the page select “Next Participant” and repeat for any additional members you are renewing.
☐ Confirm all details- by selecting review cart.
☐ Agree to “Promise and Law” (checkbox presented)
☐ Agreement to “Promise and Law” will prompt payment steps.

PAYMENT PROCESS
☐ If paying by phone, customer must contact customer care*
☐ Payment completion will direct customer to a confirmation page.
☐ Confirmation page includes: order number, recipients receipt email, and total paid.
☐ Phone payments will be processed by Customer Care representatives:
  Contact information:
  Phone (800) 728-8750
  Email: customercare@gsksmo.org