



# How to Renew Troop Members Troop Leader Resource

1

From [girlscoutshcc.org](http://girlscoutshcc.org) click on My GS Sign in.

## MY GS SIGN IN

Log in with your email and password. If you have forgotten your password, choose "Forgot password\*." Do not use "Don't have an account? Sign Up now."

2

From your account, in the left-hand side navigation rail, select the troop you want to work with.

3

First, choose the girl members you would like to renew by clicking on the Troop checkbox for each girl.

4

Next, for each of the adult member you would like to renew, click on the Troop checkbox; click on the role checkbox if they will continue in the volunteer role in the upcoming year. When finished, click "Renew."

5

"Confirm member details," updating as needed, for each girl and adult selected. Choose a membership year product and payment type.

**NEXT PARTICIPANT** → To renew the next girl/adult.  
**SUBMIT MEMBER DETAILS** → To submit all updates.

6

Screen shows cart summary page. Click Review Cart.



# How to Renew Troop Members Troop Leader Resource

7

Double check your entries, click to “Accept the Girl Scout Promise and Law” and click “Payment Details.”

Count	Participation	Details	Price
1	Troop 00004	Mary Bradford Troop leader	\$25.00
1	Troop 00004	Grace Charlemagne Troop member	Attd pending \$25.00
1	Troop 00004	Nyler Bradman Troop member	\$25.00

  

Duration amount	\$0.00
Attd	pending
Outstanding balance	\$0.00
<b>Total amount</b>	<b>\$75.00</b>

8

Enter payment information using Troop account debit card and click on “Submit Payment.”

### Payment details

**Payment method**

VISA    Discover    AMEX    DEBIT

Cardholder first name:

Cardholder last name:

Credit/Debit card number:

Expiration date:   CW

Your credit card information is **secure**. GSUSA does not save your billing information.

**Select a billing address**

Mary Bradford  
1310 Poplar Hill Dr  
Annapolis, MD, USA 21409-4648

Use a different address

**SUBMIT PAYMENT**

9

Payment Confirmation Screen.

### Thanks for renewing, Mary!

**Payment confirmation**

Order #03064022 \$75.00

Receipt sent to: mbradford1319@gmail.comgsusa Print receipt

Thanks so much for continuing to be a role model for girls!  
Please allow a few minutes for your renewal to appear in your account.  
In the meantime, make yourself at home by customizing your settings. MANAGE MY ACCOUNT

Thanks for renewing your troop online!

Print receipt for your records.

\*If you need additional help to log into your account or to complete renewal, please reach out to the Customer Care Team at [customercare@girlscoutshcc.org](mailto:customercare@girlscoutshcc.org)

\*To pay for memberships using Troop Treasure, please submit this form for your troop: <https://gshcc.wufoo.com/forms/sgmn3dy041a2mt/>

Troop Leaders will only see “Program Credits” as a payment option for members of their own household. Parents can select “Program Credits” for their individual girl and then the troop can submit one Troop Treasure Payment form. GSHCC will then finalize the payment.



To update phone numbers, addresses, school attending or other member details, you can return to your account using the “Manage My Account” button on the renewal confirmation page and clicking on the “Edit profile” pencil next to each member’s name.