



How to Renew Troop Members Troop Leader Resource

1 From gswpa.org, click on “MyGS” 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
SUBMIT MEMBER DETAILS

➔ To renew the next girl/adult.

➔ To submit all updates.

6 Screen shows cart summary page. Click Review Cart.



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

Count	Participation	Details	Price
1	Troop 0068	Mary Bradford Troop member	\$25.00
1	Troop 0068	Grace Cherkman Troop member	Aid pending \$25.00
1	Troop 0068	Kyle Brackman Troop member	\$25.00

Prepares a
Help her Jr.
Well earned

Duration amount: \$0.00
aid: pending
Outstanding balance: \$0.00
Total amount: \$75.00

Please note that membership fees are non-refundable.
Your membership fees cover the changing expenses for girls, family and community leadership to see education or involvement in our programs.
*Amount may help cover remaining expenses for girls in our community and are non-refundable.

[ADD PAYMENT DETAILS](#)

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

Payment details

Payment method

VISA Discover AMEX CREDIT CARDS

Cardholder first name:

Cardholder last name:

Credit/Debit card number:

Expiration date:

CW CW

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

Select a billing address

Mary Bradford
1319 Poplar Hill Dr
Annapolis, MD, USA 21409-4648

Use a different address

[SUBMIT PAYMENT](#)

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Payment Confirmation Screen.

Thanks for renewing, Mary!

Payment confirmation

Order #03064022 \$75.00

Receipt sent to: mbradford1319@gmail.com [Print receipt](#)

[MANAGE MY ACCOUNT](#)

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.

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 Girl Scouts Western Pennsylvania by contacting our Customer Care team at 800-248-3355 or customercare@gswpa.org assistance.



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.