

#### Mobile App

**Step 1:** Start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app."

**Step 2:** Once you have the app installed and opened on your phone, you will use the same login and password that you use to access your Digital Order Card site. NOTE that the app will only work if the girl's website is set up and approved.

≍ %의 488 년 최종 468 <b>보</b>
•
airl scouts
Log In
youremail@domain.com
password
✓ Keep me logged in for 12 hrs
Forgot my password
Set up your account
Log In
Privacy Terms and Conditions Help
©2016-2021 Girl Scouts of the United States of America. A 501(c)(3) Organization. All rights reserved.





**Step 3:** You can then select one of the accounts that you want to use for the transaction. Select which girl you want the sales to go to if you and your Girl Scout are selling cookies for her account, or select the Troop if you are at a booth or similar sale where the sales should be credited to the troop and not a girl.



**Step 4:** Once you have selected an account, you will arrive at the home page. From there, your Girl Scout can select " New Cookie Order", "Visit My Site," "Email My Site," or "All Orders."





**Step 5:** "Email My Site" could be used by the girl when she is with a customer who would like to purchase cookies but can't complete a transaction at the immediate time.

The girl asks the customer for their name and email address and enters it in the app.

응 백 급 永 백 之	× +0 45 G ≠ +0 ± 2 ± +0 ± 53 + ± 9.56
Can I email you a link to my Digital Cookie site right now? That way, you can order any time during the Girl Scout Cookie season. First Name	Your Digital Cookie site has been sent successfully to:
Last Name	dctest512-1U@giriscouts.org
See our privacy statement SEND EMAIL	

The customer will be sent an email to purchase cookies and the person's information will populate the girl's customer tab. The customer will show up in the "Email My Site" section at the bottom of the customer list.

Select All Add to Cu	ustomer List Delete Name		Show 5 Items
Name	Email Address	Last Emailed	
chris Smith	chrisr@gsccc.org	1/7/2021	

**Step 6**: If girls select "Visit My Site" she will see a QR code that she can show to a customer to take the customer directly to her site to make a purchase.





**Step 7:** From the home page, the girl clicks the "New Cookie Order" button on the app, and she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the "+" and " – " buttons.



When the customer has made a selection and the girl clicks "Checkout," the app moves to a checkout screen.

**Step 8:** The girl will indicate what type of order it is. Options may vary based on what the council is making available. After marking a selection, the girl will select



the "continue" button.



If delivery is selected, you will see a screen to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. You will need to ask the customer and make a selection in order to continue with the checkout process.



**Step 9:** If the order is a shipped or delivery order, the girl will then complete the customer information for where the cookies will be shipped/delivered to.

For in hand orders, an address is not required, only the customer name, email address and billing zip code.

After completing the required info, click "Review Order"

x १० 68 ि x 68 x 19 x 1	l 52% 🖹 9:59 PM	¥\$	<b>8 %</b> ™.#1	52% 🛢 9:59 PM
← CHECKOUT ③	CANCEL	← CHEC		CANCEL
Ship cookies to customer Ship to • First	Edit	Are you sending care of another company?	g the Cookies in person or to a	
Last		Address 1 Address 2(Option	onal)	
Phone Are you sending the Cookies in care of another person or to a company?		City State	ZIP	
Address 1			REVIEW ORDER	

Step 11: When the girl clicks the review order page, it will bring her to a screen



where she can confirm the order with the customer. When she scrolls down, she can input the payment information from the customer by typing in the card number or clicking the "Scan Card" and letting the phone input the numbers from the customers card.

.0466.×66∠ 2*1	F 🛋 51% 🖬 10:03 PM		≍ #이 48 년 초 48 년 · · · · · · · · · · · · · · · · · ·
	CANCEL X	cardscan.io	CANCEL
REVIEW ORDER	R 🛈 🏣 \$23.0		REVIEW ORDER 1 H \$23.0
1.0 do-si-dos®	4.0		
1.0 samoas®	4.0		Name on credit card and contact details:
1.0 tagalongs®	4.0		
1.0 thin mints®	4.0		First
1.0 girl scout s'mores®	4.0		
SUBTOTAL	\$23.0	Scan Your Card	Last
Shipping and handling	\$9.25	Court Four Curt	
TOTAL	\$32.25		
	Edit Order 🧨		ZIP
Do not use public wi-fi to send	your order		
Do not hand your mobile device to	the customer		All sales are final.
ASK YOUR COSTUMER:		iii Your card info is secure	
Which credit card would you lik	e to use?		PLACE ORDER
Visa, Mastercard, Discover, Americ	an Express)		
			In partnership with Little Brownie
Card Number Sca	n Card	policy.	Bakers
			1:40,000 00000
	and the second se		Lune Browne

Remember not to use public Wi-Fi to send your order and not to give your phone to the customer!

**Step 12:** When she clicks the "Place Order" button, she will receive an order confirmation screen and a reminder to thank the customer for the order!





**Step 13:** Girls can now view that order, and any other order using the "All Orders" section of their app. Tapping on the "All Orders" or scrolling down will make all of your orders visible by delivery method.

To see the details for an order, click on the green arrow to view the section of orders to approve.



Select the order you want to view and click the green arrow next to the order.

	82% 🗊 8:11 AM
ORDERS	
Shipped, 3 orders	
01/29/19 Boxes: 4 Ship to: <b>Susan Greenfield</b> 137 Oak Ave Bloomfield Hills, MI 58796	>
01/28/19 Boxes: 5 Ship to: <b>Suzie Greenburg</b> 123 Main St Hartford, CT 06106-1818	>
10/12/18 Boxes: 4 Ship to: <b>Jane Low</b> 123 Mangin St New York, NY 10002-1119	>



The details for the order will appear and you can review the order and see the status, including shipping status.



Don't forget to send those thank you notes!