

Mobile App

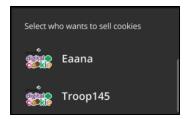
Girl Scouts and troop volunteers can use the Digital Cookie Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.

Users will 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." Users should download a new version of the app every year.

The same email and password used to access Digital Cookie is the same to log into the mobile app. Note: The app will only work if the Girl Scout/Troop's Digital Cookie website is set up and approved, and the council mobile app access date has started.

Log In	om		
password	•	Set up y	your account
Keep me logged i	in for 12 hrs et up your account		he mobile app, you ed for Digital Cookie uardian.
Log In		ок	Learn more
Log In			Learn more

Once a user is logged into the app they see the different accounts available. The user will select which account they want to use. The <u>Girl Scout view</u> is used to take sales on behalf of a specific Girl Scouts. The <u>Troop view</u> is used to take sales on behalf of the troop and not an individual, for example at a troop booth.





Logged in as Girl Scout

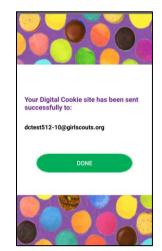
From the home page, the user can select "New Cookie Order", "Visit My Site," "Email My Site," or "All Orders."



Email My Site is used to send their cookie link to a potential customer who doesn't want to continue the transaction at the immediate time. The Girl Scout will ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

Note: Due to international regulations, except for the US Virgin Islands, USAGSO members should not upload customer emails directly into Digital Cookie. Instead, girls can email customers a link to their Digital Cookie website OR generate a QR code for them to acces and purchase cookies. **Once customers place an order, you may be able to send them a thank you for your business email through Digital Cookie.**

EMAIL	MY SITE	
ASK YOUR COST	UMER:	
Cookie site right	a link to my Digital now? That way, you ne during the Girl Scout	e l'
First Name		
Last Name		
Email		
See our	privacy statement	





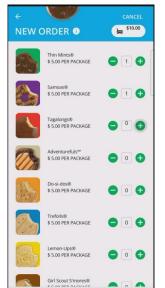
Visit My Site is used to see the Girl Scout's QR code. Girl Scouts can then show the customer their phone for the customer to scan the QR code which will take them directly to the Girl Scout's site to make a purchase.

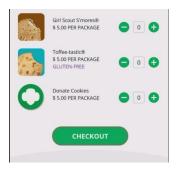
VISIT MY SITE	👸 Mobile App: Names to add to your customer list	
u'll see a link to my cookie site at the p of your phone. Just tap it	Select All Add to Customer List Delete Name	Show 5 Items
	Name Email Address	Last Emailed
जिश्व राज्य जि	Jillian loowhit dctest512-4@girlscouts.org	10/10/2023
	Total names to add: 1	

New Cookie Order is used to take cookie orders directly through the app.

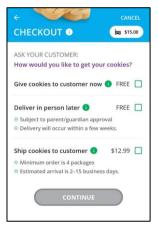
Step 1: Click the New Cookie Order button to be taken to the order screen to enter which cookies the customer wants to order by using the "+" and " – " buttons.

Once the correct number of cookies have been selected the Girl Scout will click the "CHECKOUT" button.





Step 2: Select how the customer would like to receive their cookies. Options may vary based on what the council is making available. **Please be aware: "Give cookies to customer now" should only be selected if you are handing the cookies to the customer at the time of transaction. Girl Scouts in digital cookie only communities do not have cookies to hand a customer at the time of sale and should not select this option.**





If deliver in person later (girl delivery) is selected, the Girl Scout will need 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. Once the selection is made, she can continue with the checkout process.

ISK YOUR CUSTOMER: tow would you like to get your cookles? Sive cookles to customer now FREE Peliver in person later FREE What would your customer like to do if heir order is not approved within 5 days? Donate their cookles Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Ship cookles to customer \$12.99 Minimum order is 4 packages	+	CANCEL
Tow would you like to get your cookles? Sive cookles to customer now ① FREE Deliver in person later ① FREE What would your customer like to do if heir order is not approved within 5 days? Donate their cookles Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Subject to customer ① \$12.99 Minimum order is 4 packages	СНЕСКОИТ 🛛 🛛 🕒	\$20.00
Sive cookles to customer now ① FREE C Deliver in person later ① FREE C What would your customer like to do if heir order is not approved within 5 days? Donate their cookles Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Ship cookles to customer ① \$12.99 [Minimum order is 4 packages	ASK YOUR CUSTOMER:	
Deliver in person later FREE What would your customer like to do if heir order is not approved within 5 days? Donate their cookies Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Ship cookies to customer Sl2.99 Minimum order is 4 packages	How would you like to get your cook	ies?
What would your customer like to do if heir order is not approved within 5 days? Donate their cookies Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Subject to customer Minimum order is 4 packages	Give cookies to customer now 🕕 FF	REE 🔲
heir order is not approved within 5 days? Donate their cookies Cancel their order Subject to parent/guardian approval Delivery will occur within a few weeks. Ship cookies to customer Sl2.99 Ninimum order is 4 packages	Deliver in person later 🕕 🛛 🛛 FF	REE 🔽
Donate their cookies Cancel their order Cancel their order Could be a constrained by the second by		
Cancel their order Subject to parent/guardian approval Elelivery will occur within a few weeks. Ship cookies to customer S12.99 Minimum order is 4 packages	-	days?
Subject to parent/guardian approval Subject to parent/guardian af ew weeks. Ship cookies to customer S12.99 Minimum order is 4 packages	-	
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ship cookies to customer ❶ \$12.99 [■ Minimum order is 4 packages	Subject to parent/guardian approval	
Minimum order is 4 packages	Delivery will occur within a few weeks.	
	Ship cookies to customer 🚺 \$12	.99 🔲
Estimated arrival is 2–15 business days.	Minimum order is 4 packages	
	# Estimated arrival is 2–15 business days.	
CONTINUE	CONTINUE)

Step 3: Review order and enter customer and payment details. Girl Scout's can review the order with the customer and gather the customer's information including payment details.

If the order is shipped or delivery, the Girl Scout will then complete the customer information for where the cookies will be shipped/delivered to.

нескои	10	a \$15	.00
First			
Last			
Phone			_
e you sending t	he Cookies in "o		-
e you sending t other person o	he Cookies in "o r to a company		C
e you sending t	r to a company		C
re you sending t nother person o Address 1	r to a company		



For in hand orders (give cookies to customer now), an address is not required, only the customer's name, email address, and billing Zip Code.

< W	CANCEL	← CANCEL REVIEW ORDER ^①	Use so
REVIEW ORDER () 1 Thin Mints® 1 Adventurefuls® 1 Trefoils®	€ \$15.00 \$5.00 \$5.00 \$5.00	Expiration	× en Use Scan Cal feature instea of typing all th details.
SUBTOTAL Give cookies to customer now NOT sold at a booth	\$15.00 FREE	04-April • 2028 • Name on credit card and contact details:	
TOTAL Do not use public wi-fi to send y	\$15.00	sue Last jones	Scan Your Card
Do not hand your mobile device to ASK YOUR CUSTOMER: Which credit card would you li (Visa, Mastercard, Discover, Americ	ike to use?	Billing Email anythin@testmail.com ZIP 12345	Your card into is secure
Card Number	Scan Card 🚍	All sales are final. PLACE ORDER	Carrit take screenshot due to security policy. Enter card manually

After completing the required info, click review or place order depending on the order type.

Once the order is placed, the Girl Scout will receive an order confirmation screen and a reminder to thank the customer for the order!





Digital Cookie[®]

All Orders is used to view all of the orders visible by delivery method.

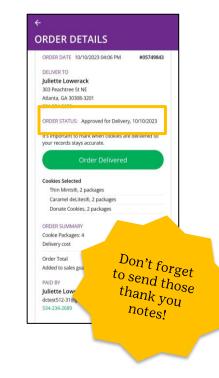
Step 1: Click the green arrow to view all orders under that specific delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

Before approving the order, check:

#05749873

All Orders			←
MOST RECENT		2	ORDER DETAILS
Cookies in Hand	0 Total	>	Approve for Delivery
Approve for Delivery 10/13/23 Packages: 10 *** Deliver to: Trefoil Love 1231 Upas St San Diego, CA 92103-5127	1 Total	>	ORDER DATE 10/12/2023 10:00 PM # DELIVER TO Trefoil Love 1231 Upas St San Diego, CA 92/03-5127 619-867-5309
Orders to Deliver	3 Total	>	DAYS LEFT TO APPROVE: 5 IF NOT APPROVED: Cancel Order
0/03/23 Packages: 3 🚥 leliver to: Jayme Lawfer 055 Alder Ln /oodburn, OR 97071-2004			Before approving the order, • The delivery address • Your cookie inventory
0/03/23 Packages: 4 📟 eliver to: Jessica Lange			When you approve the order for delivery, the ustomer's credit card will be charged
38 E Marine Corps Dr ededo, GU 96929-5935			Approve Order
orders Delivered	0 Total	>	Cookies Selected
hipped	0 Total	>	Thin Mints®, 2 packages Adventurefuls®, 2 packages Trefoils®, 2 packages





Logged in as Troop

When users are logged in as the troop, they will see the same dashboard as if they were a Girl Scout and have the same choices "New Cookie Order", "Visit My Site," "Email My Site," or "All Orders." Many of the steps taken as a Girl Scout are the same as a troop.

Approving orders: all users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.

