Thank you so much for renewing your troop for another year of Girl Scouts! This step-by-step guide will walk you through how to renew your troop for another Girl Scout year!
**Step 1**

Go to our website [girlscoutsosw.org](http://girlscoutsosw.org) and click MY GS to sign in.
Step 2

Log in!

If you are having trouble logging in, click **Forgot password?**
- On the next screen, type in your account email address, and GSUSA will send you an email with the subject line **Reset Password**.

  ! **If you don’t receive an email from GSUSA within 15 minutes**, be sure to check your spam/junk folder. If you can’t find the email there, please fill out a [Contact Form](mailto:answers@girlscoutsosw.org) or email [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org).

  ! **If you receive a message There is no user with that username or email**, please fill out a [Contact Form](mailto:answers@girlscoutsosw.org) or email [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) for assistance.
Step 3

Click on the yellow **My Account** button at the top of the screen.
Step 4
Click on the caret (v) to open the My Troop(s) dropdown.
Step 5

Click on the troop you’re renewing members for.
Step 6

Scroll down to see troop members.
Step 7

Click on the participation checkboxes for any troop members you're renewing. If the troop is renewing volunteers, take your time to make sure you're checking boxes for all volunteer roles each adult will be continuing.

<table>
<thead>
<tr>
<th>Name</th>
<th>Participation</th>
<th>Caregiver(s)</th>
<th>Exp. date</th>
<th>Program Level</th>
<th>Status</th>
<th>Not Returning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acolee</td>
<td>Troop 40060</td>
<td></td>
<td></td>
<td></td>
<td>TIME TO RENEW</td>
<td></td>
</tr>
<tr>
<td>Aubree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TIME TO RENEW</td>
<td></td>
</tr>
<tr>
<td>Eulalia</td>
<td>Troop 40060</td>
<td></td>
<td></td>
<td></td>
<td>TIME TO RENEW</td>
<td></td>
</tr>
</tbody>
</table>
Step 8

Once you’ve selected all members you’ll be renewing, click the renew button!
Step 9

Next, you'll need to confirm the following for each girl:

- **Membership year**
  - Girls with current year membership: **Next Year - 2024**
  - Girls with lapsed membership: **Current Year - 2023 OR Next Year - 2024**

- **Payment type**
  - Credit card (to pay with troop funds)

Click the green **NEXT PARTICIPANT** button to continue to the next girl.
For the last girl, you’ll click the green **SAVE DETAILS** button.
Step 10

You should see a numbered list of all of the troop members you are renewing on the left side of the screen, as well as a numbered list on the right side of the screen that includes the total amount you will be paying. Press REVIEW CART.
Step 11

Review your cart and agree to the **Girl Scout Promise and Law**. Once you’ve clicked the Girl Scout Promise and Law checkbox, click **Add Payment Details**.

*Interested in donating to Girl Scouts? You can include a donation in your renewal.*
Step 12
Add payment details and click **SUBMIT PAYMENT**.
Step 13

Print a receipt for your troop’s financial records!

And you’re all set!

Special Note about Individually Registered Girls aka Juliettes
What do you do if you learn that a girl isn’t planning to continue with the troop, but is planning to renew as a Juliette? Recommend to the caregiver of the girl to renew the girl’s membership, but not the participation with the current troop. Once that has been completed, the caregiver should either complete a Contact Form or email answers@girlscoutsosw.org and explain their girl isn’t continuing with the troop and will be a Juliette. Staff will update the girl’s record accordingly. The caregiver should indicate if the change should be effective immediately or at the beginning of the new membership year.
Thank You!

YOU build girls of courage, confidence and character.

Girl Scouts of Oregon and Southwest Washington could not exist without troop leaders like you volunteering your time.

We are so thankful for everything you do.