

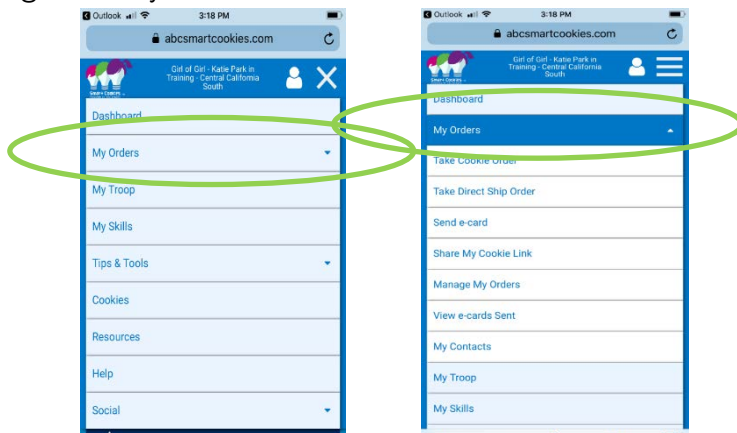
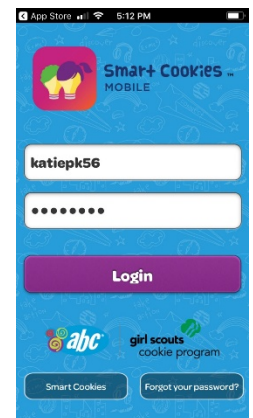
Credit Card Payments – Smart Cookies Guide

How Do We Accept Credit Cards?

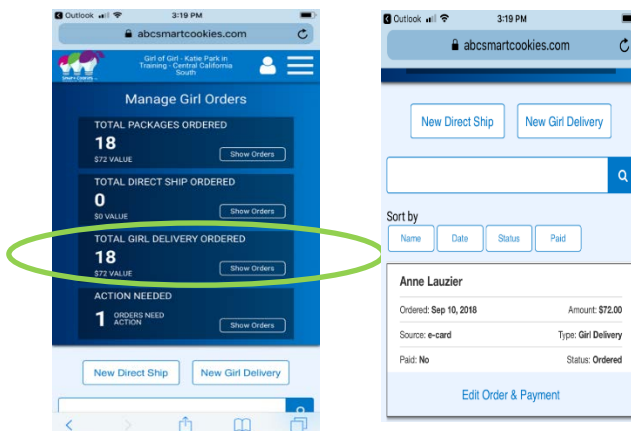
- 1) **Smart Cookies:** For girl-to-consumer selling:
 - a) Using a smart phone, any girl who has created her Smart Cookies account can accept credit card payments with NO PROCESSING FEES.
- 2) **Clover:** For troop selling:
 - a) Using a smart phone, troops can accept credit card payments at booths with the council-sponsored Clover app (no card reader device required!). GSGI pays all processing fees associated with the Clover.

Credit Card Payments for Girl-Delivered Orders

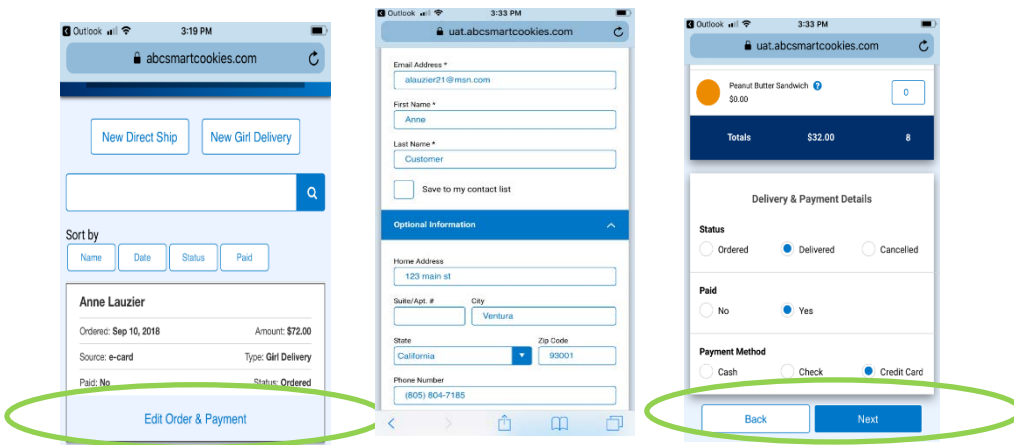
- 1) Girls sign into Smart Cookies – app or desktop.
 - Log into the Smart Cookies app from your mobile device OR simply login at abcsmartcookies.com and use your desktop.
 - Here we show screenshots using the app, but all steps are EXACTLY the same when using the browser application – the steps and functions are the same, only the appearance is different using app vs. desktop machine.
- 2) Navigate to My Orders



- 3) Select Orders in the Total Girl Delivery Order Section to view orders.

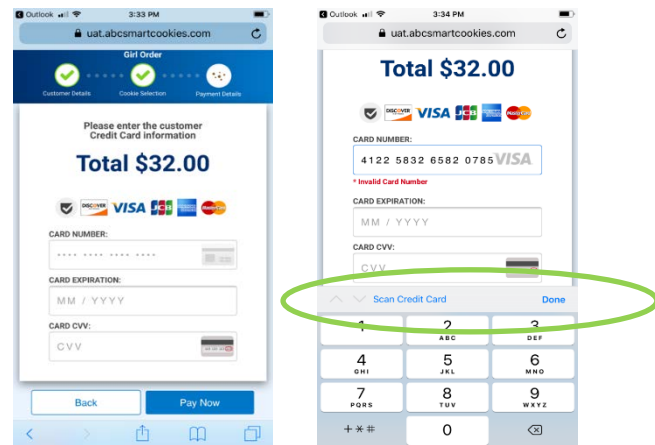


4) Update the Order if any changes are required.



5) Now it's time to enter the customer's Credit Card information!

- Have the customer manually read card number for manual/keyed entry. If errors are made during manual entry, an error message will be displayed to the Girl
- Using an iPhone? Simply scan the credit card. The image does NOT save to the Girls' phone. This feature is NOT available for Android devices.
- Payments will automatically post to Smart Cookies. Credits to Girls and Troops automatically post in Smart Cookies.

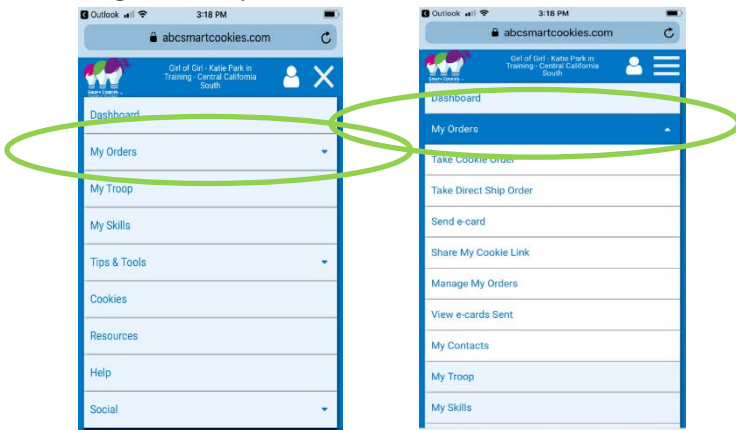


Credit Card Payments for NEW Orders

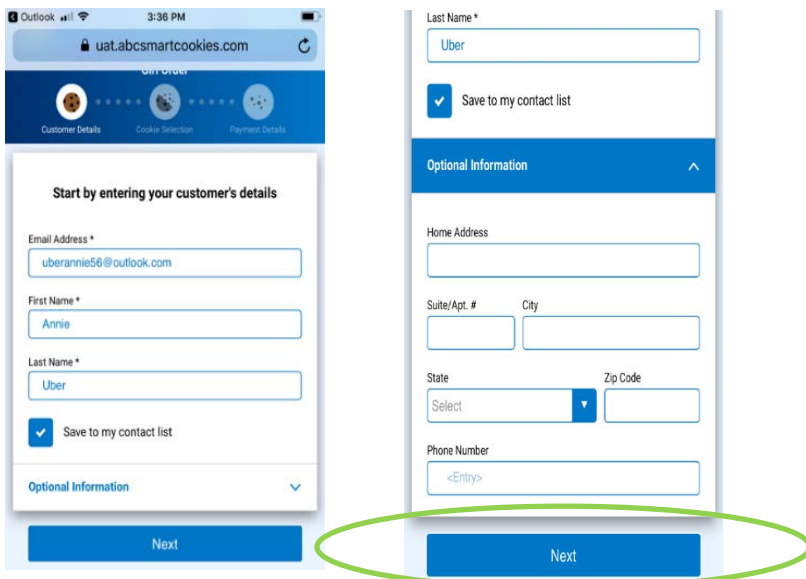
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- Log into the Smart Cookies app from your mobile device OR simply login at abcsmartcookies.com and use your desktop
- Here we show screenshots using the app, but all steps are EXACTLY the same when using the browser application – the steps and functions are the same, only the appearance is different using app vs. desktop machine

2) Navigate to My Orders

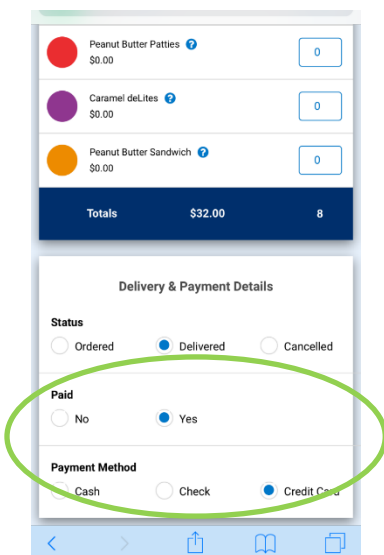


3) Capture Customer Information



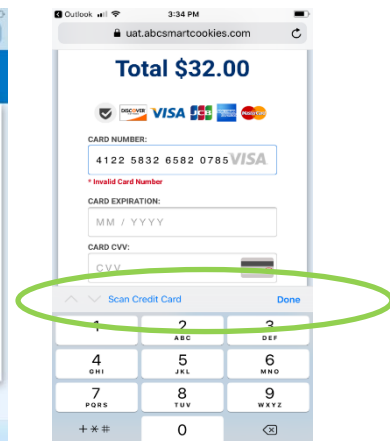
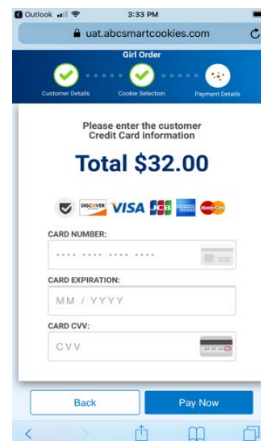
4) Enter the Customer's order by variety, in packages.

5) Click Delivered and "YES" under the Paid section. By choosing Paid, this opens up the payment option screen



6) Now it's time to enter the customer's Credit Card information!

- Have the customer manually read card number for manual/keyed entry. If errors are made during manual entry, an error message will be displayed to the Girl
- Using an iPhone? Simply scan the credit card. The image does NOT save to the Girl's phone. This feature is NOT available for Android devices.



- Payments will automatically post to Smart Cookies. Credits to Girls and Troops automatically post in Smart Cookies.

Viewing Data for NEW Orders – Smart Cookies Reconciliation

- Both Girl and Troop are credited with the full CC payment collected.
- Sales are captured in bank named Girl Delivery Credit Card and have a unique reference number.
- Financial Transactions are visible in the order, Girl Balance Summary and Troop Balance Summary.
- No funds are deposited to Troop bank accounts and product must still be transferred to the Girl via traditional transfer methods.

Locked	Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #
<input checked="" type="checkbox"/>	CT2085247222	Hickory Service Center	GSCP2P	0	Girl Delivery Credit Card	8/6/2018	ACH Deposit	\$32.00	549692
<input checked="" type="checkbox"/>	CT2085455236	Hickory Service Center	GSCP2P	0	Girl Delivery Credit Card	8/6/2018	ACH Deposit	\$37.00	549810
<input checked="" type="checkbox"/>	CT646527028	Hickory Service Center	GSCP2P	0	Girl Delivery Credit Card	8/16/2018	ACH Deposit	\$36.00	549858
<input checked="" type="checkbox"/>	CT703491231	Hickory Service Center	GSCP2P	0	Girl Delivery Credit Card	8/27/2018	ACH Deposit	\$24.00	549817
<input checked="" type="checkbox"/>	CT703565903	Hickory Service Center	GSCP2P	0	Girl Delivery Credit Card	8/27/2018	ACH Deposit	\$24.00	549816
								Sum: \$153	

The payments in the Financial Transaction screen above show on the troop balance summary and girl balance summary - there is no corresponding cookie transaction (as there is with direct ship).