

## Mobile App – Credit Cards

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.”

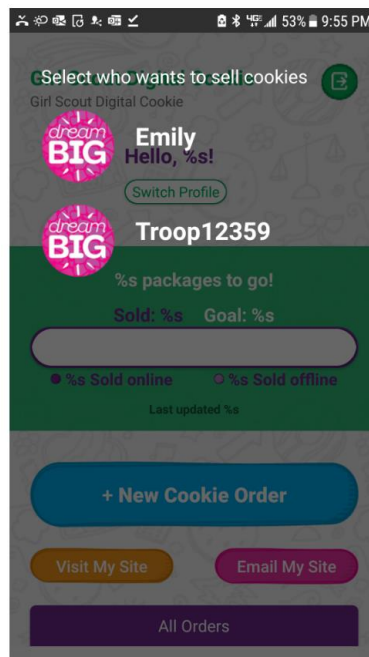
2

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.

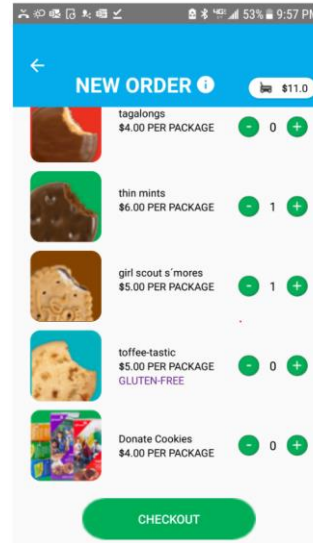
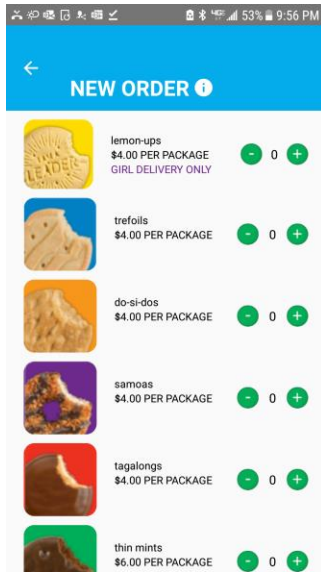
3

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.



4

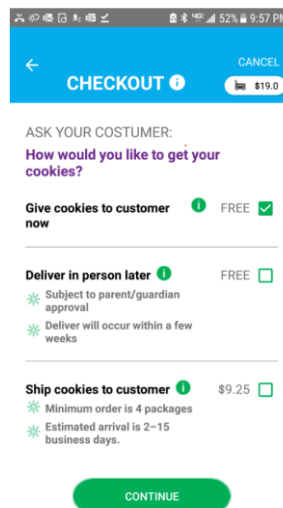
From the home page, the girl clicks the “New Cookie Order” button on the app, and she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the “+” and “-” buttons.



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

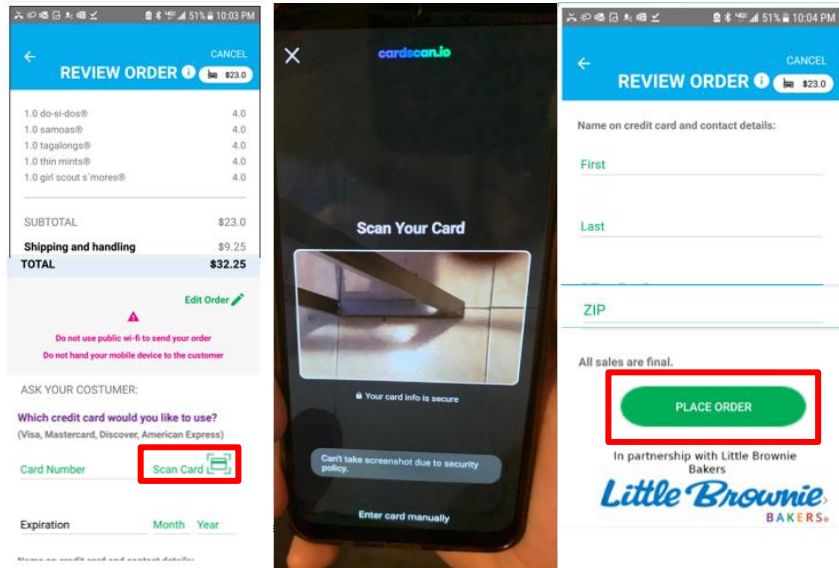
5

The girl will indicate what type of order it is. After marking a selection, the girl will select the “continue” button.



6

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,” which 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.



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

7

When she clicks the “Place Order” button, she will receive an order confirmation screen and a reminder to thank the customer for the order!

