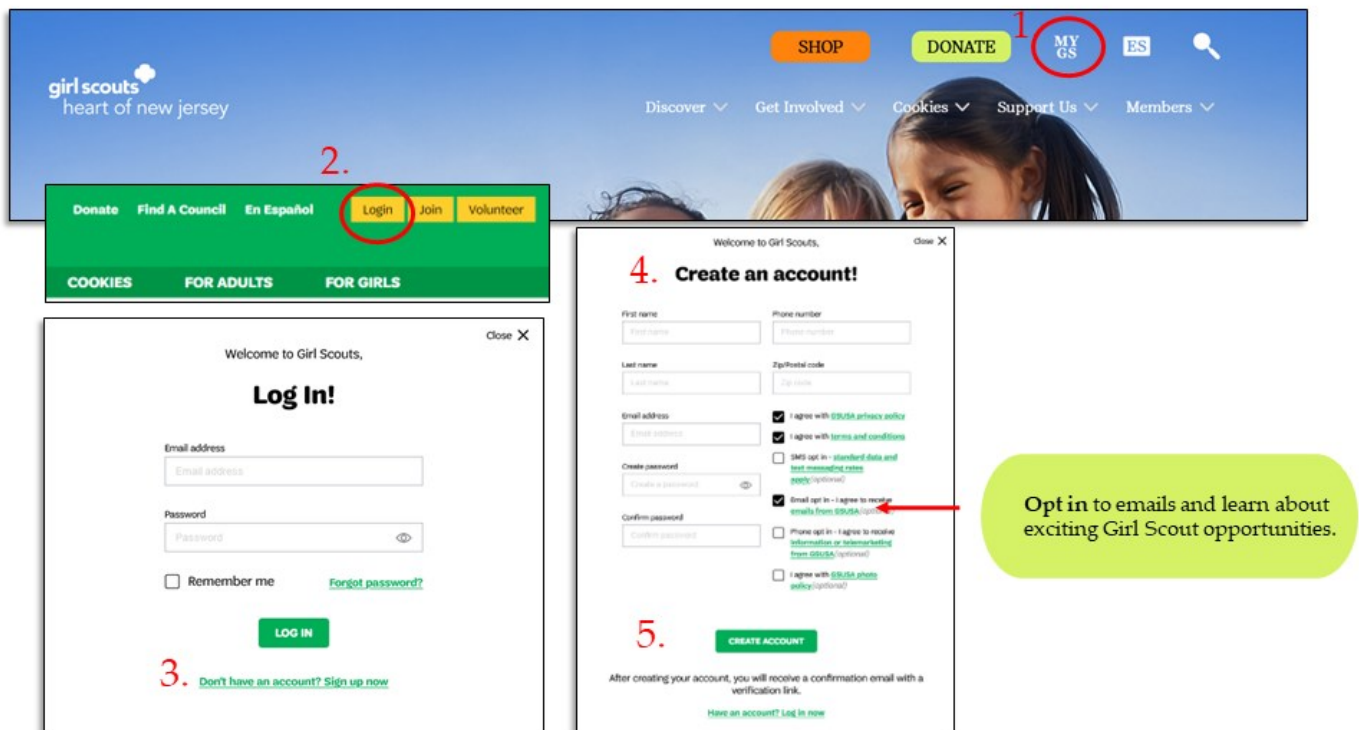




**HOW TO:** [Create an Account](#) | [Add a Household Member/Register a New Girl Scout](#) | [Apply for Financial Assistance](#) | [Add a Volunteer Role](#)

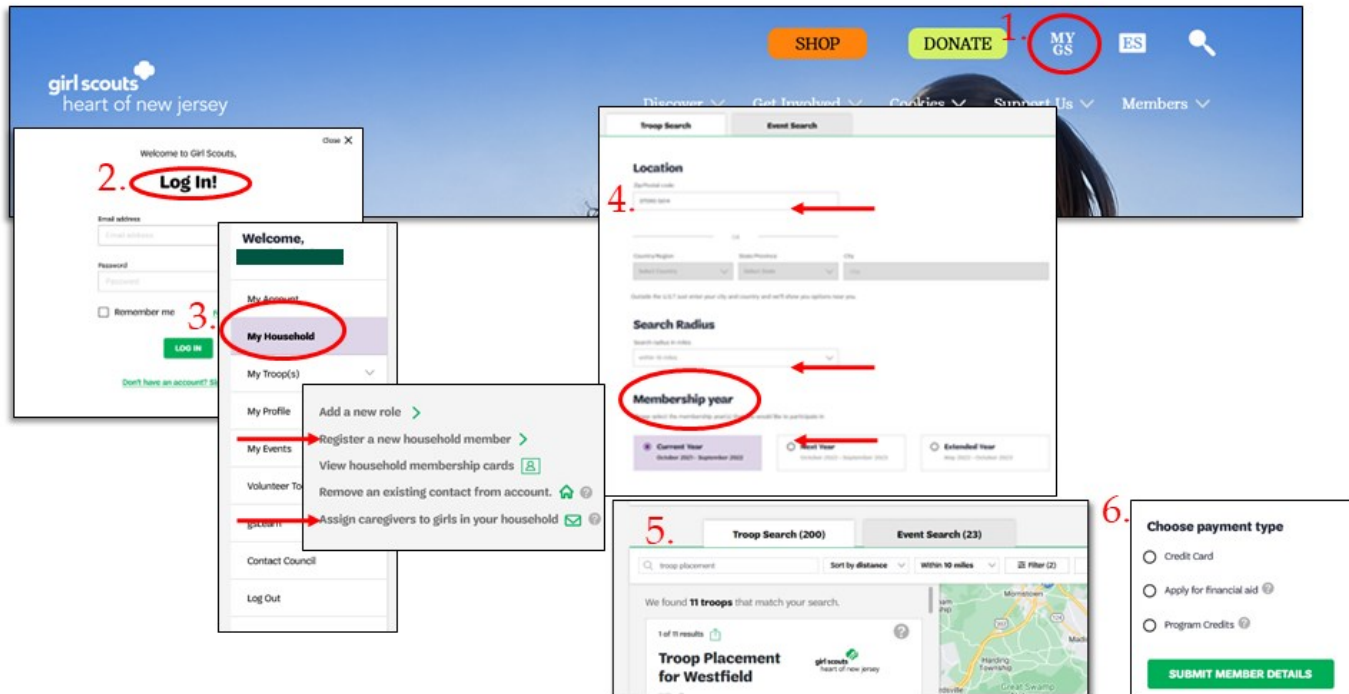
## HOW TO CREATE AN ACCOUNT



1. Navigate to [www.gshnj.org](http://www.gshnj.org) and click on “MY GS.”
2. Click on “Login.”
3. A new page will open along with a pop-up. Click the link beneath the “Log In” button.
4. Complete the “Create an account” form using the head of household’s information. Remember to opt-in to emails.
5. Check email for authentication request, and complete. Now your account is active!

Once your account is active, return to “MY GS” to add your own details, add household members, and more.

## HOW TO ADD A HOUSEHOLD MEMBER/HOW TO REGISTER A NEW GIRL SCOUT



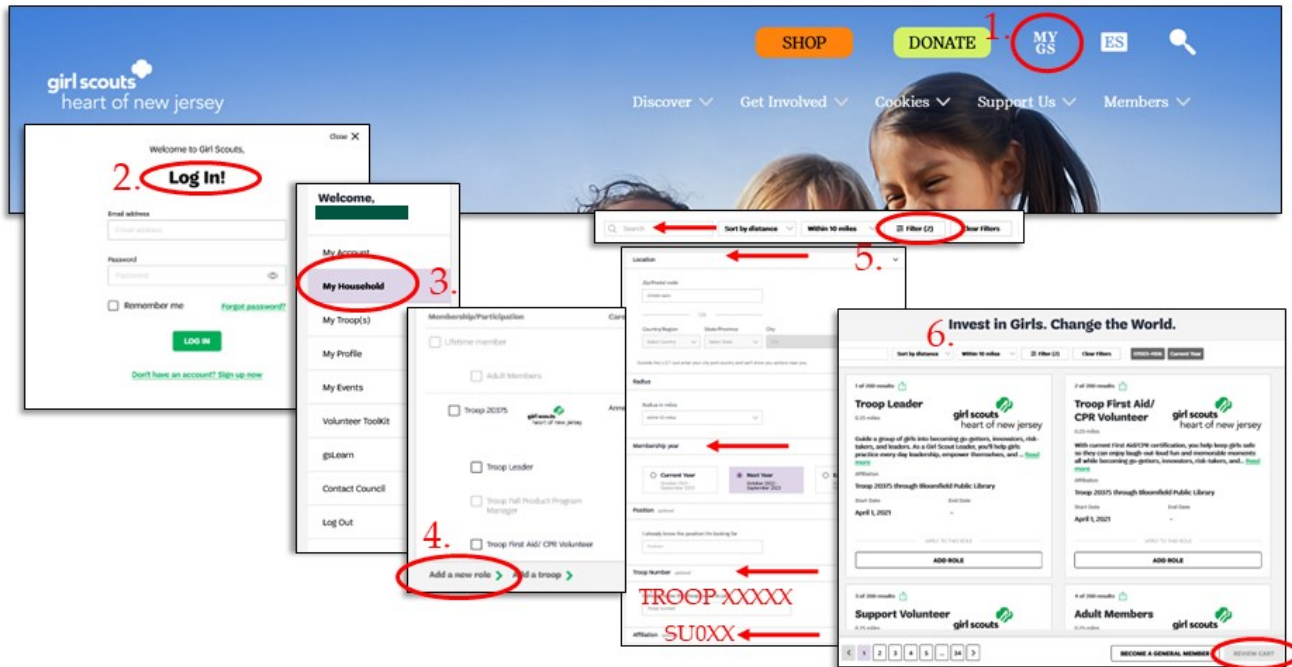
1. Navigate to [www.gshnj.org](http://www.gshnj.org) and click on “MY GS.”
2. Log in.
3. Select “My Household” from the left menu bar and scroll to the bottom.
  - Use “Register a new household member” if the person is going to become a member (youth or adult).
  - Use “Assign caregivers to girls in your household” if the person is an adult caregiver, but not a registered member of Girl Scouts.
4. Enter your zip code, search radius, and select the correct membership year. Click “search” at the bottom of the page.
5. You will be required to select a troop.
  - If the troop you’re joining doesn’t display in the catalog, or you’re not sure which one to join, search for “Troop Placement.”
  - If you know your troop number and the troop displays in the catalog, enter the five-digit troop number in the search bar.
  - When the search results open, find the appropriate tile and select the appropriate + Girl or + Adult.
  - Click “add details” button.
6. Complete the “Add Membership details” page and select a payment type. Click “submit member details” button, then “review cart” button. Don’t forget to click the “I agree with the Girl Scout Promise and Law” checkbox or you will not be able to advance. From here, complete your payment and finish.

## **HOW TO APPLY FOR FINANCIAL ASSISTANCE**

You may apply for financial assistance at the time of registration. Assistance is available for membership fees plus your choice of either the basic uniform and insignia (available only as a new member or in a “transition” year), or \$60 allocated to your troop.

1. Select “Apply for financial aid” when choosing a payment type (step 5 above).
2. Look for an email requesting supporting documents.
3. Submit documentation as requested. Acceptable documentation can include:
  - a. a copy of your SNAP enrollment
  - b. free/reduced lunch form
  - c. EBT determination
  - d. Medicaid
  - e. WIC
  - f. SSI benefit letter
  - g. Disability
  - h. Unemployment
  - i. current pay stub
  - j. W-2
4. After documentation is received, you are notified by email and member placement in a troop is completed. You may bring the notification email to a GSHNJ Retail Shop to obtain the basic uniform and insignia, if that has been requested.

## HOW TO ADD A VOLUNTEER ROLE



1. Navigate to [www.gshnj.org](http://www.gshnj.org) and click on “MY GS.”
2. Log in.
3. Select “My Household” from the left menu bar and find the tile of the adult to be added.
4. Select “Add a new role” under the tile of the correct adult.
5. If the troop you’d like to add a new role in doesn’t auto-populate, click the Filter button. Be sure to enter your zip code and membership year.
  - If you know the troop number, then enter it using the five-digit number.
  - If you’re adding a service unit role, enter SU0XX (no spaces, zero, plus the [2-digit service unit number](#)) in the “Affiliation” field.
6. Use the scroll bar to find the tile(s) with the role(s) you desire and click the “add role” button. A green “add volunteer” button will activate. Click it when you’ve selected all the roles you’d like to add.
7. Complete the fields; select the current membership year; choose payment type “none;” click the “submit member details” button, then “review cart.”
8. Check the box next to “I agree to the Girl Scout Promise and Law,” then click “submit.”

Need more help? Reach out to [info@gshnj.org](mailto:info@gshnj.org) or 908-518-4400 opt 0.