To add Additional Users to Troop Credit Card Account

Troops may add additional users so parents can accept credit cards as their Girl Scout delivers cookies. However, a parent may not pay their bill to the troop via credit card; it is for customer use only. Troops with improper use will be charged the incurred fees

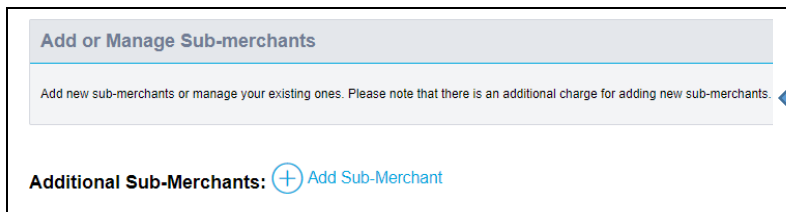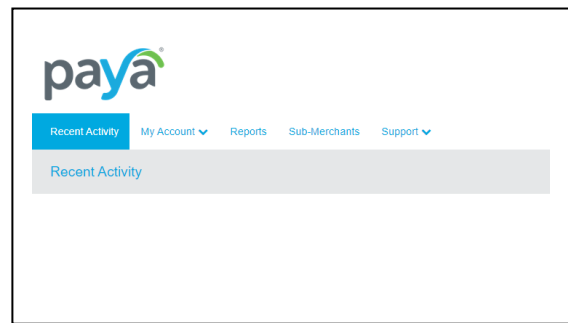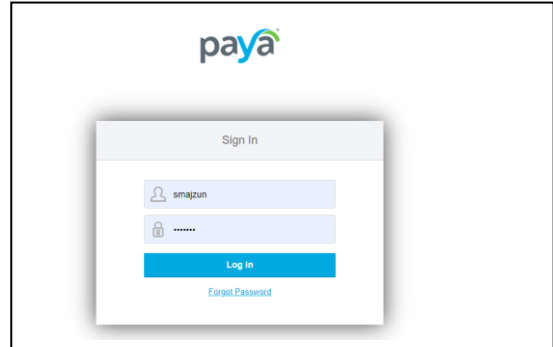Log into https://mysagemobile.com/Default.aspx.

You use the same User name and Password you created to access the app.

This is how you manage your account and can view transactions.

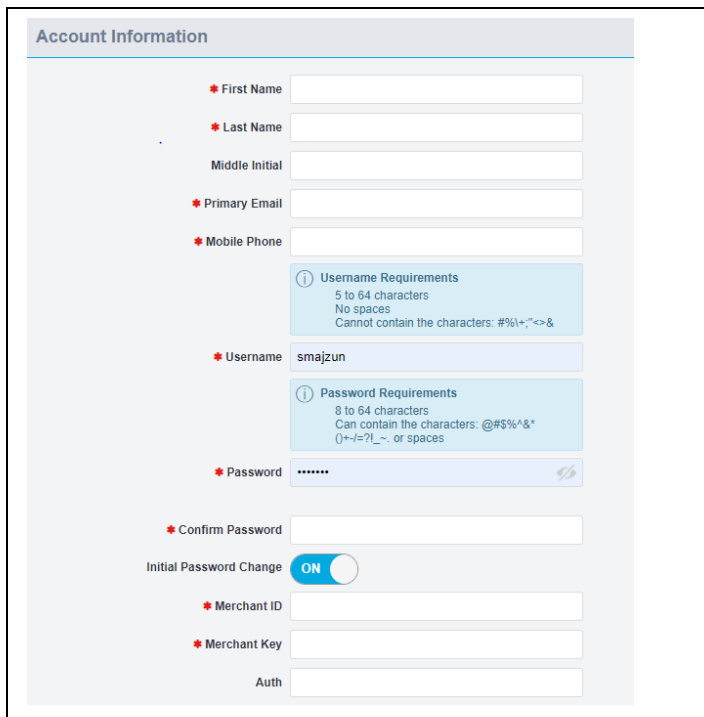View History will show you your transactions.

To add a user, select Sub-Merchants at the top

From the drop-down, select Manage Sub-lines.

Disregard the first note – There will not be an additional charge for Girl Scout accounts.

Select Add Sub-Merchant

Enter the requested information for the additional user you want to add for the Troop

Please use their initials and the 5-digit troop number as Username; this will help you know who does what transactions.
Assign a basic password such as Cookies1.

Provide any additional users with the Settings Instructions so they can set up their Settings correctly and process credit cards.

Please remind them that this is only for customer use; families **MAY NOT** pay their bill to the troop via credit card.

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