



Paya Credit Card Program

GSNEO offers the Paya Credit Card program so that troops can accept credit card payments from customers.

Getting Started

1. Determine that the troop wants to participate in the credit card program and complete the online [Credit Card Participation Form](#). **This form must be completed every year.**
 - a. The participation form is available by clicking on the following link [here](#).
 - b. If your troop signed up for the 2023 Magazine & Snack Program, your account is still valid for Cookies 2024. If you used Paya for Cookies 2023, you must complete the form again or your account will be deactivated.
 - c. Note - You are not able to manage more than one troop per cell phone number; once you download the app, it is dedicated to the associated Merchant ID and bank account. You will need separate cell phones or an iPad for multiple troops.
2. During February, users will be uploaded to Paya to permit access and you will receive an additional e-mail from Council with set up instructions and they will also be posted in the eBudde Help Center.
3. Once you receive an e-mail from Council follow the instructions to set up your credit card account. Even if you have used the Paya credit card app before, Paya has made upgrades and you will want to verify your app and information is up to date. **Please do this before your first cookie booth.**

Did you know? Credit Cards are not just for customers at Cookie Booths

Troops may set up additional users (caregivers) as sub-accounts on their account using MySagemobile.com

- To do this, you log into MySageMobile.com using the same log in and password from the app. This is where you can add additional users and access your troop's usage reports.
- Caregivers may use the app to collect payment from customers as they deliver their cookies to co-workers and neighbors.
- Caregivers may not pay the amount owed to the troop for their daughter's cookie order via credit card.

GSNEO Credit Card Policies & Guidelines

- GSNEO will pay all transaction fees associated with credit card use.
- Troops who participate will be assessed an annual \$5 fee. This charge will be added to eBudde and be part of the troop's final cookie bill.
- All credit card transactions will deposit into the troop bank account
- Troops will be able to accept Visa, MasterCard and Discover.
- Troops are not permitted to accept dues, field trip fees or cookie payments from parent by credit cards. Improper use could result in the troop absorbing the associated fees.