

Renewal for Lifetime Members

- Navigate to [GSWW](#) webpage, click on Sign In or My GS.
- Log in to My Account which then defaults to your main page.
- Click My Household.
- Select volunteer roles that you would like to renew. Make sure to renew all your volunteer roles, as well as any adult member roles at the Service Unit level. There will be no charge for Lifetime members who are renewing roles.

The screenshot shows the 'Adults' management interface. At the top, there are options to 'Select All' and 'Hide inactive members'. Below this is an 'Admin' section with 'Edit details' and 'Change troop' links. A table lists various roles for a member. A red box highlights the checkboxes for the following roles:

Participation	Caregiver of	Exp. date	CBC expiration	Status
<input type="checkbox"/> Lifetime member		N/A	N/A	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Volunteer Toolkit Access		09/30/2021	N/A	• TIME TO RENEW
<input type="checkbox"/> GSWW		09/30/2021	N/A	• TIME TO RENEW
<input type="checkbox"/> Troop	Isabella Curtis	09/30/2021	12/01/2021	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Troop Helper		09/30/2021	12/01/2021	• TIME TO RENEW

At the bottom of the table, there are links for 'Add a new role' and 'Add a troop'.

- Scroll to the bottom of the page.
- Click on Add Renewal to renew which is located on the right side of the page in a green box.
- The next screen will be the Confirm Member Details Page. You will need to check that all information is still correct and up to date. Scroll down to confirm the purple box is checked that reads "Lifetime Membership Renewal – Free." For choose payment type, "none" will be marked.

The screenshot shows the 'Confirm Member Details' page. It has two main sections:

Choose a Membership year

- Lifetime Membership Renewal Free

Choose payment type

- None

At the bottom, there is a green 'SUBMIT MEMBER DETAILS' button and a 'Remove participant' link with an 'X' icon.

- Click green Submit Member Details button.

- On the next screen click green “Review Cart” button.
- On the next screen, click the box to accept the Girl Scout Promise and Law and then click green “submit” button.

Donation amount	\$0.00
Amount due	\$0.00
Total amount	\$0.00

Please note that Membership fees are non-refundable.
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferrable to another person.
*Council fees help power amazing experiences for girls in your community and are non-refundable.

respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.
** Members may substitute the word God in accordance with their own spiritual beliefs.*

I agree to the Girl Scout Promise and Law (required)

SUBMIT

- Congrats your role renewal is complete! Watch for an email receipt for confirmation.
- **Need help with renewing your roles? Contact us!**
CustomerCare@girlscoutsw.org or (800) 541-9852.