How to make a payment when your reservation was made by a member of the Site Reservation Team:

To access the Active Net Page please Click here.

Once you arrive on the landing page click Sign in/Up

On the next page enter your email address and then in Password enter: GirlScouts1 if asked to provide a password.



| girl scouts of western wasł | ington | Sign In Create an Account |
|---------------------------------------|-----------------------------|-----------------------------|
| Home Reservations | Donations | ो <mark>ल्ल</mark> My Cart |
| Home > Sign in | | |
| | | |
| | | |
| | Sign in | |
| | *Email address (Regulred) | |
| | Enter your Email address | |
| | * Password (Required) | |
| | Forgot your password ? | |
| | Sign in | |
| | Don't have an account? Join | |
| | | |

This is your customer home page. Please take the time to update your profile information to ensure that is correct and your password.



First we want to agree to the Terms and Conditions. The is done by selecting the Transaction and Payment History button.

When you arrive on this page click sign now. This should be located halfway down on your first page.

| of western washington | |
|--|----------------|
| Home Reservations Donations |) 🚍 My Cart(1) |
| Home > My Account > Transaction and Payment History | ACTIVE |
| Transaction and Paymont History | ACTIVITY. |
| Indisaction and Fayment History | |
| A You have transactions that need attention. View transactions that need attention | |
| | |
| Search criteria | |
| Jan 27, 2021 - Jan 27, 2022 Donations × Gift Cards × Payments × Reservations × Scholarship × | |
| Found 7 results | |
| Permit Charges Modification \$6 | 0.00 |
| No. 3000311.009 | |
| Dan 27, 2022 12:27 PM ▲ Aaron Hensarling | |
| | |
| There are unsigned checklist items or wavers. Sign now | |
| Reservation \$220 | 0.00 |
| No. 3000309.009 | |
| sample | |
| E San 27, 2022 (2.5) PM A Aaron Tensaming | |
| Permit | 0.00 |
| No. 3000310.009 | |
| Created Permits #R107 | |
| 🗂 Jan 27, 2022 12:01 PM 🔹 Aaron Hensarling | |
| | |
| Payment \$220 | 0.00 |
| No. 3000309.009 Payment Plan | |
| ☑ Jan 27, 2022 12:01 PM ▲ Aaron Hensarling | |
| | |
| Payment \$20 | 0.00 |
| No. 3000141.009 | |
| Payment Plan | |
| Dan 12, 2022 11:04 AM ▲ Aaron Hensariing | |

When you arrive on this page you will see that the Facility Use Agreement is marked incomplete.

Click on the Attached document: Facility Use Agreement PDF to review the policies.

Next click on the Agree to waiver drop down arrow.



Once you click the drop down box you will see a box that says initials.

Enter your initials and then click submit.



Yay! Step one is now complete.

Please click on the My Account button at the top left hand corner of the screen to start Step two!



Once you are back on this page please select the Pay On Account Button



On this page click the Edit button.

Subtotal \$220.00

\$220.00

\$0.00

\$0.00

\$220.00

This will have the Payment AMT create a drop down arrow.



| girl scouts of western washington | Welcome, Aaron My Account Sign Out | | | | |
|---|---|--|--|--|--|
| Home Reservations Donations | 📜 My Cart | | | | |
| Home > My Account > Outstanding Balances | | | | | |
| Your account has an unpaid balance of \$0. No minimum payment is required at this time, however, we enc to date. | ourage you to keep your account up | | | | |
| Outstanding Balances | yment Summary | | | | |
| Outstanding balances for Aaron Hensarling and Family Members as of Jan 27, 2022 12:03 PM | ototal \$0.00 | | | | |
| Aaron Hensarling Head of Household × Close | Next | | | | |
| Recelpt # 3000309.009 Jan 27, 2022 Next payment due: Mar 3, 2022 | | | | | |
| ORIGINAL CURRENT AMT DUE PAYMENT REMAINING When t BAL BAL NOW AMT BAL total an | he drop down opens you can either select the nount or you can click on the 0.00 and enter | | | | |
| \$220.00 \$0.00 \$220.00 the deposit amount of \$25.00 for troops and | | | | | |
| Subtotal remain \$220.00 \$0.00 \$0.00 \$220.00 | der of the balance due 14 days before the tion start date. | | | | |
| girl scouts of western washington | Welcome, Aaron My Account Sign Out | | | | |
| Home Reservations Donations | 📜 My Cart | | | | |
| Home > My Account > Outstanding Balances | | | | | |
| Your account has an unpaid balance of \$0. No minimum payment is required at this time, however, to date. | er, we encourage you to keep your account up | | | | |
| Outstanding Balances | Payment Summary | | | | |
| Outstanding balances for Aaron Hensarling and Family Members as of Jan 27, 2022 12:03 PM | Aaron Hensarling \$220.00 | | | | |
| | Subtotal \$220.00 | | | | |

| Aaron Hensarling (Head of Household) × | | | | | |
|--|----------------------|----------------|----------------|----------------|------------------|
| Re | ceipt # 30003 | 09.009 | Jan 27, 2022 | Next payment (| due: Mar 3, 2022 |
| | ORIGINAL BAL | CURRENT BAL | AMT DUE NOW | PAYMENT AMT | REMAINING BAL |
| | \$220.00 | \$220.00 | \$0.00 | 220.00 🗸 | \$0.00 |
| | Subtotal \$220.00 | \$220.00 | \$0.00 | \$220.00 | \$0.00 |

Aaron Hensarling \$220.00 Subtotal \$220.00 Next

Once you have entered an amount click the Next button

On this page you will select Check Out to continue the process.



Please select whether you would like to use Credit Card or Electronic Check and fill out the information that is requested.

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|--|-------------------|---------------------|
| of western washington | |) My Cost(4) |
| me Reservations Donations | | H My Cart(1) |
| e > Shopping Cart > Check Out | | |
| | Order Summary | |
| Payment Information | Subtotal | \$220.00 |
| | Due Now | \$220.00 |
| Credit Card Electronic Check | Gift Card | Apply |
| T* GSWW Reservations or Active Network will show up on your credit card tement for this payment. | Fay | |
| accept the following card types: | | |
| ne on card * | | |
| ard number * | | |
| xpiration date * | | |
| Ionth 🗸 / Year 🗸 | | |
| //cvc · 😢 | | |
| Store this card for future use | | |
| aving Credit Card Security Guarantee 🗸 | | |
| illing Address | | |
| Aaron Hensarling 🗸 🗸 | | |
| Malling Name No malling name Address | | |
| Update billing address | | |
| Create a new payer 💙 | | |