

STEP -BY-STEP REGISTRATION PROCESS

1. To fill out the online application, go to:
<https://www.onlinemerchantapp.com/webchannel/girlscouts-lapines2thegulf> and click Get Started

Welcome Girl Scouts!

Sage Payment Solutions, the leader in payments automation, can solve your integrated payment needs wherever your business operates: your office, retail location, website, or on the go with mobile.

Accept Credit Cards Today!
Signing up is easy, you will have a simple form and product to select.

CLICK HERE!

Step 1
Choose your plan.

Step 2
Select your products for payment processing.

Step 3
Complete your application.

Get Started

Step 1
Choose your plan.

Step 2
Select your products for payment processing.

Step 3
Complete your application.

Your Pricing Plan
Choose the plan that has been setup for you or call us at 1- 800-652-2370.

Plan 1
Mobile pricing for Sage Mobile Payments
Learn More
Choose Plan 1

Select "Choose Plan 1"

Selected Plan [Edit](#)

Plan 1

Mobile pricing for Sage Mobile Payments

How Would You Like To Receive Payments?

Sage Mobile Payments

Take payments on your mobile phone.

Included [Read More](#)

[Proceed](#) 

Leave this page as is,
then select "Proceed"



Business Information

Legal Business Name ▶ Girl Scouts of Louisiana Pines to the Gulf

Address ▶ 1720 Kaliste Saloom Road

City ▶ Lafayette

State ▶ Louisiana Zip ▶ 70508

Country ▶ United States

Phone ▶ - - Fax ▶ - -

Email Address ▶ Troop email

Dun & Bradstreet #

Customer Service Number

Website URL

Business Open Date (mm/dd/yyyy) ▶ 01 / 01 / 2016

This is my "Doing Business As" information.

Enter Council info as provided here

Enter the **main** phone number of the mobile device that will be used to take payments, (if known).

Enter the email address of the person who will be setting up the Sage Mobile Payments on their device.

Uncheck this box and fill in information for Troop in next section

Change year to 2016

Location address is required. Please enter troop address.

Location Information

DBA Name ▶

Address ▶

City ▶

State ▶ Zip ▶

Country ▶

Phone ▶ - - Fax ▶ - -

Enter your Troop Info in this section. **DBA name MUST contain troop number.**

For the Fax #, use 111-111-1111.

For the Phone #, use the number the on which the Sage Mobile device will be used.

Owner Information

Primary Owner/Officer Information

First Name ▶

Last Name ▶

Ownership Percent ▶

Title ▶

Address ▶

City ▶

State ▶ Zip ▶

Country ▶

Phone ▶ - - Fax ▶ - -

Social Security Number ▶

Date of Birth (mm/dd/yyyy) ▶ / /

E-mail Address ▶

Enter Troop leader info in this section.

For your Social Security Number, use 111111111.

For the Fax #, use 111-111-1111

For your Date of Birth, use 01/01/2016

CLICK HERE!

▶ Required Field

< Back

Save for Later 

Proceed 

Tax Information

Fed Tax ID ▶ 720488660

Tax Filing Corporation Name ▶ Girl Scouts of Louisiana Pines To The Gulf

Ownership Type ▶ Non-Profit

Tax Filing State ▶ Louisiana

Location is corporate headquarters

I Certify that I am a Foreign Entity/Non-Resident

I Certify that I am providing authorization for the electronic issuance of IRS Form 1099

Business Type ▶ Retail

Additional Information ▶ Cookies

Return Policy ▶ 30 Days Money Back Guarantee

Days until product delivery ▶ 0

Enter Tax info as provided here and select "Proceed"

▶ Required Field

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Save for Later

Proceed

Bank Information ?

Bank Name ▶ Troop Banking Institution

Routing Number ▶ Troop Routing #

Account Number ▶ Troop Account #

Confirm Routing Number ▶ Troop Routing #

Confirm Account Number ▶ Troop Account #

I would like for my fees to be drawn from this account

Fee Bank Name ▶ Council Banking Institution

Routing Number ▶ Council Routing #

Account Number ▶ Council Account #

Confirm Routing Number ▶ Council Routing #

Confirm Account Number ▶ Council Account #

Enter **TROOP**
Banking
Information here

Please un-
check box

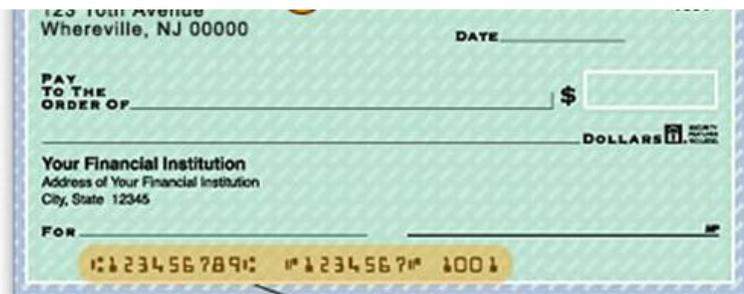
Enter **COUNCIL**
Banking Info
(provided by
council) here and
select "Proceed"

▶ Required Field

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Save for Later

Proceed >



The Routing Number is
always a 9 digit number

Payment Acceptance Information

Monthly Credit Card Volume ▶

Average Credit Card Ticket ▶

Highest Credit Card Ticket ▶

Accept Amex ▶

Amex Business Type

Enter the amounts as shown and click "Proceed"

Help us understand your customers demographic; please drag the sliders to update percentage fields below to total 100%.

Percentage of Sales to:

Consumers ▶ %

Businesses ▶ %

Government Entities ▶ %

0%  100%

▶ Required Field

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Save for Later 

Proceed 

You are now on the final "Review and Submit" step.

Review your information. If everything is correct, select "Proceed" for the last time.

Your application has been submitted!

Proceed 

Terms and Conditions

TERMS AND CONDITIONS

In consideration of the covenants set forth below, Sage Payment Solutions (SPS), Harris N.A. ("Bank"), which is a member of Visa U.S.A. Inc. and MasterCard International Incorporated, and the undersigned merchant ("Merchant") have agreed as follows as of the date of acceptance by SPS on behalf of Bank:

ARTICLE I - DEFINITIONS

- 1.01 "Account" means a bank account maintained by Merchant as set forth in Section 6.10 for the crediting of collected funds and the debiting of fees and charges pursuant to this Agreement.
- 1.02 "ACH" means the Automated ClearingHouse paperless entry system operated by the Federal Reserve.
- 1.03 "Agreement" means the Merchant Application, these Terms and Conditions with all exhibits and attachments, including the Schedule of Fees, and any supplementary documents indicated herein, as amended from time to time, all of which constitute the Merchant Agreement.
- 1.04 "Authorization" means a computerized function or a direct phone call to a designated number to obtain credit approval for individual Transactions from the Card Issuer.
- 1.05 "AVS" (Address Verification System) means the system that allows verification of the cardholder's Zip code and billing address while requesting authorizations for transactions or during a request for address verification only.
- 1.06 "Card" means (i) a valid credit and/or debit card in the form issued under license from Visa U.S.A. Inc., Visa International, Inc., or MasterCard International Incorporated ("Bank Card") or (ii) any other valid credit and/or debit card accepted by Merchant by agreement with Bank and SPS.
- 1.07 "Card Association" means Visa, MasterCard, or any other Card Issuers that provide Cards that are accepted by Merchant by agreement with Bank and SPS.
- 1.08 "Cardholder" means the person whose name is embossed upon the face of the Card and who purports to be the person in whose name the Card is issued.
- 1.09 "Card Issuer" means the financial institution or company, which has provided a Card to the Cardholder.
- 1.10 "Chargeback" means the procedure by which, and the value of, a Sales Draft (or disputed portion thereof) returned to Bank by a Card Issuer.
- 1.11 "Credit Voucher" means a document executed by a Merchant evidencing any refund or price adjustment relating to Cards to be credited to a Cardholder account.
- 1.12 "Debit Card" means a plastic card used to initiate a debit transaction, used primarily to purchase goods or services and obtain cash, for which the Cardholder's asset account is debited by the issuer.
- 1.13 "Discount Fee" means a fee charged on all Card Transactions that is payable by Merchant to SPS for processing Merchant's Card Transactions.
- 1.14 "Imprint" means (i) an impression on a Sales Draft manually obtained from a Card through the use of an imprinter, or (ii) the electronic equivalent obtained by swiping a Card through a terminal and electronically printing a Sales Draft.
- 1.15 "MasterCard" means MasterCard International Incorporated.
- 1.16 "Reserve Account" has the meaning set forth in Section 6.06
- 1.17 "Rules" means the rules and regulations of any Card Association, as amended from time to time.
- 1.18 "Sales Draft" means the paper form approved in advance by SPS, whether such form is electronically or manually imprinted, evidencing a sale Transaction.
- 1.19 "Transaction" means any retail sale of goods or services, or credit for such, from Merchant for which the customer makes payment through the use of any Card and which is presented to Bank for collection.
- 1.20 "Visa" means Visa U.S.A. Inc. or Visa International, Inc.
- 1.21 "Voice Authorization" means a direct phone call to a designated number to obtain credit approval on a Transaction.
- ARTICLE II - MERCHANT REPRESENTATIONS, WARRANTIES, COVENANTS AND AGREEMENTS

Please Read the Terms and Conditions, and if you agree, let us know by selecting "I AGREE"

I AGREE 

**Your Application has been
submitted!**

You will receive a Welcome Letter from uno@sagepayments.com, showing your Troop Number and Merchant ID number. If you submit your application before 4:00pm EST, you will receive the Welcome Letter that same evening. If you submit your application after 4:00pm, you will receive the Welcome Letter the following day. You do not need to do anything with this letter, but you should save it, as it includes the 16 digit Merchant ID number that you may need to refer to later.

Within 24 hours of receiving the Welcome Letter, you will receive a second email, this time from mobilesupport@sage.com (shown below). The subject of the email will be "New Sage Mobile Payments Account Setup For (your troop name)" Click the Launch button or copy/paste the URL into your Internet browser.

** Please note, if you do not receive this 2nd email within 24 hours of receiving the 1st welcome letter, **please contact support at 888-477-8570** or mobilesupport@sage.com. Please have your 16 digit Merchant ID ready.

If there are problems with how this message is displayed, click here to view it in a web browser.

From: NA - SPS - Operations - VirtualSupport - MobileSupport
To: [REDACTED]
Cc: [REDACTED]
Subject: [New Sage Mobile Payments Account Setup For \[REDACTED\]](#)

Sent: Tue 1/22/2013 9:30

Sage Merchant Account: 394890

Dear Troop Leader [REDACTED],

Welcome to Sage Mobile Payments!

Your merchant account has been approved, however, you will need to start your registration using the link below. Please be sure to have your cell phone number and last 4 digits of your Social Security Number or Federal Tax ID associated with your new merchant account referenced above.

[Launch](#) 

If you have any questions or need assistance setting up your device, please contact Sage Mobile Support at mobilesupport@sagepayments.com or by calling 1-888-477-8570.

Congratulations on starting your mobile business!

Thank you,
Sage Payment Solutions

You will then be directed to the Registration Page below. Please enter 1111 for the last 4 digits of your SSN and hit Submit.

*** If you receive an error message, try 0000 or 9999



Welcome, Erika Williams

For security, please confirm the following information:

What are the last 4 digits of your social security number?

Submit

After you submit the 4 digit code, you will be directed to the Place New Order Page. Please fill out all the blank fields. You will need to create a username and password. Then click Submit Order.

Place New Order

Please fill out all blank fields.

Mobile Phone Information

Mobile Number:

Mobile Carrier:

Please enter numbers only, no spaces or dashes.
example: 8005551234

*****Note***** this order form is to create your login information for the Sage Mobile App that you will download onto your device.

Sage Mobile Payments Account Information

The Username and Password chosen here will be used to log into Sage mobile apps and into the Sage Portal. The password must be 5-8 alpha-numeric characters long. Both username and password are case-sensitive.

Choose Username:

Choose Password:

Retype Password:

Secret Question:

Secret Answer:

Personal Information:

Email:

 a copy of your transaction receipts will be sent to this e-mail

DBA:

This information will pre-populate

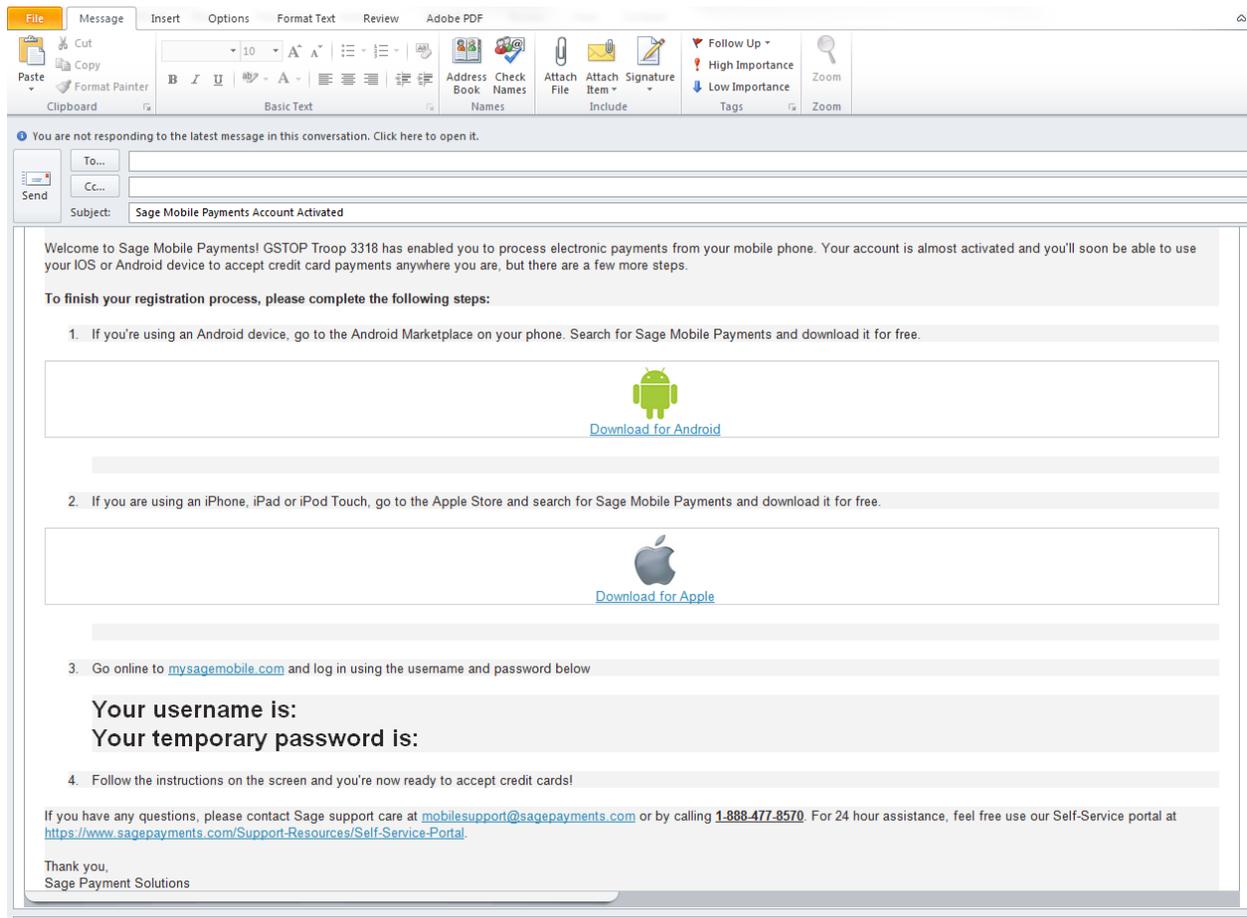
Required Information To Open A Merchant Account:

M_ID:

M_Key:

Submit Order

Approximately 5 to 10 minutes after you Submit Order, you will receive the below email, confirming the username and password that you created during your registration process

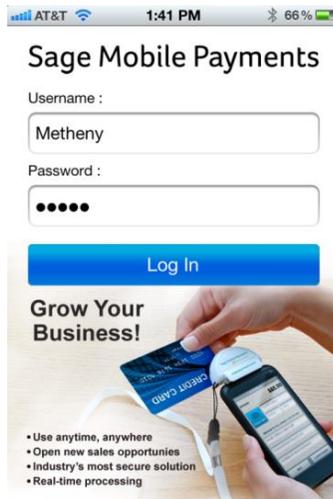


If you have not done so already, you should now download the Sage Payments Mobile application on your smart phone or tablet.

Select the Sage Payments by ROAM Data app icon on your smart phone or tablet.



Then enter the User ID and password you created.



The screenshot shows the Sage Mobile Payments app interface on a mobile device. At the top, the status bar displays "AT&T", signal strength, Wi-Fi, "1:41 PM", and "66%" battery. The app title "Sage Mobile Payments" is centered. Below it are two input fields: "Username:" with the text "Metheny" and "Password:" with four black dots. A blue "Log In" button is positioned below the password field. Underneath the button is a promotional banner with the text "Grow Your Business!" and an image of a hand using a card reader. Below the banner is a bulleted list of features: "Use anytime, anywhere", "Open new sales opportunities", "Industry's most secure solution", and "Real-time processing".

Once you've downloaded and logged into your Sage Mobile account, you are now able to transact manually by key entering card information.

If you would like to purchase a swiper, please visit this website, <https://www.shopmerchantsupplies.com/SF8/CustSignIn.aspx?m=SageGirlScouts&g=GirlScouts1&dc=1>. (See next 2 pages of this guide)

*****NOTICE*** There is a 2-3 day wait period between when your application is approved and when you will be able to order swipers through the above website.*****

*****When you receive your swiper, plug it into your audio jack. Be SURE your phone is on its MAXIMUM volume (NOT on mute). You are now ready to begin accepting credit cards!*****

Sage Payment Solutions



Welcome, Girl Scout Troop Leaders

Welcome to the Sage Mobile GSUSA landing Page – you'll find everything you need to get your Troop accepting credit cards for cookie season and fundraising sales!

Support Documentation to Get You Started

- [FAQ](#)
- [Sage Mobile Payments Quick Reference Guide](#)
- [Downloading the Sage Mobile application for iPhone/iPad or Android devices](#)
- [Sage Mobile Payments - Key features and Users Guide](#)
- [Sage Mobile Users Guide](#)

[Order mobile swipers](#)



[CLICK HERE TO ORDER SWIPERS!](#)

Service and Support

Monday-Friday, 8am - 12am ET
Saturday-Sunday, 8am - 8pm ET

- Phone: 888-477-8570
- Email: mobilesupport@sage.com
- Please have your 16 digit merchant ID # or Mobile Payments ID# beginning with 3948

Additional Resources

- [Watch mobile payments videos](#)
- [See how the Girl Scouts increased cookie sales with Sage Mobile Payments](#)
- [Level-3-Data-sheet_SPS](#)

Sage Payment Solutions is a registered ISO/MSP of BMO Harris Bank N.A.
Sage Payment Solutions is a registered ISO of Wells Fargo Bank, N.A., Walnut Creek, CA
Sage Payment Solutions is a registered ISO/MSP of Chase Paymentech Solutions

*****NOTICE*** There is a 2-3 day wait period between when your application is approved and when you will be able to order swipers through the above website.*****

ACCOUNT SIGN IN

Need help with this page? [Click here](#)

Sign In To Your Account

To access your account, enter your e-mail address and password below.

Enter Email

Password

[Forgot your password?](#)

SIGN IN

Create A New Account

Sign up for an account today and benefit from our site's features.

Membership ID*

Membership Password*

Merchant ID*

Company Name*

First Name*

Last Name*

Email Address*

Password*

Confirm Password*

Passwords must be at least 8 characters long, contain one number and no character may be repeated twice consecutively.

CREATE ACCOUNT

If you are having problems setting up your account or signing in to the store, please call the Supply Desk for technical support at 877-622-6202. Thank you.

Create a new profile here for ordering swipers now and in the future.

***For the Merchant ID # you will enter the 16 account number you received that begins with "3948"**

***For Company Name you will enter your troop name as entered on the application.**

Once logged in, select the option for the "Roam Data G5X" card reader.

The cost of this reader is \$20 + shipping and handling charges and 6.75% sales tax.