

# How to Make a Webster Online Payment

1. Go to [www.gsofct.org](http://www.gsofct.org) and hover over the “Support” tab at the top of the screen. Click on “Cookies” .

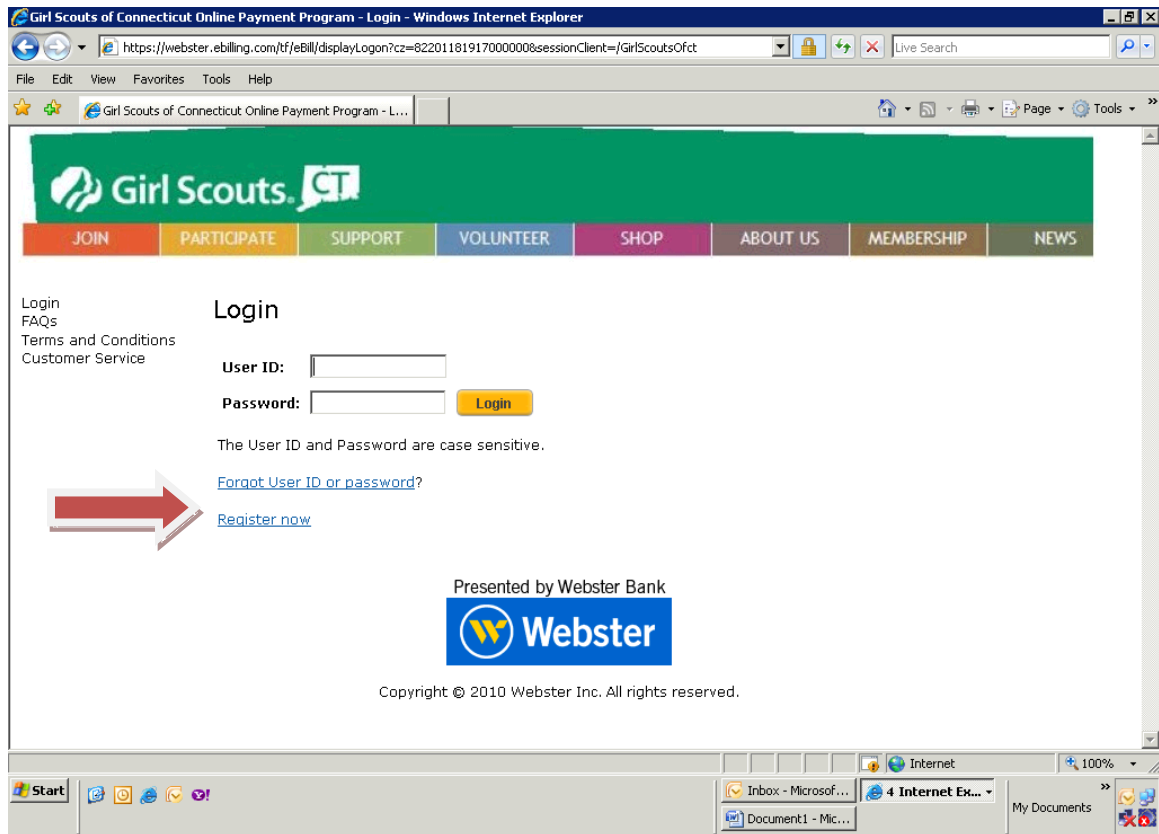
The screenshot shows the Girl Scouts of Connecticut website in a Windows Internet Explorer browser window. The address bar displays <http://www.gsofct.org/index.php>. The navigation menu includes tabs for JOIN, PARTICIPATE, SUPPORT, VOLUNTEER, SHOP, ABOUT US, MEMBERSHIP, and NEWS. A red arrow points to the SUPPORT tab. Below the navigation menu is a banner with the text "Some of the smartest cookies in the world were once Girl Scouts." and a "Cookie Countdown" timer showing 35 days, 13 hours, 40 minutes, and 6 seconds left until Girl Scout cookie time. The Windows taskbar at the bottom shows the Start button, system tray, and open applications including Internet Explorer and Microsoft Word.

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The screenshot shows a Windows Internet Explorer browser window displaying the Girl Scouts of Connecticut website. The page title is "Girl Scouts of Connecticut: Support: Product Sales Main Page". The URL in the address bar is "http://www.gsofct.org/pages/ProductSalesMainpage.php". The page content includes a "Cookies" section with a "START TODAY" graphic, a "get details" button, and an "Online Banking" section with a "make a payment" button. A large red arrow points to the "make a payment" button. The page also features a "Training Book" section and a "Keep your family safe online" message with the "lmk" logo. The browser's taskbar shows the Start button, several application icons, and the system tray with the clock and network status.

2. Scroll down on the “Cookies” page and click “make a payment”.

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3. Click on "Register Now" under the Webster Bank login screen.

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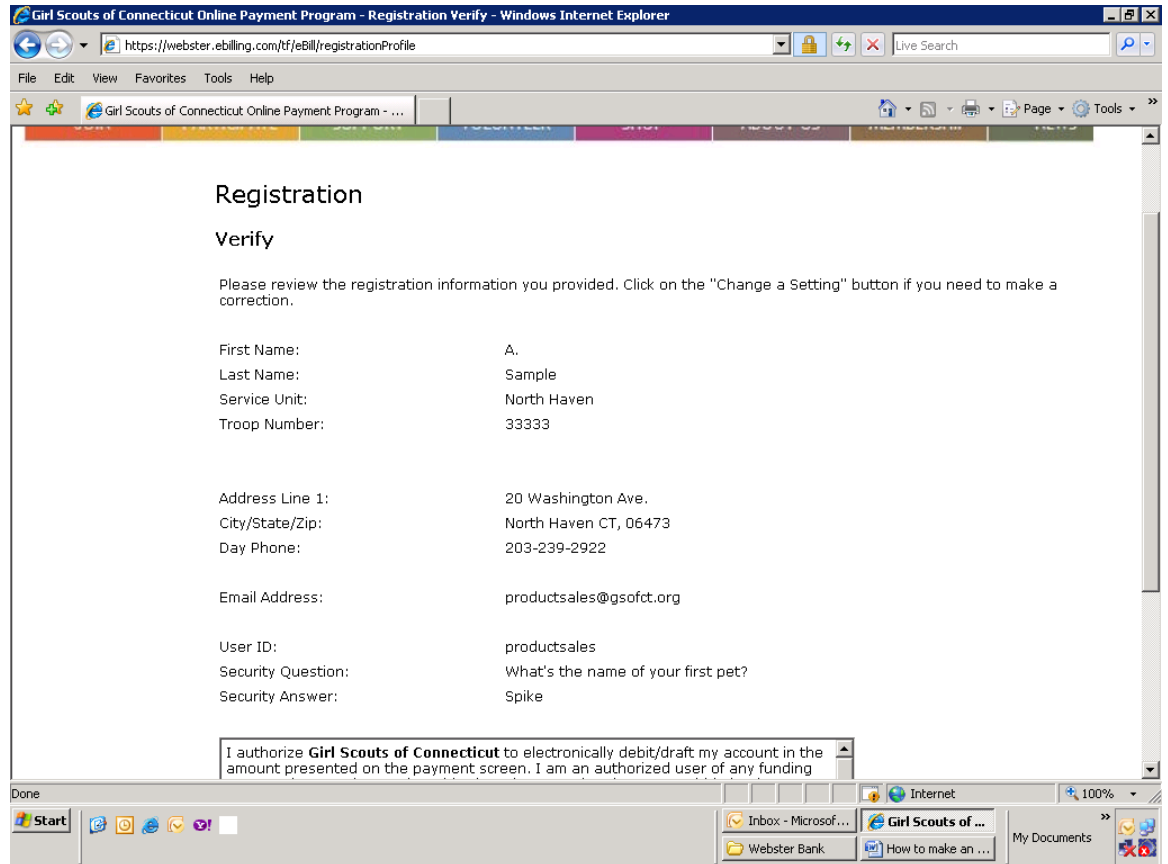
The screenshot shows a web browser window titled "Girl Scouts of Connecticut Online Payment Program - Registration Profile - Windows Internet Explorer". The address bar shows the URL "https://webster.ebilling.com/tf/eBill/registrationStart". The page features a green header with the Girl Scouts logo and a navigation menu with buttons for JOIN, PARTICIPATE, SUPPORT, VOLUNTEER, SHOP, ABOUT US, MEMBERSHIP, and NEWS. The main content area is titled "Registration Profile" and includes a sub-heading "Product Sales - Troop & Service Units Only". Below this, there are several form fields for user information:

First Name:	<input type="text" value="A"/>
Last Name:	<input type="text" value="Sample"/>
Service Unit:	<input type="text" value="North Haven"/>
Troop Number:	<input type="text" value="33333"/>
Address Line 1:	<input type="text" value="20 Washington Ave."/>
City/State/Zip:	<input type="text" value="North Haven"/> <input type="text" value="CT"/> <input type="text" value="06473"/>
Day Phone:	<input type="text" value="203-239-2922"/> (xxx-xxx-xxxx)
Email Address:	<input type="text" value="productsales@gsocfct.org"/>
Confirm Email Address:	<input type="text" value="productsales@gsocfct.org"/>

The browser's taskbar at the bottom shows the Start button, several application icons, and a taskbar with open windows including "Inbox - Microsof...", "Girl Scouts of ...", "Webster Bank", and "How to make an ...". The system tray shows the time and date.

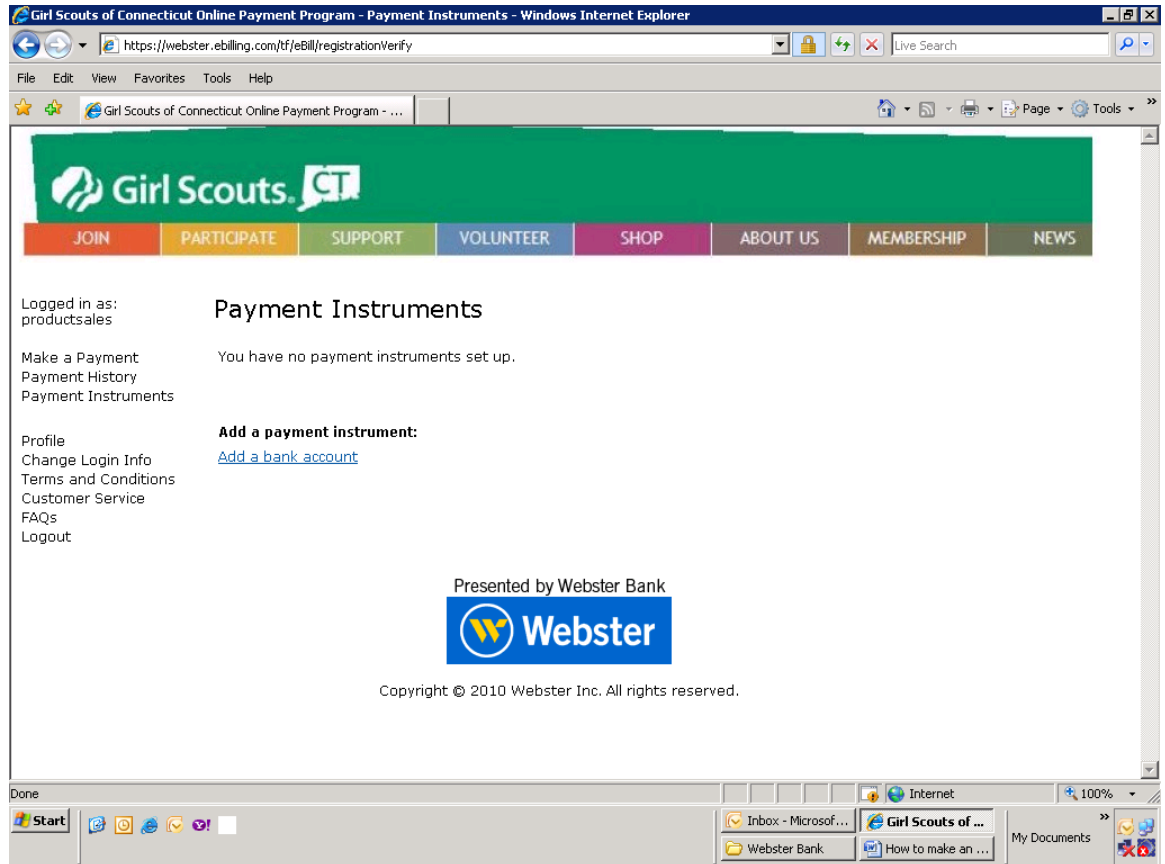
4. On the Registration Page you will fill in your contact information as well as create a unique User ID and Password for accessing the Webster system. You will use this User ID and Password to make and view payments. Click the yellow "Continue" button at the bottom of the screen.

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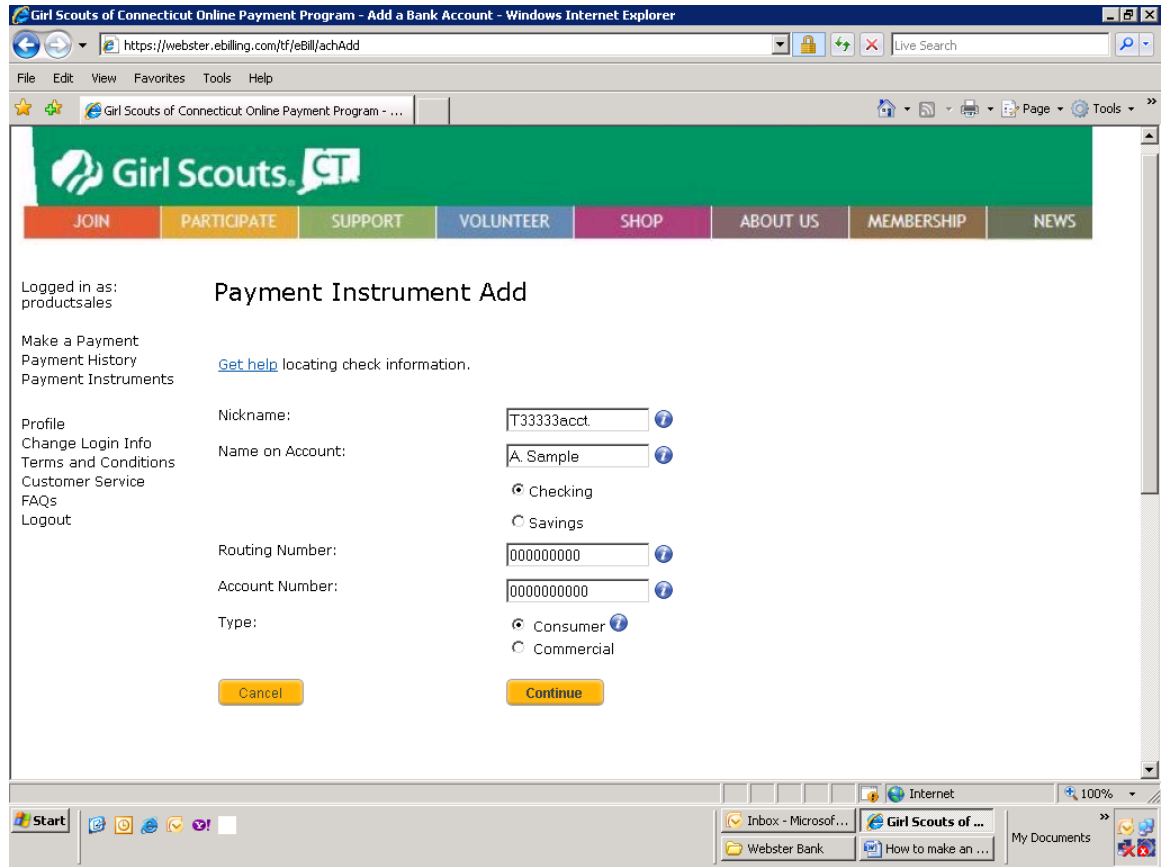
5. A page with the information you entered will come up. Click "I accept, create my account" at the bottom of this screen to verify that this information is correct.

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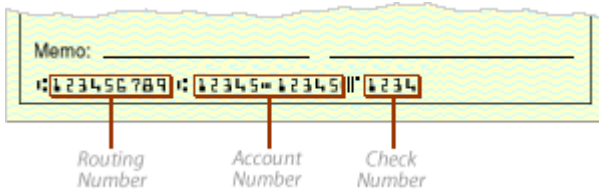


6. Click "Add a bank account".

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7. You will now fill in your troop banking information to make the transfer of council proceeds into the council account. (See below for where to find routing number and account number on your troop check.) **Remember to keep your troops proceeds in your troop bank account and only deposit the “Amount Due Council”.**



Any questions contact Product Sales at (800)922-2770 or [productsales@gsofct.org](mailto:productsales@gsofct.org)