



Cookie Season Payment 101

Step 1: Collect, Count, Sort Cash

Step 2: Deposit Cash in one of the following two ways:

Deposit Slips

- Use your 3-part deposit slips
 - Fill out YOUR Juliette troop number (as indicated in eBudde), your Girl Scout whom you are depositing for along the side and above the account number
 - Fill in your depositing currency, checks, coins etc. and total it
 - Visit the bank and make the deposit with your Girl Scout when possible so that they learn the money handling/banking portion of the program

(NOTE: Bank keeps the white slip, while the pink and yellow slips are for your records. Small white bank receipts gets uploaded to Jotform.)

ATM Card

- Count your cash deposit and have it prepared for the bank
- Go to your closest Wells Fargo ATM and insert your Deposit Card
- Follow the prompts on the screen while putting your cash into the ATM

(NOTE: Small white bank receipt gets uploaded to Jotform.)



If you have a cash deposit for Care to Share, it will be deposited the same way as a regular cash deposit but should be done on a SEPARATE slip from your 'Cookie Deposit'

If you have multiple Girl Scouts, you also need to do separate deposit slips for each Girl Scout—marking the receipts and Jotform with their name and J Number.

Step 3: Proof of payment—Jotform must be completed EVERY time!

In order for Product Team to allow you to take more cookies out from a cupboard, you must prove that you have paid. By submitting this Jotform with an image of payment, we will be able to track your payments in real time!

Step 4: Record payment in eBudde

Recording Your Payments

- Click Girl Order tab
- Click the Girl Scout
- Click "+Add"
- Enter a comment
- Enter the cookies distributed by flavor
- Enter amount received & receipt #
- Click save

