



## To add Additional Users to Troop Credit Card Account

Troops may add additional users so parents can accept credit cards as their Girl Scout delivers cookies. However, a parent may not pay their bill to the troop via credit card; it is for customer use only. Troops with improper use will be charged the incurred fees

Log into <u>https://mysagemobile.com/Default.aspx</u>.

You use the same User name and Password you created to access the app.

This is how you manage your account and can view transactions.

View History will show you your transactions.

To add a user, select Sub-Merchants at the top

From the drop-down, select Manage Sub-lines.

Add or Manage Sub-merchants

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## Disregard the first note – There will not be an additional charge for Girl Scout accounts.

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