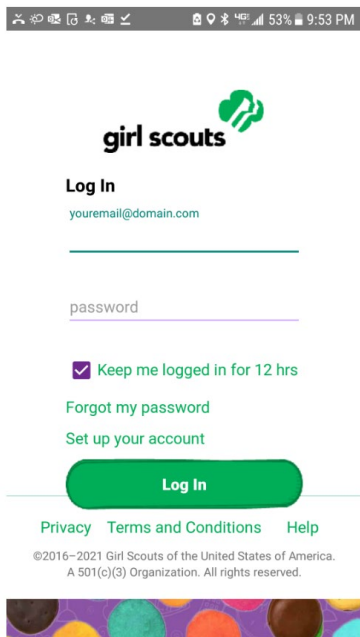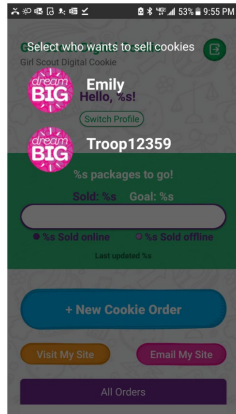# Digital Cookie®

Mobile App

Step 1: Start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store. The app is free and can be found by searching for "Digital Cookie Mobile app."

Step 2: Once you have the app installed and opened on your phone, you will use the same login and password that you use to access your Digital Order Card site.
NOTE that the app will only work if the girl's website is set up and approved.
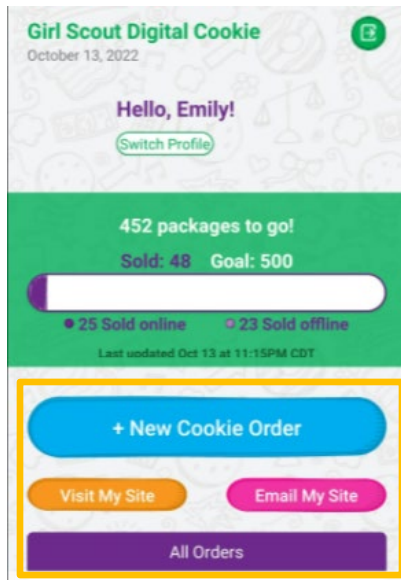
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Step 3: You can then select one of the accounts that you want to use for the transaction. Select which girl you want the sales to go to if you and your Girl Scout are selling cookies for her account, or select the Troop if you are at a booth or similar sale where the sales should be credited to the troop and not a girl.
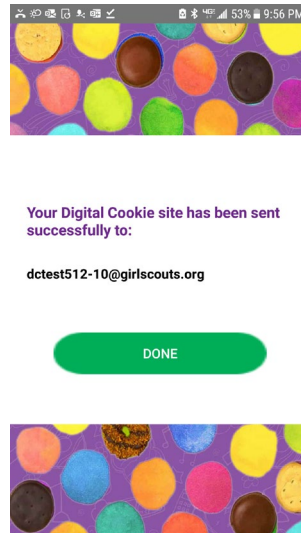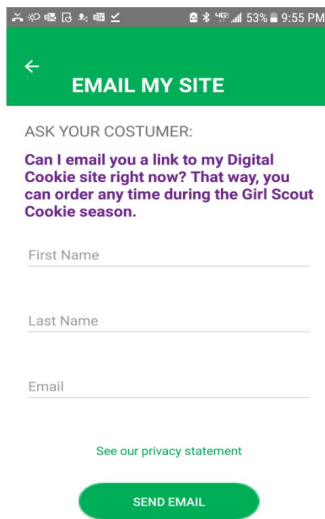

Step 4: Once you have selected an account, you will arrive at the home page. From there, your Girl Scout can select " New Cookie Order", "Visit My Site," "Email My Site," or "All Orders."
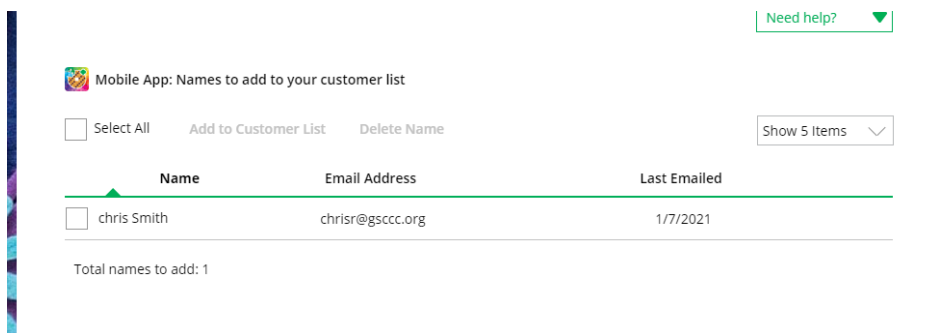
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Step 5: "Email My Site" could be used by the girl when she is with a customer who would like to purchase cookies but can't complete a transaction at the immediate time.

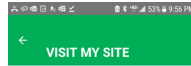The girl asks the customer for their name and email address and enters it in the app.

The customer will be sent an email to purchase cookies and the person's information will populate the girl's customer tab. The customer will show up in the "Email My Site" section at the bottom of the customer list.

Step 6: If girls select "Visit My Site" she will see a QR code that she can show to a customer to take the customer directly to her site to make a purchase.
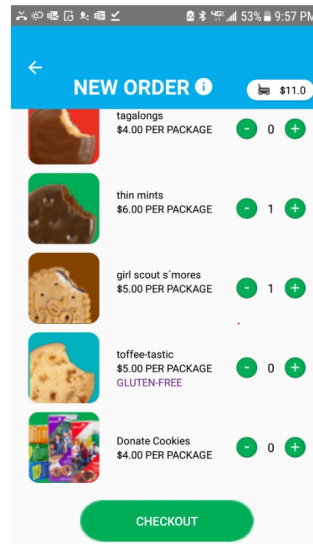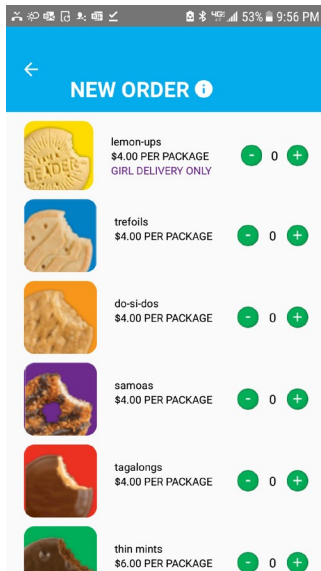
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Step 7: From the home page, the girl clicks the "New Cookie Order" button on the app, and she will be taken to the order screen. She can scroll down through the cookie varieties and enter the quantity of cookies the customer wants to order by using the "+" and " – " buttons.
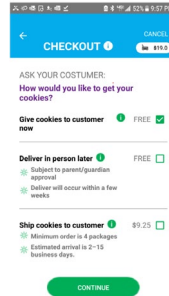

When the customer has made a selection and the girl clicks "Checkout," the app moves to a checkout screen.
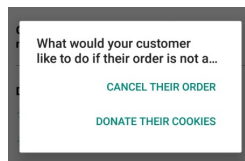
Step 8: The girl will indicate what type of order it is. Options may vary based on what the council is making available. After marking a selection, the girl will select
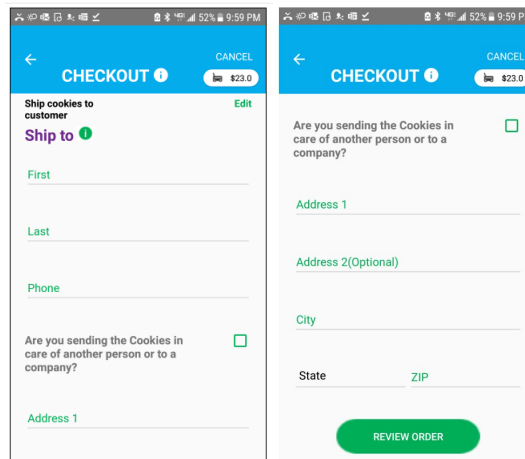
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the "continue" button.

If delivery is selected, you will see a screen to ask the customer what they would like to do if their order can't be approved by the parent within five days, the same as all delivery customers are asked at checkout. You will need to ask the customer and make a selection in order to continue with the checkout process.

Step 9: If the order is a shipped or delivery order, the girl will then complete the customer information for where the cookies will be shipped/delivered to.
For in hand orders, an address is not required, only the customer name, email address and billing zip code.
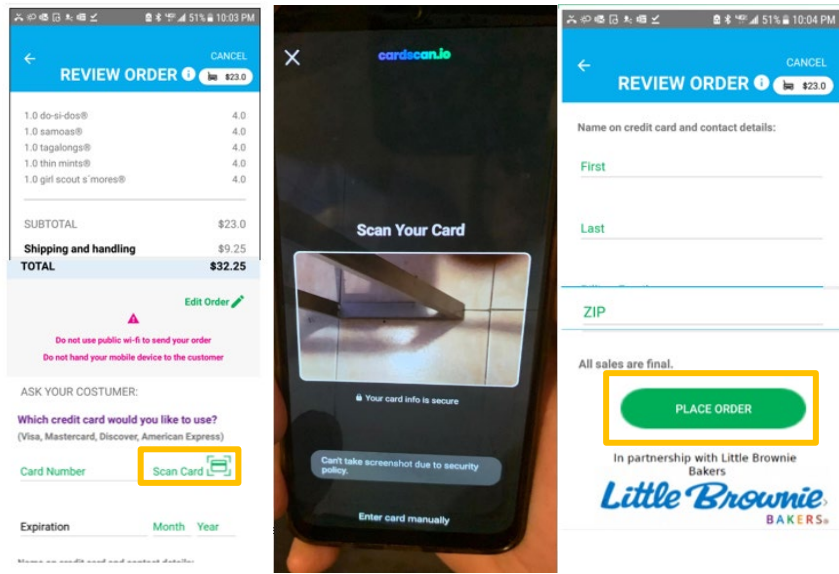
After completing the required info, click "Review Order"

Step 11: When the girl clicks the review order page, it will bring her to a screen
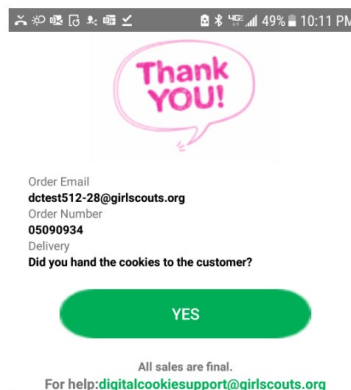
where she can confirm the order with the customer. When she scrolls down, she can input the payment information from the customer by typing in the card number or clicking the "Scan Card" and letting the phone input the numbers from the customers card.

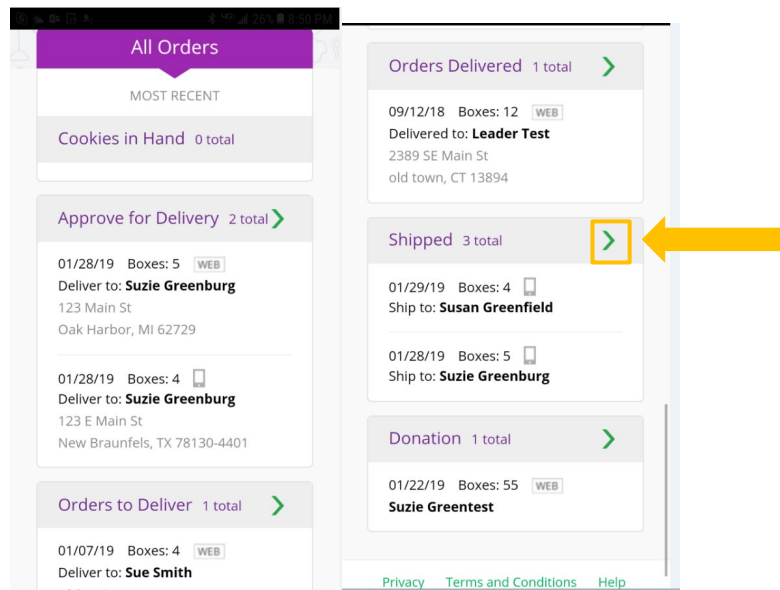Remember not to use public Wi-Fi to send your order and not to give your phone to the customer!

Step 12: When she clicks the "Place Order" button, she will receive an order confirmation screen and a reminder to thank the customer for the order!
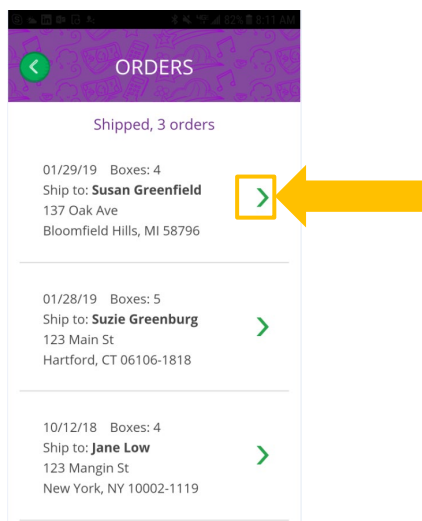
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Step 13: Girls can now view that order, and any other order using the "All Orders" section of their app. Tapping on the "All Orders" or scrolling down will make all of your orders visible by delivery method.

To see the details for an order, click on the green arrow to view the section of orders to approve.
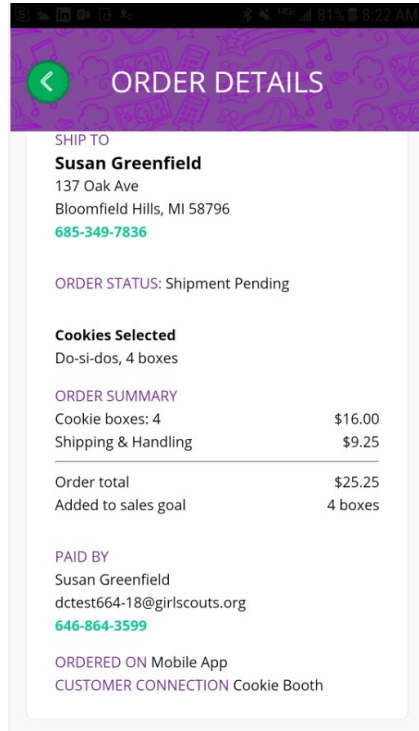

Select the order you want to view and click the green arrow next to the order.

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The details for the order will appear and you can review the order and see the status, including shipping status.

Don't forget to send those thank you notes!