

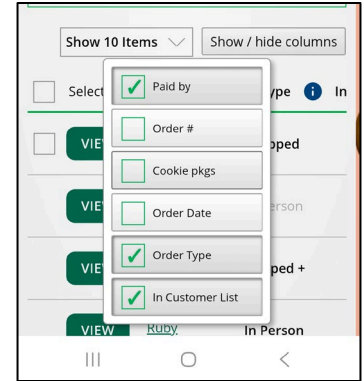
Digital Cookie®

Order Received (Shipped/Donated)

Congratulations! Your Girl Scout received an order! There’s nothing you need to do—except remind your Girl Scout to send a **Thank-You email**. Follow the steps below to view these orders.

Step 1: View Orders

- Tap **Log In Now** in the email, or go to **digitalcookie.girlscouts.org** and log in.
- Tap the **Orders** link from the menu icon or tap **View Orders** from the dashboard.
- Scroll down to the bottom of the page to see the completed order section.
- In this section, the columns displayed may vary based on your phone’s settings. To adjust what you see, tap the **Show/Hide Columns** buttons and select the columns you want to display or hide.



Step 2: View Order Details

- Click the customer’s name to see full details, including any donated boxes.
 - ✓ **Tip:** Encourage your Girl Scout to send thank-you messages—this helps turn customers into repeat buyers!

Step 3: Add Customer to Contact List

- If the customer isn’t in your contact list:
 - Check the box next to their name → Tap **Add to Customer List**
- This allows your Girl Scout to send thank-you emails now and marketing emails next year.

