

# Digital Cookie®

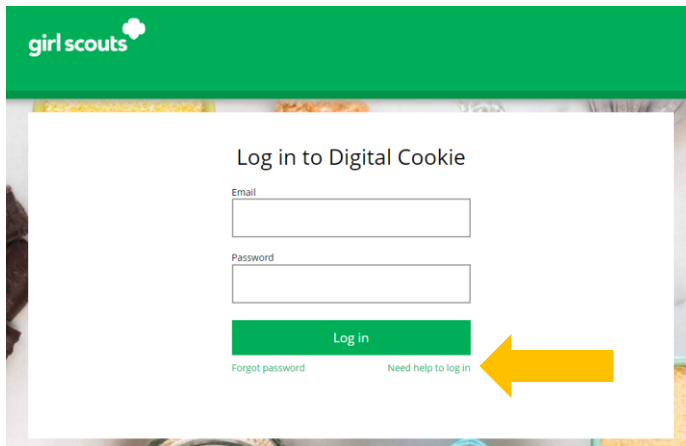
## No Registration Email Received

In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for her primary caregiver. If you have opted out of receiving emails from the council, skip to Step 4.

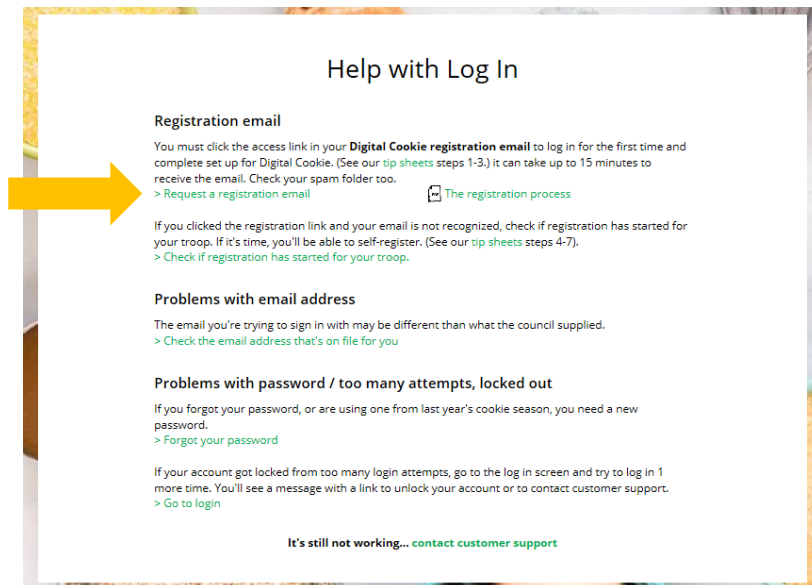
**Step 1:** Check your junk/spam/promotions inbox one more time for an email from “Girl Scout Cookies” ([email@email.girlscouts.org](mailto:email@email.girlscouts.org)) with the subject “It’s time to register your Girl Scout for Digital Cookie!”. If you do not see the email, follow these steps to get registered for Digital Cookie.

**Step 2:** Go to [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org) and click the “Need help to log in” link.

*(For best results, use the most up to date web browsers)*



You will get a screen of steps you can use to try and get registered for Digital Cookie.



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**Step 3:** Start by clicking on the “Request a Registration Email” and enter the email address that you used to register your Girl Scout.

## Request a Digital Cookie Registration Email

Enter the email address you have on file at Girl Scouts and we'll send you a Digital Cookie registration email. It can take up to 15 minutes to receive the email.

Email

Be sure to add [email@email.girlscouts.org](mailto:email@email.girlscouts.org) to your address book so you get your email!

Your reset email should be delivered within 15 minutes, but some email providers may take a few hours. If you have checked your spam folder and still don't have your email, [Contact customer support](#)

**Step 4:** If your email is in the system, you will get a message letting you know that you have been sent a registration email and you will receive it within 15 minutes.

If you get a red message:

Email

testdc512@girlscouts.org

The email you entered is not recognized.  
Parents, [check the email address that's on file for you](#).  
For others, [click here for help](#).



and you think your Girl Scout is a registered Girl Scout member with your local council, you can choose “check the email address that’s on file for you”

**Step 5:** You will select your Girl Scout Council

Verify your Digital Cookie Information

Cookie season timelines vary by council. Check to see if Digital Cookie registration is open. The list below shows councils that are currently getting set-up for Digital Cookie.

What council is your Girl Scout's troop assigned to?

[I don't see my council listed](#)

[Contact Customer Support](#)

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**Step 6:** Then enter your Girl Scout’s first name, last name, and troop number.

Verify your Digital Cookie Information

Look up the parent contact information that's on file for your Girl Scout. If you don't know the troop number, please contact your Troop Leader or council for assistance.

All fields required

What council is your Girl Scout's troop assigned to: Louisiana East

Girl Scout First Name:

Girl Scout Last Name:

Girl Scout Troop Number:

[Contact Customer Support](#)

If your Girl Scout’s information is not in the system or not in the system the way you entered it, you will get a message letting you know you will need to contact your council, Troop Leader, or Customer Support for assistance.

The information you entered could not be matched in the Council's Digital Cookie records. Please check the data and try again.

If the problem continues, contact your council, Troop Leader or customer support for assistance.

**Step 7:** If your Girl Scout and her primary caregiver information are loaded into the Digital Cookie system, you will see the information in order to verify that it’s correct.

If the information is correct, you can send yourself a registration email knowing what email address you should use to look for the email.

Verify your Digital Cookie Information

Here's the Digital Cookie contact information that's on file for your Girl Scout.

Girl Scout First Name: Joanne

Girl Scout Last Name: Smith

Girl Scout Troop: 12352

Parent First Name: Crystal

Parent Last Name: Smith

Parent Email: dc\_\*\*\*@girlscouts.org



If the primary caregiver information is incorrect, click on the “Update Details” button. NOTE: if you are also a cookie volunteer you will need to update your email address in the baker software.

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**Step 8:** To update your information, you will need to enter your Girl Scout's Date of Birth as a security measure, then you can update your name and/or email address.

Update Your Digital Cookie Information

Any updates to parent information will be reviewed by the council as a security step. You will receive an email confirming the status of your update and if you change your email, a registration email will also be sent.

Girl Scout First Name: Isabel All fields required

Girl Scout Last Name: Garcia

Girl Scout Troop: 12359

Girl Scout Date of Birth:

Parent First Name:

Parent Last Name:

Parent Email:  ✕

[Contact Customer Support](#)

You will get a success message once you submit your changes.

Your updates have been submitted to the council and will be reviewed as a security step.  
 You'll receive an email confirming the status of your update and if you changed your email, a registration email will also be sent.

Your council will then review the updates and approve or reject the updates. You will receive an email notification when they have completed that step.

**Step 9:** If the Girl Scout is imported but her caregiver information is not on file, you can add the caregiver information.

Add Parent Contact Information

**There is no parent information available for this Girl Scout.** Please add your information which will be reviewed by the council as a security step. An email confirming your entry and a registration email will be sent to you.

Girl Scout First Name: Amanda All fields required

Girl Scout Last Name: Green

Girl Scout Troop: 12350

Girl Scout Date of Birth (for security reasons):

Parent First Name:

Parent Last Name:

Parent Email:

As in Step 8, the information will need to be reviewed by the council before your Digital Cookie account will be activated. Once approved, you will receive a registration email and can begin accessing Digital Cookie