What is Clover Go?

- Clover Go is a credit and debit card processing app
- Allows individual girls and troops to accept credit cards during the entire Girl Scout Cookie Program
- GSEM and GSUSA are partnering with Fiserv to offer the Clover Go App to all Cookie Bosses when a troop signs up
- Funds deposit directly to the troop’s bank account
- GSEM will cover all processing fees
What is Clover Go?

Clover Go App is for payments on the go

**TROOPS**

Use at cookie booths with single login on multiple devices

**GIRLS**

Take payments from family and friends when delivering orders in-person
How are payments taken?

**Free Clover Go App**
- Optical Card Reader (OCR)
- Key in Card Information Manually

**Optional Clover Go Card Reader**
- Swipe, Dip or Tap
- Also accepts Apple Pay, Android Pay or Samsung Pay

*Troop responsible for cost of the reader*
Where does the money go?

- Card transactions are automatically deposited to the troop’s bank account each night
- TCMs use their Clover account to monitor transactions
- TCMs should regularly check the troop’s bank account to verify deposit of funds
- TCM records girl Clover transactions in eBudde
Clover Go Troop Boarding

** Upon completion of this next portion of the training, you will receive instructions on how to request the Clover onboarding link
Troop Boarding – Troop Information

- Click the onboarding link received after completing the instructions at the end of this training
- The first screen will ask you to login to your MyGS account to proceed with onboarding
- Enter Troop Number as “GSEM Troop xxxx”
- Enter your name and email address
- Information may auto populate, but can be updated if incorrect
- Complete this page for each troop you need to set up

Signup to accept card payments.

Please provide the following information to register your Troop.

Troop Information

- Troop Number
  - Troop 11801

- Leader Name
  - Test Troop

- Leader Email Address
  - test.troop@gmail.com

- Re-enter Leader Email Address
  - test.troop@gmail.com
Troop Boarding – Bank Information

- Enter your troop bank account routing number and account number
- All items purchased will be credited to this account
- If the troop opts to purchase a Clover Go reader, this cost may be debited from this account.

![Bank account information]

---

**ABA routing number**
052204369

**Checking account number**
000123456789

**Re-enter checking account number**
000123456789

---

**Pay to the order of**

![Check image]
Troop Boarding – Equipment

- Select your equipment preference
- Clover hardware is non-refundable
- All shipped items will incur a $10 shipping fee

**Recommended:**
No device required. No cost to download the Clover Go App.

**Optional:**
At troop’s expense

- Clover Go App and Contactless Reader - $39.95
- Clover Go App and Contactless with Clip - $49.94
- Clover Go App and Contactless with Stand and Clip - $75.93
- Clover Go App and Contactless Reader with Stand - $69.94
Troop Boarding – Confirmation Page

- Verify that all information is correct
- Click Back Troop Info to make any corrections
- Click Submit once verified

### 2. Troop Information

<table>
<thead>
<tr>
<th>DBA/Outlet Name</th>
<th>GSEM Troop 123</th>
<th>Business Address</th>
<th>2300 Ball Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop Leader Name</td>
<td>Sally Smith</td>
<td>State #</td>
<td>2</td>
</tr>
<tr>
<td>Processing Email Address</td>
<td><a href="mailto:Gssnmetroop294@gmail.com">Gssnmetroop294@gmail.com</a></td>
<td>City</td>
<td>St. Louis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State</td>
<td>MO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ZIP</td>
<td>63146</td>
</tr>
</tbody>
</table>

### 1. Council Information

- Legal Business Name: GSEM Troop 123
- Legal Contact Name: GSEM Troop 123
- Business Address: 2300 Ball Drive
- Suite #: 2
- City: St. Louis
- State: MO
- ZIP: 63146
- Business Phone: 1234567890

### Banking & Funding Information

- ABA #: #8641531
- DDA #: #8643567

### Product Details

<table>
<thead>
<tr>
<th>MODEL CODE AND NAME</th>
<th>UNIT PRICE W/ TAX &amp; S&amp;H</th>
<th>QTY</th>
<th>PURCHASE TYPE</th>
<th>PRODUCT TYPE</th>
<th>INDUSTRY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clover Go App</td>
<td>$0.00</td>
<td>1</td>
<td>Purchased</td>
<td>Software</td>
<td>Retail</td>
</tr>
</tbody>
</table>

Only the applicant may check the box below.

- I agree the above information is correct. As Troop Leader I acknowledge that the Council appointed administrator shall be the administrator for this account. After submitting, the Council administrator is the only person authorized to modify the Troop Leader and other information in this account upon written notice to First Data.

[BACK TROOP INFO] [SUBMIT]
Troop Boarding – Welcome Emails

• Within 48 hours of submitting the troop boarding form above you will receive two emails from Clover

• First email is a confirmation of your submission and needs no further steps

• Second email contains the link to verify your email and set up your account

• Follow the instructions to create your account
You’re ready for your Clover onboarding link!

- Email answercenter@girlscoutsem.org with the subject line: I’m Clover Ready!
- In the body of the email, include the troop number(s) joining Clover
- You should receive the onboarding link within two (2) business days
- Once you receive your link, click the link to onboard your troop(s)
- Refer to the slides above for help as needed
- Continue to Clover Go Troop Set Up training for next steps
What if I still have questions?

Additional FAQs can be accessed via [https://help.clover.com/devices/clover-go/](https://help.clover.com/devices/clover-go/)

For questions about technical issues or problems with your Clover Go account or device, please call the **Clover support team** 24/7 at 855.276.5008

For questions on eBudde, Girl Scout policies or procedures, please contact the **Girl Scouts of Eastern Missouri Answer Center** at 314.400.4600 or answercenter@girlscoutsem.org