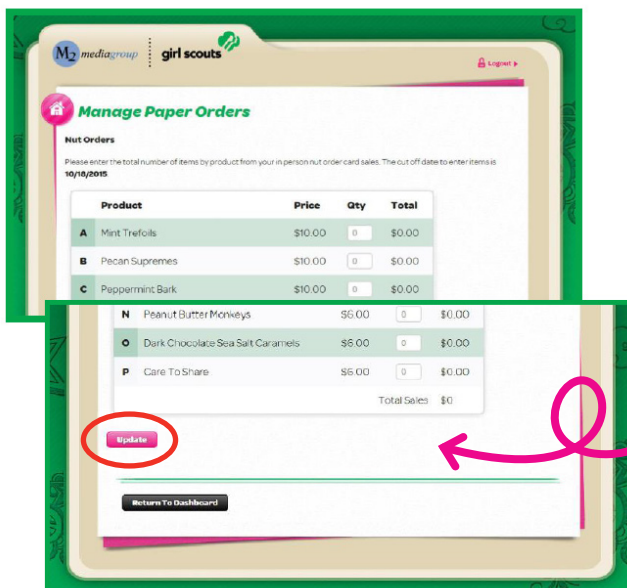
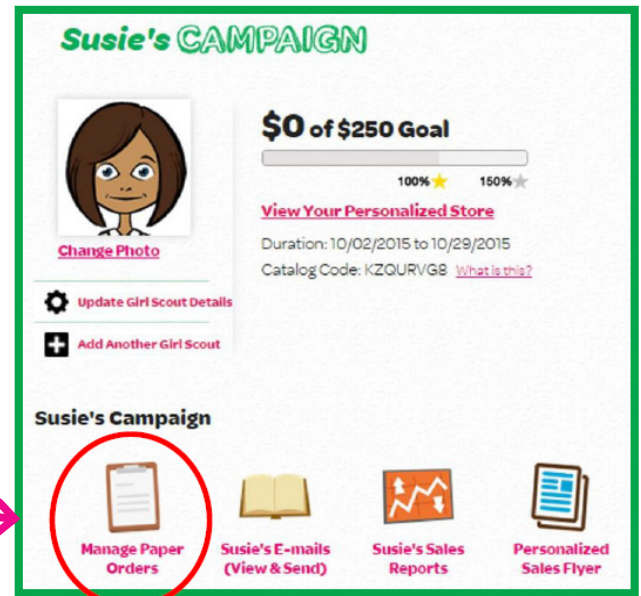


# TREATS & READS

## ENTERING PAPER ORDERS INTO THE M2 ONLINE PROGRAM A GUIDE FOR FAMILIES

### HOW TO ENTER PAPER ORDERS

1. Login into your Girl Scout's M2 Account at [gsnutsandmags.com/gsem](http://gsnutsandmags.com/gsem)
2. Make sure all order form columns and rows total correctly
3. From your campaign page, click Manage Paper Orders icon



4. Enter the total number of items ordered for each product type
5. Confirm that the **TOTAL** matches your order card
6. Click Update to save your orders
7. When adding paper orders, enter the **TOTAL QUANTITY** of items needed

**QUESTIONS?** Contact the Answer Center at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org)

**MAKE SURE TO CHECK THE KEY DATES TAB AND ENTER YOUR ORDERS ON TIME!**