

Cookie ordering is as easy as 1...2...3!

1. Login to the Cookie Ordering page with the following credentials:
 - a. Login: Your Guider iMIS#
 - b. Password: Your Member Zone password

Note – Only Cookie Orderers will be able to access this site. If you are unable to access the site using your login and password please send an email to ckhelp@girlguides.ca.
For more detailed information regarding the ordering website, please review our [Online Ordering Manual](#).
2. Once logged in:
 - a. Select “Order Cookies” and input your province, community and unit name from the drop down menus.
 - b. Select the “Order Cookies” button on the right side of the page.
 - c. A screen will appear with your unit’s information.
3. Fill in the number of cases you would like to order and your preferred delivery location.
 - a. If it cannot be found, under your community list (also titled Delivery Point):
 - i. Select the “New Delivery Point” button just above the drop down menu.
 - ii. Enter your city to access a full list of locations available to choose from.
4. Ready to submit?
 - a. Click the “Order “button and the order verification screen will pop up.
 - b. Verify that all information is correct and then check off the box indicating that you agree to the information and all terms listed on the page.
 - c. To submit your order, press “Submit” and the order confirmation screen will appear.
5. You will receive an email confirming that your order has been placed.
 - a. Be sure to print out this confirmation email for your reference.
 - b. If you do not receive this [ehttps://www.facebook.com/groups/454261631446138/mail](https://www.facebook.com/groups/454261631446138/mail), please check with our Cookie Administrative Assistant (1-877-323-4545 ext 2441) to ensure that your order has been successfully placed.