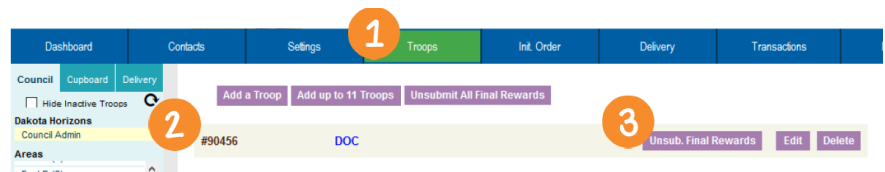## End of Sale—CM Checklist

Service Unit Cookie Managers will be locked out of eBudde on **March 31 at 11:59pm CST**

☐ Verify with Troops:

- Have they completed all cookie transfers in eBudde? eBudde closes to troops on **March 28 at 11:59pm CST**
- Have they placed their Final Reward Order in eBudde?
- Is the Troop Bank Account listed in eBudde? Have they deposited all funds?
- Does the troop need to submit an Outstanding Balance or NSF Form? **Due April 5**

☐ Ensure that all IRG funds have been deposited into the SU account prior to the ACH.

☐ **Verify your shipping address and submit Final Rewards for delivery. (see below)**

☐ SU Proceeds will be ACH'd to SU accounts 60 days after the close of sale (SU must have a bank account on file).

What if a Troop 'submits' before they are ready?

1. Click on the "**Troops**" Tab (across top)
2. Find the Troop in the list.
3. Click the purple "**Unsub. Final Rewards**" button, and it will open it back up.

Verifying or Submitting Your Reward Address:

1. Click on the "**Rewards**" Tab (across top)
2. Under Order Type click "**Final**" button
3. Select "**Review Rewards Order**" (and a download will begin). Review the report.
4. Enter the address where you want the Final Rewards mailed. No P.O. Boxes!
5. Click "**Update Shipping Address**"
6. Click "**Submit Rewards Order**" when you are finished. **This will lock you out.**

VERY IMPORTANT STEP!
Make sure to enter the address you would like the rewards mailed! Not doing this step could result in your rewards being delayed!