

# End of Sale Checklist & Submitting Rewards Order

## End of Sale—CM Checklist

CSCs will be locked out of eBudde on **March 28 at 11:59pm**

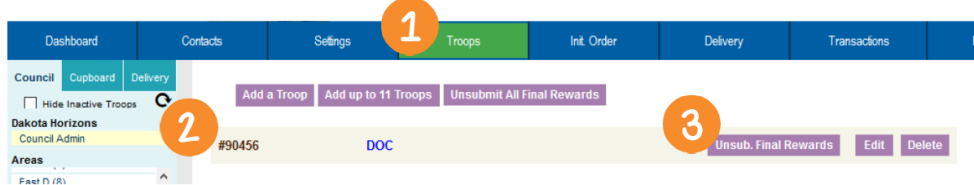
Verify with Troops:

- Have they completed all cookie transfers in eBudde? eBudde is **closed** to troops on **March 25 at 11:59pm**
- 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 2**

- Work with your IRM Coordinator to make sure all money is 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 - if SU has bank account on file.

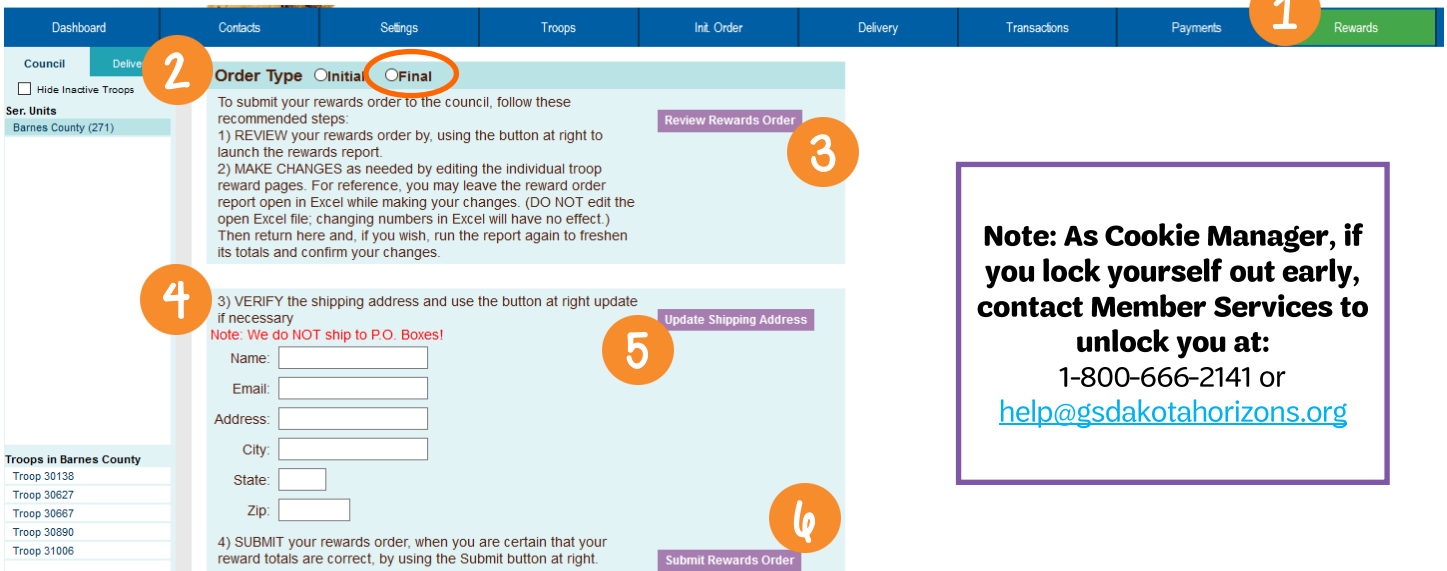
### What if a Troop 'submits' before they are ready?

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. Review your Rewards Order
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.**



**Note: As Cookie Manager, if you lock yourself out early, contact Member Services to unlock you at:**  
 1-800-666-2141 or  
[help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org)