

Internet Rechartering 2.0

User Guide

updated 8/18/2022



Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

Co-ed 14-20 years old



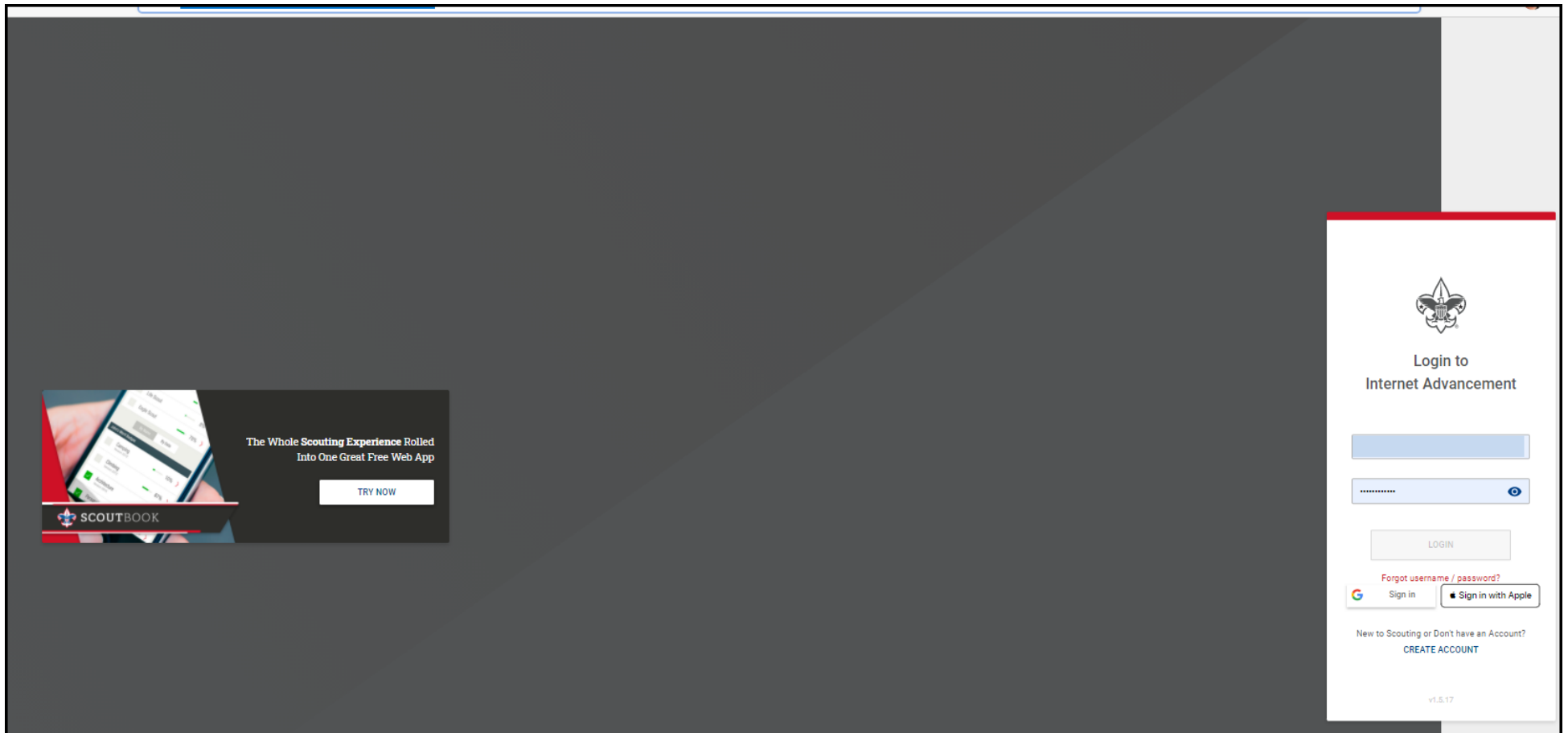
Exploring

Co-ed 10-20 years old

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or my.Scouting Account or directly at

<https://advancements.scouting.org/>

Note: Be sure to read **all** the instructions before beginning the recharter process and review the new **Internet Recharter Guide and Timeline** found at <https://www.scouting.org/resources/internet-rechartering/>



The image shows a screenshot of a web application interface. On the left, there is a dark grey banner with a smartphone displaying the Scoutbook app. The text on the banner reads: "The Whole Scouting Experience Rolled Into One Great Free Web App" and "TRY NOW". Below the banner is the "SCOUTBOOK" logo. On the right, there is a white login form titled "Login to Internet Advancement". The form includes a blue header bar with the Scout logo, a text input field for the username, a password input field with a toggle for visibility, a "LOGIN" button, a "Forgot username / password?" link, a "Sign in" button with the Google logo, and a "Sign in with Apple" button. At the bottom of the form, it says "New to Scouting or Don't have an Account? CREATE ACCOUNT" and "v1.5.17".

Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. A navigation sidebar on the left includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area displays 'My Organization' information for Pack 62 Vista Ridge United Methodist Church, including Council (Longhorn Council), District (Orion), and Chartered Organization (Vista Ridge United Methodist Church). Below this is a 'Pack Roster' section with a search bar and a table of members. A dropdown menu is open in the top right corner, showing options for 'Cub Scout' (Pack 62 FAMILY, Key 3 Delegate), 'Scouts BSA' (Troop 2 GIRLS, Key 3 Delegate), and two 'Parent / Guardian' roles. A 'Run Report' button is visible above the roster table.

Once you have logged into your account, choose your Unit and Position by clicking the dropdown.

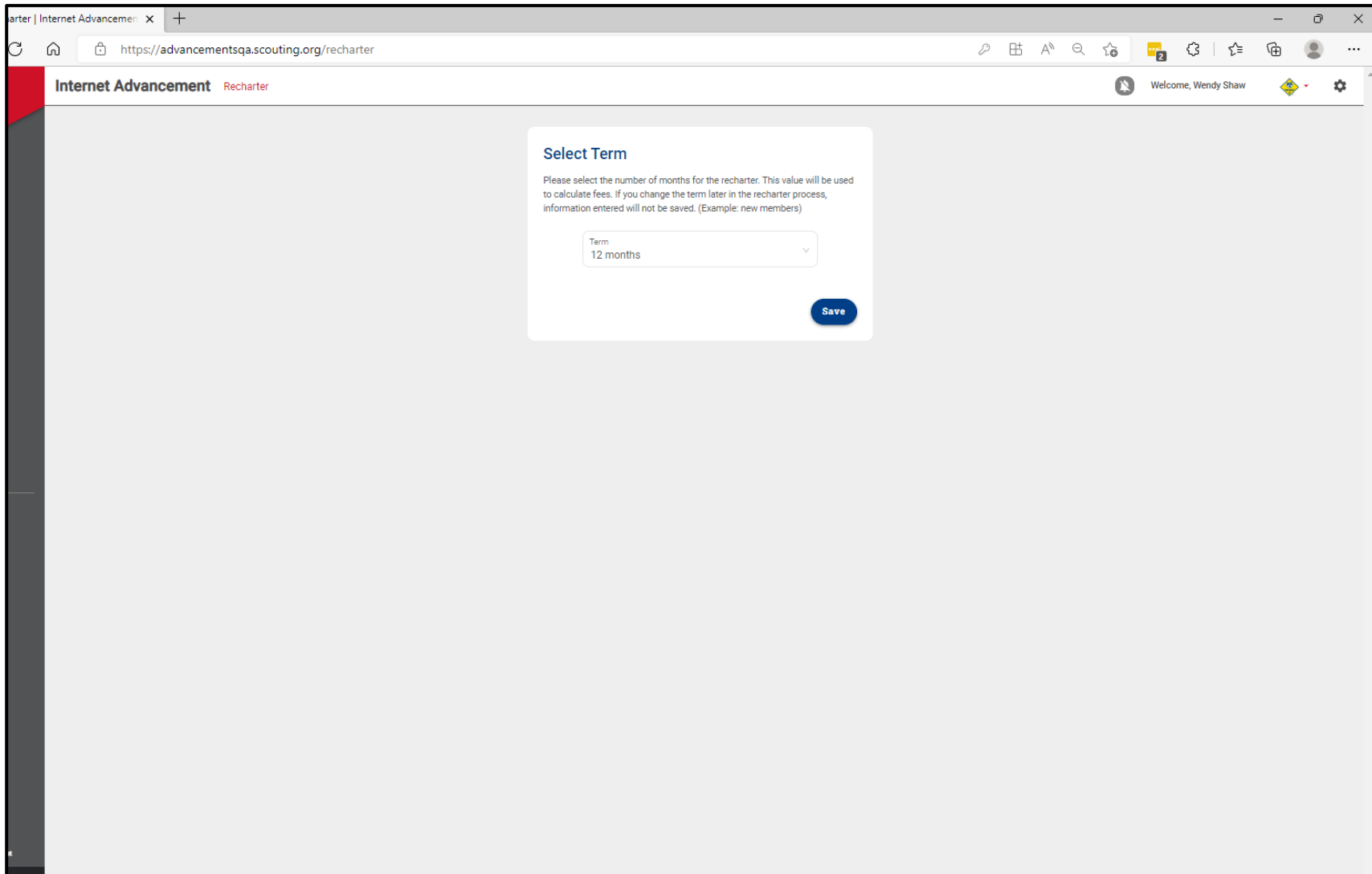
*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter

Click on Recharter to open your roster and begin submittal process

<input type="checkbox"/>	Name ¹	Member ID	Age ¹	Last Rank Approved ¹	Den ¹
<input type="checkbox"/>	Blake Bickford	136478736	11	Webelos	Unassigned
<input type="checkbox"/>	Logan Bowen	13874813	10	Webelos	Webelos 8
<input type="checkbox"/>	Kent Brein	13677695	7	Tiger	Unassigned

Select your recharter term.

Consult with your Unit Commissioner or Council Registrar before selecting another term other than 12 months. If you change the term later after information has been entered, any information previously entered will need to be inputted and uploaded again.



The screenshot shows a web browser window with the URL <https://advancementsqa.scouting.org/recharter>. The page title is "Internet Advancement Recharter". The user is logged in as "Wendy Shaw". The main content area features a "Select Term" form with the following text: "Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)". A dropdown menu is set to "12 months" and a "Save" button is located below it.

Internet Advancement Recharter

Welcome, Wendy Shaw

Select Term

Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)

Term
12 months

Save

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT - Green Checkmark – Youth Protection Training is current
- CBC Auth - Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Toggle off – No subscription has been added to the registration
- Scout Life – Toggle on – Subscription has been added to the registration
- No status – “- -” – Not applicable (New Members, youth, and no fee adults)

The screenshot displays the 'Recharter' interface for 'Internet Advancement'. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into two sections: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH', including unit type, number, tenure, and expiration dates. The 'CHARTERED ORGANIZATION INFORMATION' section provides details for 'VISTA RIDGE UNITED METHODIST CHURCH', including name, address, city, state, and zip code.

Below the unit information, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of members. The table has columns for 'First Name', 'Last Name', 'Gender', 'DOB', 'Address', 'Member Type', 'Position', 'Member ID', 'YPT', 'CBC Auth', 'Scout Life', and 'Total'. The first row shows a member named 'Ryan Larson' with a green checkmark for YPT and a green checkmark for CBC Auth. The second row shows a member named 'Christina' with a red exclamation point for YPT and a red exclamation point for CBC Auth. The third row shows a member named 'Danielle Thompson' with a red exclamation point for YPT and a red exclamation point for CBC Auth. The fourth row shows a member named 'Danielle Thompson' with a red exclamation point for YPT and a red exclamation point for CBC Auth. The fifth row shows a member named 'William' with a red exclamation point for YPT and a red exclamation point for CBC Auth. The sixth row shows a member named 'Shelby' with a red exclamation point for YPT and a red exclamation point for CBC Auth. The seventh row shows a member named 'Craig' with a red exclamation point for YPT and a red exclamation point for CBC Auth.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Ryan	Larson	M	01/31/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	12005600	✓	✓	--	\$ 0.00
<input type="checkbox"/>	Christina		F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12005604	⚠	⚠	🔴	\$ 15.00
<input type="checkbox"/>	Danielle	Thompson	F	04/04/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	12005610	⚠	⚠	🔴	\$ 0.00
<input type="checkbox"/>	Danielle	Thompson	F	04/04/1995	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12005620	⚠	⚠	🔴	\$ 0.00
<input type="checkbox"/>	William		M	08/20/1992	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	12005614	⚠	⚠	🔴	\$ 0.00
<input type="checkbox"/>	Shelby		F	02/04/1993	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12005706	⚠	⚠	🔴	\$ 0.00
<input type="checkbox"/>	Craig	Wink	M	09/23/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12005605	⚠	⚠	🔴	\$ 0.00

Changing an adult leader position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

The screenshot shows the 'Recharter' page for 'Internet Advancement'. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into two sections: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type, Unit Number, Tenure, Unit Expire Date, Chartered Organization, District, Council, Unit Term, and Unit New Expire Date. The 'CHARTERED ORGANIZATION INFORMATION' section displays details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Chartered Organization Address, Chartered Organization City, Chartered Organization State, and Chartered Organization Zip. Below these sections is a 'PACK ROSTER' section with a search bar and a table of members. The table has columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A member named 'Andrei Ciura' is listed with the position 'Assistant Cubmaster'. A pencil icon in the 'Total' column for this member is circled in red.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andrei	Ciura	M	11/20/1978	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	107000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00

To edit a position - click the pencil icon to edit.

The screenshot shows the 'Update Member Information' dialog box for 'Andrei Ciura'. The dialog box has a title bar and a close button. It contains two input fields: 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). Below these fields is a blue 'Update Information' button. A dropdown menu is open, showing a list of positions: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is highlighted in blue and circled in red. The 'Update Information' button is also circled in red.

1. Click Member Type
2. Select Adult*
3. Click Primary Position
4. Select Position
5. Click Update Information button

* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).

- Roster
- Activities
- Profile
- Reports
- Calendar
- Forum
- Scoutbook
- Recharter

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack
Unit Number: 62
Tenure: 352 months
Unit Expire Date: 01/31/2023
Chartered Organization: Vista Ridge United Methodist Church
District: Orion
Council: Longhorn Council
Unit Term: 12 months
Unit New Expire Date: 01/31/2024

After making changes, periodically throughout the rechartering process, click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, registered online, or a registrar received a CBC during Internet Recharter process.

CHARTERED ORGANIZATION INFORMATION

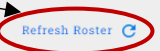
VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
Chartered Organization Address: 2901 Denton Tap Rd
Chartered Organization City: Lewisville
Chartered Organization State: TX
Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	Andrew	Alan	M	01/28/1978	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	10709654	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00	
<input type="checkbox"/>	Andrea	Christina	F	08/04/1992	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	10870474	--	--	<input checked="" type="checkbox"/>	\$15.00	
<input type="checkbox"/>	Robbie	Stephanie-Thompson	F	04/04/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	10892900	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	Robbie	Stephanie-Thompson	F	04/04/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	10892900	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	Charles	William	M	08/26/1983	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	14630914	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	Christy	Wanda	F	02/04/1983	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	10891705	--	--	<input type="checkbox"/>	\$0.00	
<input type="checkbox"/>	Christy	Wanda	M	08/23/1983	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	10877669	--	--	<input type="checkbox"/>	\$0.00	



Adding an Existing Member of Another Unit

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a “+” by their name to indicate they are paying their registration fees in another unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

If they are an adult, be sure to add a signed adult application for the new adult member from another unit by clicking the checkbox by their name>Upload Document>Select a file of the application>Click Save

The screenshot displays the Recharter interface for Pack 62. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for unit information and chartered organization details. Below these is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING'. A 'Manage Members' button is visible above the roster. The roster table includes columns for checkboxes, member photos, names, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. A red '+' icon next to the first member's name is highlighted with a callout box labeled 'Multiple Indicator'. The first member's details are: [checkbox], [photo], [red +], [Name], [Last Name], M, [DOB], 1325 W Walnut Hill Ln, Lewisville, Adult, Assistant Cubmaster, [Member ID], YPT, CBC Auth, Scout Life, Total \$0.00.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	[Name]	[Last Name]	M	[DOB]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[Member ID]	✓	✓	--	\$0.00
<input type="checkbox"/>	Amanda	Christensen	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12679494	--	--	🔴	\$15.00
<input type="checkbox"/>	[Name]	[Last Name]	F	04/04/1996	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	12681936	--	--	🔴	\$0.00
<input type="checkbox"/>	[Name]	[Last Name]	F	04/04/1996	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12681936	--	--	🔴	\$0.00
<input type="checkbox"/>	[Name]	[Last Name]	M	08/26/1992	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14020994	--	--	🔴	\$0.00
<input type="checkbox"/>	Clay	Kivick	F	02/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12681706	--	--	🔴	\$0.00
<input type="checkbox"/>	Clay	Travis	M	09/22/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12677689	--	--	🔴	\$0.00

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the “+” sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Internet Advancement Recharter' web application. The interface is divided into several sections:

- Progress Indicators:** Two steps are shown: '1 Complete Recharter Information' (active) and '2 Payment and Confirmation'.
- Unit Information (MY UNIT):**
 - Unit Name: PACK 62 VISTA RIDGE UNITED METHODIST CHURCH (FAMILY)
 - Unit Type: Pack
 - Unit Number: 62
 - Tenure: 352 months
 - Unit Expire Date: 01/31/2023
 - Chartered Organization: Vista Ridge United Methodist Church
 - District: Orion
 - Council: Longhorn Council
 - Unit Term: 12 months
 - Unit New Expire Date: 01/31/2024
- Chartered Organization Information:**
 - Organization Name: Vista Ridge United Methodist Church
 - Address: 2901 Denton Tap Rd
 - City: Lewisville
 - State: TX
 - Zip: 75067-8156
- Navigation and Actions:** A 'Manage Members' button is highlighted with a black box and an arrow pointing to the 'Manage Members' dropdown in the roster section. Other actions include 'Payment Logs', 'Refresh Roster', and 'Print Roster'.
- Member Roster Table:**

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Anthony	Wright	M	07/20/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13270882	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Annika	Christensen	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13878444	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Robbie	Wassilone-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13899930	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Robbie	Wassilone-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13899930	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wilkins	M	08/26/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14039934	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cheryl	Wassilone	F	02/04/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13897706	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chris	Wassilone	M	04/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13877089	--	--	<input type="checkbox"/>	\$0.00

Add New Member

2. Enter information in fields

First Name: Donna
Last Name: Arnold
Member Type: Adult
Primary Position in Unit: Committee Member
Date of Birth: [Redacted]

3. Click the plus sign to attach application

Add Paper Application [Plus Sign]
Required Field

5. Click Add Member

Add Member

1. Click Manage Members

Manage Members

Name	Gender	DOB	Address	Member Type
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	5315 Carnaby St, Irving	Adult
[Redacted]	M	[Redacted]	5315 Carnaby St, Irving	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult

Open

This PC > Desktop > APPLICATIONS AND FORMS

2021 Adult Application

4. Locate application to where it is saved, click open and the document will attach into the renewal

File name: [Redacted] Adobe Acrobat Document

Open Cancel

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

The screenshot shows a web application interface for managing a troop roster. At the top, there is a progress bar with two steps: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections: 'MY UNIT', 'Upload Document', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for Troop 118, Friends of the Williamson Troop, including unit type, number, and expiration dates. The 'Upload Document' popup is open, showing two members: Brandon Hardy and Joseph Muckleroy, each with a 'Drag file here, or browse.' area. The 'CHARTERED ORGANIZATION INFORMATION' section lists the organization's name, address, city, state, and zip code. Below these sections is a navigation bar with 'TROOP ROSTER', 'REMOVED MEMBERS (0)', and 'PENDING MEMBERS (0)'. The 'Upload Document' button is highlighted with a red box, and an arrow points from it to the popup. Below the navigation bar is a search bar and a table of members. The table has columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first and last rows of the table are highlighted with red boxes, and their checkboxes are checked. The 'Upload Document' button is also highlighted with a red box.

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Upload Document

Brandon Hardy
Drag file here, or browse.

Joseph Muckleroy
Drag file here, or browse.

CANCEL SAVE

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Management Tools: Manage Members, Upload Document, Show: All Roster

Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

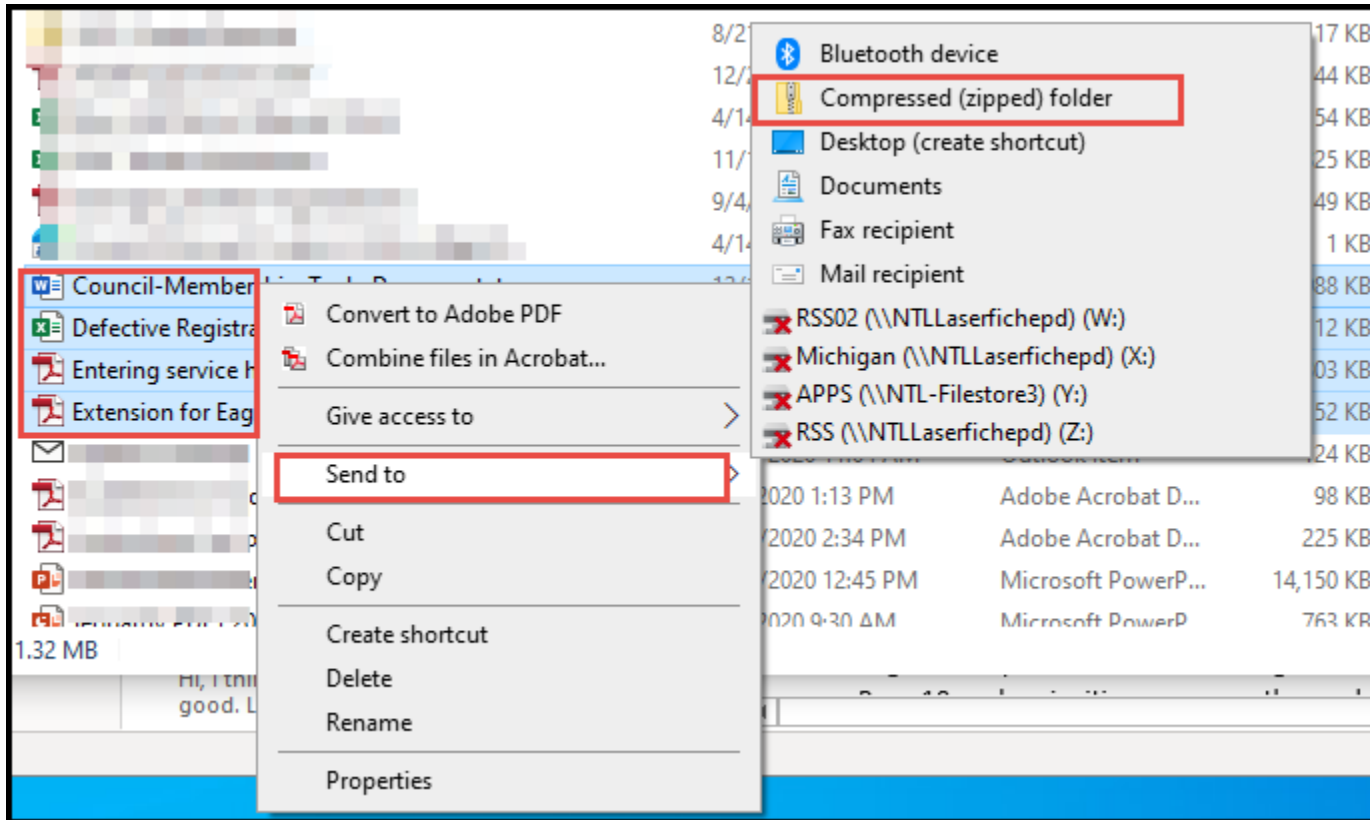
	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	!	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Clark Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	☐	\$ 0.00	✎
<input type="checkbox"/>	Clark Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	☐	\$ 45.00	✎
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	☐	\$ 45.00	✎

Promoting a Member

In order to promote a youth member to an adult, a youth member to a participant, or a participant to an adult, you must click the box next to the individual you would like to promote. Click Manage members and follow the instructions listed in this User Guide to first remove the person from the charter. Then add them as a new member with the "New Paper Application" option following the instructions in this User Guide to add a person. You will upload a new application, CBC (if applicable), and YPT (if applicable). The member id for the individual will remain the same.

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
RENEWAL DOCUMENTS		9/9/2021 8:51 AM	Compressed (zipp...	1,289 KB
11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. The unit listed as the multiple unit is the unit they through which they will be paying their recharter fees. If an individual is paying in a council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s).

Note 1: For those multiplying from a council position select “Non-unit Position”

Note 2: The Charter Org Representative is the only individual that can multiple in more than one position as a committee chair or committee member only. No other adult leaders can multiple in more than one position within the same unit.

MY UNIT
PACK 1381 HIGHER GROUND ACADEMY **FAMILY**
Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 8
Unit New Expire Date: 04/30/2022

Click Manage Members and check the box next to the name that is a multiple and click on Mark as a Multiple in the drop down

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY
Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00	✎
<input type="checkbox"/>	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00	✎
<input type="checkbox"/>	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00	✎
<input type="checkbox"/>	Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	!	☐	\$ 20.00	✎
<input type="checkbox"/>	Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	!	☐	\$ 20.00	✎
<input checked="" type="checkbox"/>	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	☐	\$ 20.00	✎

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council

- Northern Star Council 250
- North Florida Council 087
- Northeast Georgia Council 101
- Northeast Illinois 129
- Northeast Iowa Council 178
- Northeastern Pennsylvania Council 501
- Northern Lights Council 429
- Northern New Jersey Council, BSA 333
- Northern Star Council 250

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northeastern Pennsylvania Council 501

Unit Type

Unit

- Grace Episcopal Church 0001
- Fathers Club 100 Inc 0100
- Shavertown United Methodist Church 0163
- Mountain Top American Legion Post 781 04...
- Goose Pond Scout Reservation 0720
- Hickory St Presbyterian Church 1600
- Queen of the Apostles Parish 3701

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

- Crew
- Non Unit Position
- Pack
- Post
- Ship
- Troop

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williams
District: Sabine
Council: Three Rivers Council
Unit Term: 12

Member Type: Adult
Email Address: donna.arnold@scouting.org
First Name: donna
Last Name: arnold

Manage Members
Upload Document
Show

Name

There are three invite options - Adult , Youth and Participant

Participant Form: Member Type: Participant, Email Address, First Name, Last Name, Invite Member

Adult Form: Member Type: Adult, Email Address, First Name, Last Name, Invite Member

Youth Form: Member Type: Youth, Parent/Guardian's Email Address, Parent/Guardian's First Name, Parent/Guardian's Last Name, Youth's First Name, Youth's Last Name, Invite Member

An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation



Boy Scouts of America <boyscoutsofamerica@email.scouting.org>
To Donna Arnold

Retention Policy 3 Year Delete (3 years)

[View Online](#)

Right-click or

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>

If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

TROOP ROSTER REMOVED MEMBERS (1)

PENDING MEMBERS (1)

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items < 1 > 10 / page

Edit Personal Information

Click Roster. Then the profile of the individual you would like to edit. Edit the information on the profile (for Scouts, click Scouts Info). Then click Recharter and Refresh Roster.

Internet Advancement Recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack
Unit Number: 62
Tenure: 352 months
Unit Expire Date: 01/31/2023
Chartered Organization: Vista Ridge United Methodist Church
District: Orion
Council: Longhorn Council
Unit Term: 12 months
Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION
VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
Chartered Organization Address: 2901 Denton Tap Rd
Chartered Organization City: Lewisville
Chartered Organization State: TX
Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID










	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Archie	Boone	M	11/28/1952	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	137095501	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Arnika	Chalsternan	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13578304	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Bobbie	Wasserman-Thompson	F	04/04/1956	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13569500	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Bobbie	Wasserman-Thompson	F	04/04/1956	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13569500	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Odham	M	08/26/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14020934	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cheryl	Worke	F	02/04/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13591706	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chris	Wynn	M	09/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13677889	--	--	<input type="checkbox"/>	\$0.00

Search by Name or Member ID

Run Report 12

Record Progress

Show: Filtered

<input type="checkbox"/>	Name ↑	Member ID	Age ↑	Last Rank Approved ↑	Patrol ↑
<input type="checkbox"/>	 Michelle Brown	1727735	56		Unassigned
<input type="checkbox"/>	 Rick Brown	1727735	68		Unassigned
<input type="checkbox"/>	 Susan Kane	103727195	66		Unassigned
<input type="checkbox"/>	 Ronald Litchfield	1221889	59		Unassigned
<input type="checkbox"/>	 John McCurdy	120221546	63		Unassigned
<input type="checkbox"/>	 William Napper	128573023	16	 Second Class ↑ 1	
<input type="checkbox"/>	 Adam Powers	135315881	15	 Second Class ↑ 2	
<input type="checkbox"/>	 Jude Powers	134433165	54		Unassigned
<input type="checkbox"/>	 Nash Rowatan	133071196	17	 Life Scout	Unassigned
<input type="checkbox"/>	 Robert Schmidt	1741800	61		Unassigned

Total 10 Items

1

10 / page

Internet Advancement Youth Profile

Welcome, Christopher Price

Advancements Scout's Info



William Napper

Second Class

Started Pending Approval Approved

Approved ✓ Awarded ★

Ranks

- Second Class ★ 2020-01-21
- Scout ★ 2020-01-21
- Tenderfoot ★ 2020-01-21

Awards

- Totini Chip ★ 2018-09-27

Merit Badges (8)

- Citizenship in the World ✓ 2021-01-04
- Fishing ★ 2017-08-15
- Kayaking ★ 2017-07-07
- Oceanography ★ 2017-07-07
- First Aid ★ 2018-08-06
- Golf ★ 2019-05-11
- Music ★ 2019-05-05
- Swimming ★ 2017-05-09

- CAMPING 0 NIGHTS
- HIKING 0 MILES
- SERVICE HOURS 0 HOURS

Ranks

Tenderfoot Previous Second Class Last Approved First Class Next

Run Report

PERSONAL INFORMATION

Prefix

Last Name Suffix

Preferred Name

Date of Birth:

Gender:

Please contact your council office for any changes on your personal information.

ADDRESS INFORMATION

Home Business Vacation

Primary

Country

Address Line 1

Address Line 2

City

State

Zip Code

CONTACT INFORMATION

EMAIL

Primary

Email Address*

Add Email Address +

PHONE

Recharter | Internet Advancement x +
 https://advancementsqa.scouting.org/recharter

Internet Advancement Recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT

PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
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 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andy	Chapman	M	11/20/1950	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	13870663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Andrea	Christensen	F	05/04/1950	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	13870404	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Bobbie	Deudette-Thompson	F	04/04/1956	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	13895930	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Bobbie	Deudette-Thompson	F	04/04/1956	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	13895930	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Dilbert	M	09/26/1963	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	14030934	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Emily	Hoake	F	02/04/1983	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	13891705	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Craig	Hoake	M	09/23/1983	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	13877689	--	--	<input type="checkbox"/>	\$0.00

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Add New Member
Invite New Member
Mark As Multiple
Remove From Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Don Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
<input type="checkbox"/>	Don Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	i	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	i	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	i	\$ 45.00	
<input checked="" type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--	i	i	i	\$ 45.00	

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold X

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. Check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'ADULTS (1)', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for Troop 118 Friends of the Williamson Troop, including unit type, number, and expiration date. The 'ADULTS (1)' section lists a removed member, Donna Arnold, with a checkbox and an 'X' icon. The 'CHARTERED ORGANIZATION INFORMATION' section provides details about the chartered organization, including name, address, city, state, and zip code. A modal window titled 'Add to recharter' is open, prompting the user to confirm adding members back. The 'ADD' button in the modal is circled in red. Below the main content, there are tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (1)'. The 'REMOVED MEMBERS (1)' tab is active, showing a table of removed members. The table has columns for Name, Gender, DOB, Address, Member Type, Position, and Member ID. The first row shows Donna Arnold, with a checkbox checked. The 'Add To Recharter' button is circled in red. At the bottom right, a 'Validate Recharter and Pay' button is also circled in red. Annotations with arrows point to the 'Add To Recharter' button, the checkbox for Donna Arnold, the 'ADD' button in the modal, and the 'Validate Recharter and Pay' button.

1. Click on the Removed Member tab

2. click the checkbox next to the name you would like to add back into the Recharter

3. Click Add To Recharter

4. Click Add

Name	Gender	DOB	Address	Member Type	Position	Member ID
Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the **Validate Recharter and Pay**. A popup will appear that will display any errors or warnings. At that time you will need to review and correct the warnings and errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning or warning, you have the ability to correct the warnings if possible and continue through the submittal process.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and you have addressed the warnings and you are ready to submit your unit, click the Proceed to Payment button. If you have no errors or warnings and you may proceed straight to payment. You have the option to print your roster by clicking the "Print Roster" button above the search for Name or Member ID bar once you have validated all information and before you move to the payment page.

The screenshot displays the Scout24 Recharter interface. A central popup titled "Validate recharter" contains the following text:

Recharter cannot continue due to the reasons listed below.

- Unit does not have the required amount of leadership positions
- Leaders have current YPT
- Leaders have completed CBC authorization
- Leaders are more than 18 years old

Buttons for "CONTINUE EDITING" and "PROCEED TO PAYMENT" are visible at the bottom of the popup. A separate text box on the right side of the screen reads: "Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error."

The background interface shows the "TROOP ROSTER" for "Friends of the Williamson Troop". The roster table is as follows:

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--		\$ 72.00
Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--		\$ 72.00

At the bottom right of the interface, a "Validate Recharter and Pay" button is highlighted with a red circle.



<input type="checkbox"/>	Name	Gender	DOB	Address	Age Group	Membership Type	Charter No.	Errors	Amount	Actions
<input type="checkbox"/>	Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	! ✓ !	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M					115299012	✓ ✓ !	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M				icer	11		\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M					11		\$ 45.00	
<input type="checkbox"/>	Jonathan Healy	M					10		\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M					91		\$ 45.00	
<input type="checkbox"/>	Marvin Lopez						--	! ! !	\$ 45.00	
<input type="checkbox"/>	Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	-- -- !	\$ 72.00	
<input type="checkbox"/>	Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	-- -- !	\$ 72.00	
<input type="checkbox"/>	Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	-- -- !	\$ 72.00	

Validate recharter

Recharter validation successful!

- ✓ Unit has the required amount of leadership positions
- ! Leaders have current YPT
- ! Leaders have completed CBC authorization
- ✓ Leaders are more than 18 years old

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION ?

First Name Last Name

Code **USA** Phone Number

Country **USA (US)** Address

City State

Zip Code

PAYMENT METHOD

Credit Card **Credit Card payment**
Extra credit card fee 3%

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

ACH **ACH payment**

Pay at Council **Pay at Council**
Local council processing fee may apply

RENEWAL ROSTER FEES **TOTAL: \$705 USD**

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

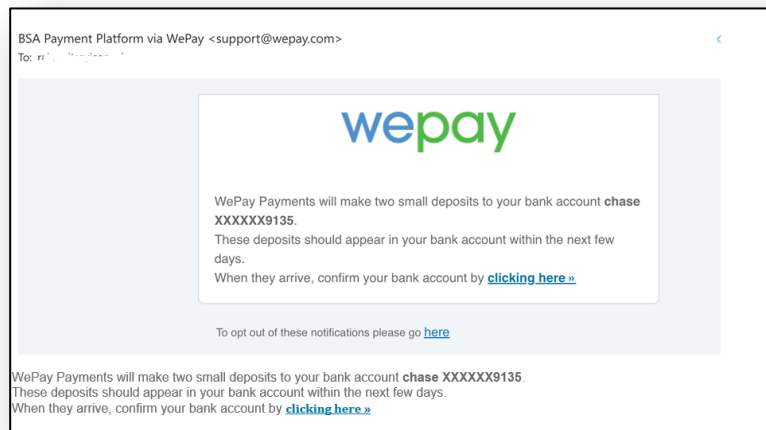
Pay and Post Renewal

During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

Note on ACH

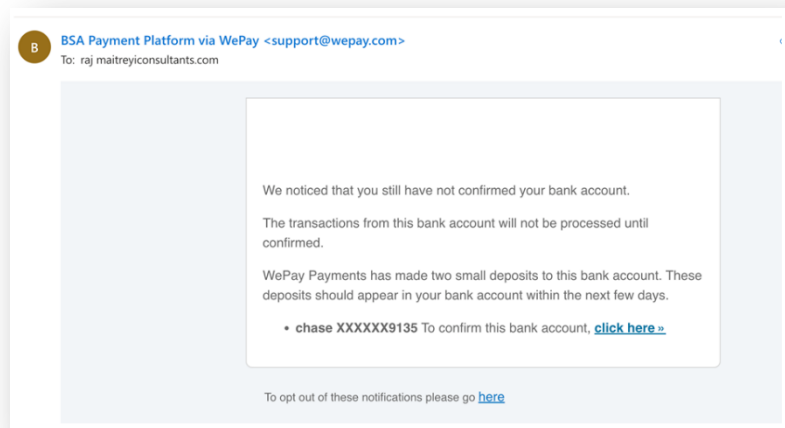
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

To begin, you will receive an email after you select ACH and click “Pay and Post Renewal.” If you did not receive an email, be sure to whitelist or add support@wepay.com to your SafeSenders list through your email provider. (Also, check the email inbox of the individual submitting the recharter as well as the key 3).



Click the tiny link at the bottom of the modal which appears and asks you to select your bank.

Once clicked, the bank routing and account number will need to be entered. Following this step, a series of microdeposits will be made to the account entered. An email will be sent from WePay to the email entered as the payor information every day for 30 days, which will ask the user to click to a form where they will need to confirm the microdeposit amounts.



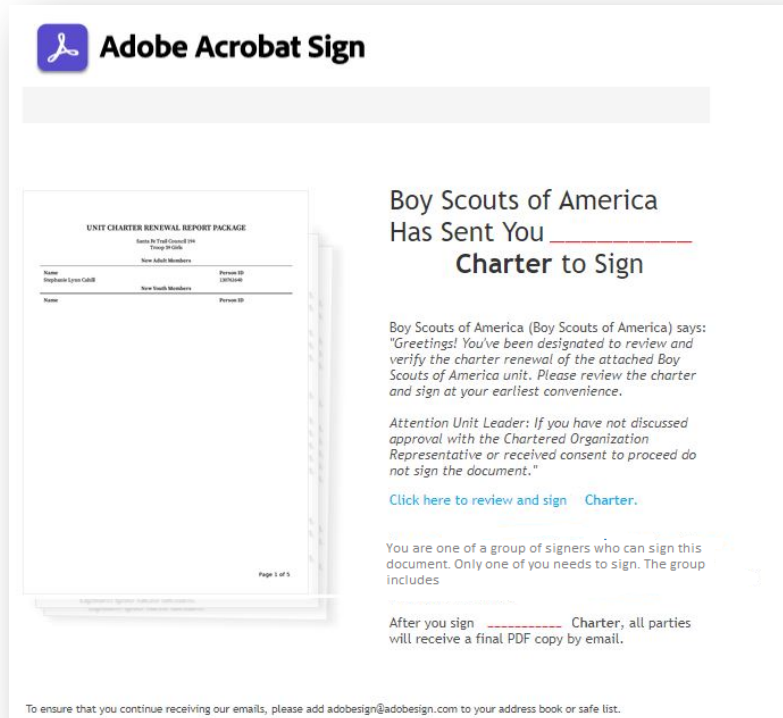
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

If payment fails, common issues include

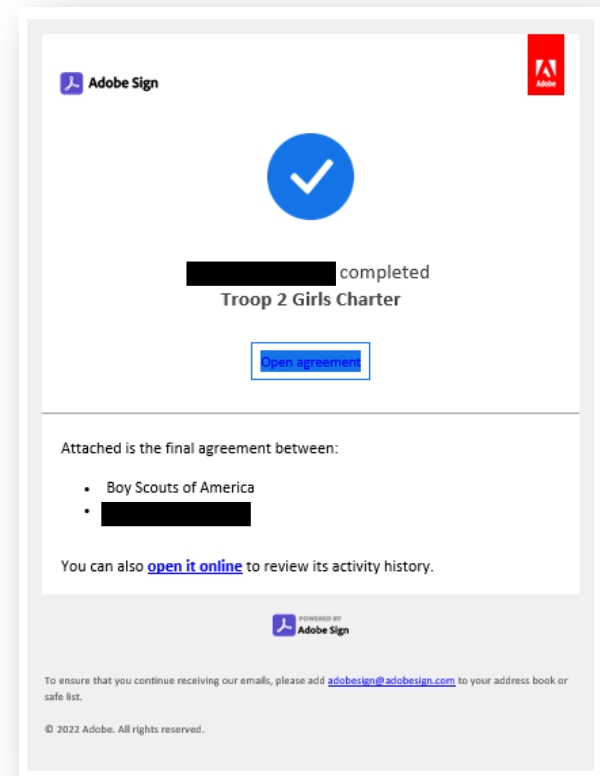
- **Bank was not confirmed within 30 days**
- **Bank refused the payment request**
- **Incorrect bank account information was provided**
- **Incorrect transaction amount entered for payment**
- **Insufficient funds in the bank account**

Signature and Approval

After paying and posting the renewal an Adobe Acrobat Sign document will be sent to your NEW Key 3 (as entered on the recharter), COR Delegate, and Key 3 Delegate. Any of these individuals may sign the document if approval has been discussed with the Charter Organization Representative. It is preferable that it be signed by the Charter Organization Representative. Be sure to save and/or print the recharter renewal prior and after submittal. **Once signed and payment has been completed, your recharter process will be complete for your unit.**



Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement



Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement