

Internet Rechartering 2.0

User Guide

updated 9/12/2022



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



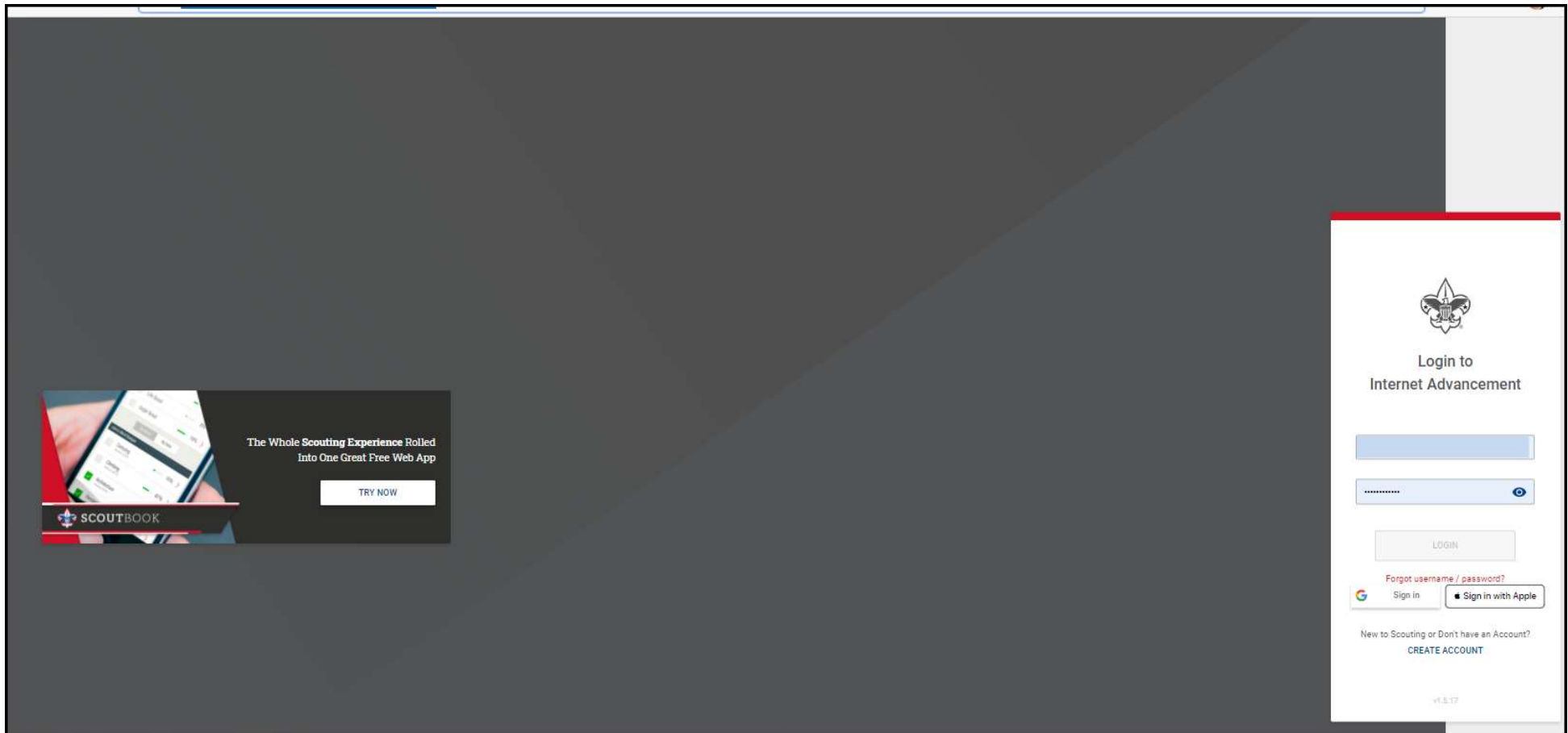
Exploring

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 page with a dark grey background. On the left side, there is a promotional banner for Scoutbook. The banner features a hand holding a smartphone displaying the Scoutbook app interface. To the right of the phone, the text reads: "The Whole Scouting Experience Rolled Into One Great Free Web App". Below this text is a white button with the text "TRY NOW". The Scoutbook logo is visible in the bottom left corner of the banner.

On the right side of the page, there is a white login form titled "Login to Internet Advancement". The form includes the Scout logo at the top, followed by the title. Below the title are two input fields: one for the username and one for the password, with a visibility toggle icon on the password field. A "LOGIN" button is positioned below the password field. Underneath the button, there is a link for "Forgot username / password?". At the bottom of the form, there are two options for signing in: "Sign in" with a Google logo and "Sign in with Apple". Below these options, there is a link for "New to Scouting or Don't have an Account?" and a "CREATE ACCOUNT" button. The version number "v1.5.17" is displayed at the very bottom of the form.

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) Position: Key 3 Delegate', 'Scouts BSA Troop 2 (GIRLS) Position: Key 3 Delegate', and 'Parent / Guardian' roles. Annotations include a text box explaining that only Key 3 roles can work on recharter, a callout pointing to the dropdown arrow, and another pointing to the 'Recharter' button in the sidebar.

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

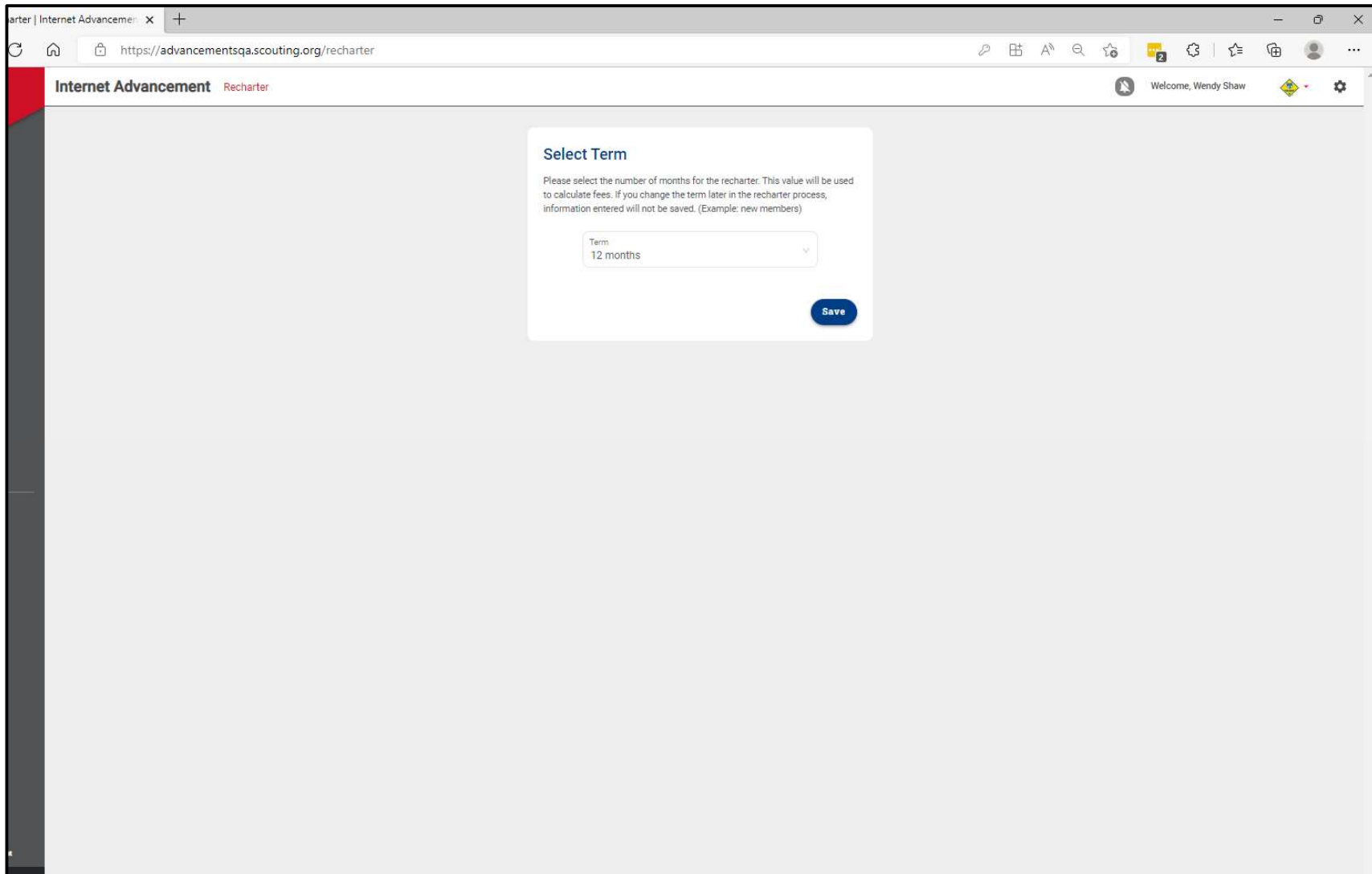
*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter

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 main content area features a white box titled "Select Term" 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)". Below this text is a dropdown menu labeled "Term" with "12 months" selected. A blue "Save" button is located at the bottom right of the form box. The browser's address bar and navigation icons are visible at the top, and a user profile "Welcome, Wendy Shaw" is shown in the top right corner.

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'.

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

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 checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, Total, and an edit icon.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	Anthony	Chapman	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000	✓	✓	--	\$ 0.00	
<input type="checkbox"/>	Anthony	Chapman	F	02/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000004	--	--	🔴	\$ 15.00	
<input type="checkbox"/>	Anthony	Chapman	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000003	--	--	🔴	\$ 0.00	
<input type="checkbox"/>	Anthony	Chapman	F	01/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000002	--	--	🔴	\$ 0.00	
<input type="checkbox"/>	Anthony	Chapman	M	08/26/1987	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000004	--	--	🔴	\$ 0.00	
<input type="checkbox"/>	Anthony	Chapman	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000004	--	--	🔴	\$ 0.00	
<input type="checkbox"/>	Chris	Wynn	M	03/22/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	--	--	🔴	\$ 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 'Internet Advancement Recharter' page. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into '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, Address, City, State, and Zip. Below this is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. A table of members is shown with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first member is 'Andrei Ciura', an Adult, Assistant Cubmaster, with a pencil icon circled in red in the Total column.

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

The screenshot shows the 'Update Member Information' dialog box. The title is 'Update Member Information' and it says 'You are editing Andrei Ciura's information'. The dialog has two input fields: 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). Below these is a dropdown menu with the following options: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is selected and circled in red. Below the dropdown is an 'Update Information' button, also circled in red. A text box on the right provides instructions: '1. Click Member Type', '2. Select Adult*', '3. Click Primary Position', '4. Select Position', '5. Click Update Information button'. A note below the instructions states: '* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).'

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).

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

<input type="checkbox"/>	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Arnell	John	M	08/24/1974	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10018000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Arndt	Christina	F	08/24/1989	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11870494	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Babbie	Stephanie-Theresa	F	04/24/1966	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10859702	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Babbie	Stephanie-Theresa	F	04/24/1966	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10859700	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Debbie	M	06/23/1981	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14522919	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Clady	Wanda	F	03/04/1950	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	11081716	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Craig	Mark	M	06/23/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	14677808	--	--	<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 table. The roster table has columns for checkboxes, first and last names, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. A plus sign icon next to the first member's name is highlighted with a red box and labeled 'Multiple Indicator'. A black box with white text 'Manage Members' points to the 'Manage Members' button. Another black box with white text 'Multiple Indicator' points to the plus sign icon.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Kevin	Wright	M	08/03/1962	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	00000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Annika	Chapman	F	08/03/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000004	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Robbie	Navarrete-Thompson	F	08/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	00000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Robbie	Navarrete-Thompson	F	08/04/1996	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Charles	Johnson	M	08/08/1967	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	00000004	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Carly	Winkle	F	02/04/1993	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000004	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Ching	Wink	M	08/23/1962	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000004	--	--	<input type="checkbox"/>	\$ 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 Recharter web application interface. The top navigation bar includes the title "Internet Advancement Recharter" and a user profile for "Welcome, Ryan Larson". A progress indicator shows "1 Complete Recharter Information" and "2 Payment and Confirmation".

The main content area is divided into two columns. The left column, titled "MY UNIT", displays the following information:

- 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

The right column, titled "CHARTERED ORGANIZATION INFORMATION", displays the following information:

- 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

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. A "Manage Members" button is overlaid on the table with an arrow pointing to the "Manage Members" dropdown menu.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Charles	Wilson	M	08/24/1952	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Madeline	Thompson	F	08/24/1984	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000004	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Madeline	Thompson	F	04/02/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Madeline	Thompson	F	04/02/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wilson	M	08/24/1952	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charly	Wester	F	05/04/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charly	Wester	M	05/25/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

Add New Member

2. Enter information in fields


First Name: Donna
Last Name: Arnold

Member Type: Adult
Mem

Primary Position in Unit: Committee Member

Date of Birth:

3. Click the plus sign to attach application

Add Paper Application 
Required Field

5. Click Add Member

Add Member

TRPOO ROSTER

1. Click Manage Members

Manage Members  Upload Document Show: All Roster


<input type="checkbox"/>	Name	Gender	DOB	Address	Mem
<input type="checkbox"/>		M	<input type="text"/>	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M	<input type="text"/>	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M	<input type="text"/>	5315 Carnaby St, Irving	Adult
<input type="checkbox"/>		M	<input type="text"/>	5315 Carnaby St, Irving	Adult
<input type="checkbox"/>		M	<input type="text"/>	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M	<input type="text"/>	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M	<input type="text"/>	1325 W Walnut Hill Ln., Vidor	Adult

Open

This PC > Desktop > APPLICATIONS AND FORMS

Search APPLICATIONS AND ...

Organize New folder

Name	Status	Date modified	Type
 2021 Adult Application			
Downloads			Folder
Documents			Folder
Pictures			Folder
### Registrar Tra			Folder
Internet Rechar			Folder
LCT			Folder
PRINT REPOSITO			Folder
Boy Scouts of Am			Folder
OneDrive - Boy Sc			Folder
This PC			Folder
3D Objects			Folder
Desktop			Folder

File name:

Adobe Acrobat Document

Open Cancel

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

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 are two progress indicators: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections: 'MY UNIT' on the left, 'Upload Document' in the center, and 'CHARTERED ORGANIZATION INFORMATION' on the right. 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 'TROOP ROSTER' table with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The 'Upload Document' button in the top navigation bar is highlighted with a red box, and an arrow points from it to the 'Upload Document' popup. The 'YPT' and 'CBC' columns in the roster table have checkboxes, and the 'YPT' column has a red dot next to the first and last rows.

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)
Manage Members Upload Document Show: All Roster

	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"/>	Sheldon Harris	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	●	●	●	\$ 45.00	
<input type="checkbox"/>	Frank Bealder	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	●	●	\$ 0.00	
<input type="checkbox"/>	Frank Bealder	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	

Payment Logs Refresh Roster Print Roster

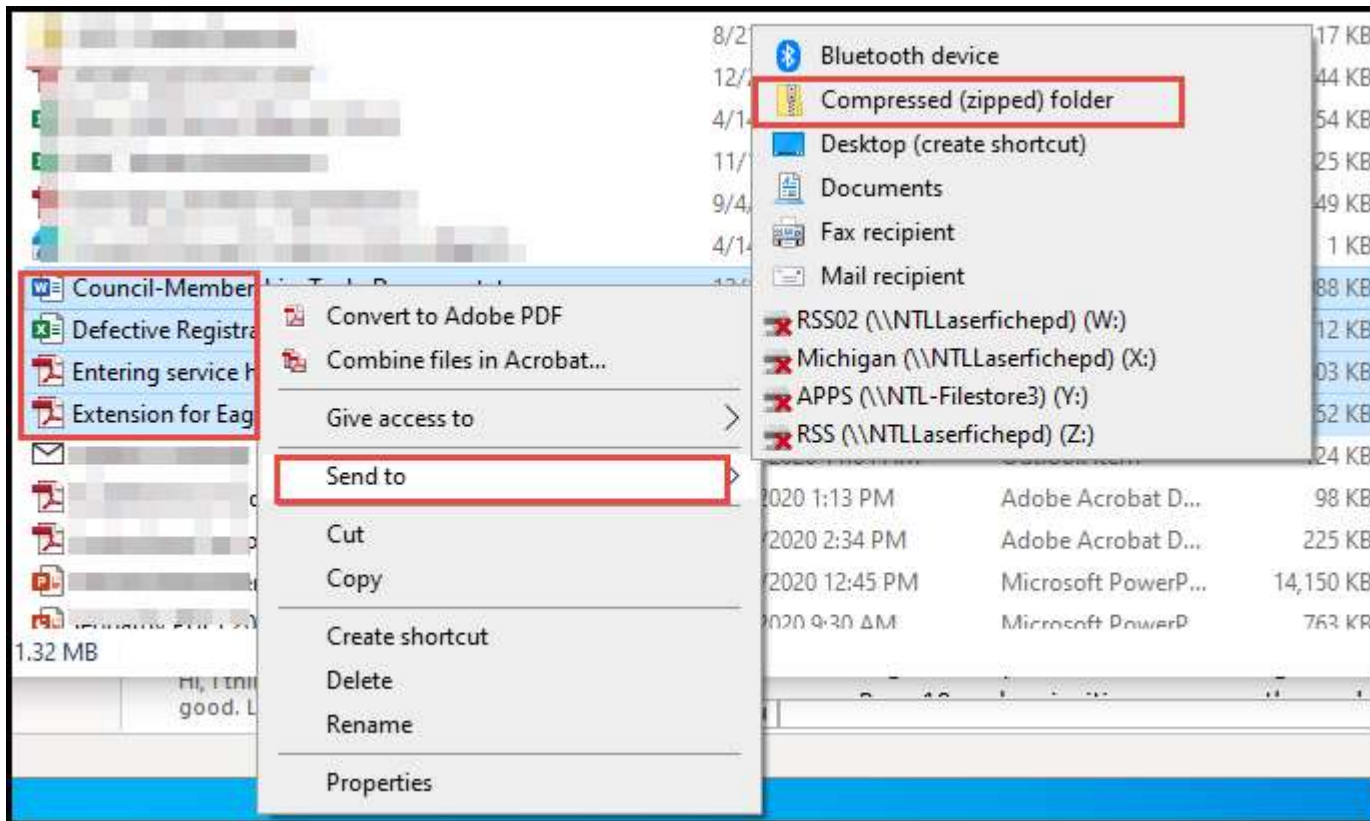
Search by Name or Member ID

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

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

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

There are three invite options - Adult, Youth and Participant

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

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

Youth Invite 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.














The screenshot shows the 'Internet Advancement Recharter' web application. The left sidebar contains navigation options: Roster (highlighted with a red circle), Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into three sections: 'MY UNIT' (Pack 62 Vista Ridge United Methodist Church), 'CHARTERED ORGANIZATION INFORMATION' (Vista Ridge United Methodist Church), and a 'PACK ROSTER' table. The 'PACK ROSTER' table lists members with columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table contains 8 rows of member data.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Justin	Chapman	M	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Justin	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Justin	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Justin	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Justin	Chapman	M	08/04/1982	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Justin	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Justin	Chapman	M	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$0.00

Troop Roster Pending Items 3 History Import File

Search by Name or Member ID

Run Report 12 Record Progress Show: Filtered

<input type="checkbox"/>	Name ↑	Member ID	Age ↑	Last Rank Approved ↑	Patrol 1 ↑
<input type="checkbox"/>	 [Name]	[ID]	56		Unassigned
<input type="checkbox"/>	 [Name]	1207739	68		Unassigned
<input type="checkbox"/>	 Susan Kane	185727195	66		Unassigned
<input type="checkbox"/>	 Ronald Lockfield	1221839	59		Unassigned
<input type="checkbox"/>	 John McCurdy	120221595	63		Unassigned
<input type="checkbox"/>	 William Napper	120373023	16	 Second Class 1	1
<input type="checkbox"/>	 Adam Powers	185218891	15	 Second Class 2	2
<input type="checkbox"/>	 Jade Powers	134423165	54		Unassigned
<input type="checkbox"/>	 Nash Routson	183071395	17	 Life Scout	Unassigned
<input type="checkbox"/>	 [Name]	[ID]	61		Unassigned

Total 10 Items 10 / page

Internet Advancement Youth Profile Welcome, Christopher Price 13

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 ★ 2018-08-11
- Music ★ 2018-08-08
- Swimming ★ 2017-08-09

Activity Logs

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

Ranks

Tenderfoot Previous Second Class Last Approved First Class Next

SEE ALL

Run Report

PERSONAL INFORMATION

Prefix

Last Name Suffix

Preferred Name

First 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 | Internet Advancement Recharter

https://advancementsqa.scouting.org/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"/>	Andrew	Chickens	M	02/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	12000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Andrea	Chickens	F	02/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Andrea	Skawetke Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	12000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Andrea	Skawetke Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wilson	M	01/25/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cheryl	Stowe	F	02/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chris	Smith	M	08/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	12000000	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	Donna Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
<input type="checkbox"/>	Donna 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 ×

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 dates. The 'ADULTS (1)' section lists Donna Arnold, with a checkbox next to her name. The 'CHARTERED ORGANIZATION INFORMATION' section provides details about the organization, including name, address, city, state, and zip code. A navigation bar at the bottom includes tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (1)'. The 'REMOVED MEMBERS (1)' tab is active, showing a table with columns for Name, Gender, DOB, Address, Member Type, Position, and Member ID. The table contains one entry for Donna Arnold. A 'Validate Recharter and Pay' button is located at the bottom right. A pop-up window titled 'Add to recharter' is open, asking for confirmation to add the selected members, with 'ADD' and 'CANCEL' buttons. Red circles and black callout boxes highlight the 'Add To Recharter' button, the checkbox for Donna Arnold, the 'ADD' button in the pop-up, 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 error, you have the ability to correct 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" lists the following errors:

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

The "CONTINUE EDITING" button is circled in red. A text box on the right explains: "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." At the bottom right of the interface, the "Validate Recharter and Pay" button is also circled in red.

Unit Information:

- Unit Type: Troop
- Unit Number: 118
- Unit Expire Date: 09/29/2021
- Chartered Organization: Friends of the
- District: Sabine
- Council: Three Rivers Council
- Unit Term: 12
- Unit New Expire Date: 09/29/2022

TROOP ROSTER REMOVED MEMBERS (1)

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	--	--	1	\$ 72.00
Zachary Brasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

Total: 12 items | Page 2 of 10



<input type="checkbox"/>	Name	Gender	DOB	Address	Age Group	Membership Type	Rep.	Payment Status	Amount	Actions
<input type="checkbox"/>	Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946	! ✓ !	\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M					115299012	✓ ✓ !	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M					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 Muckerooy	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!

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
Extra credit card fee 3%

Credit Card payment

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

ACH

ACH payment

Pay at Council
Local council processing fee may apply

Pay at Council

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

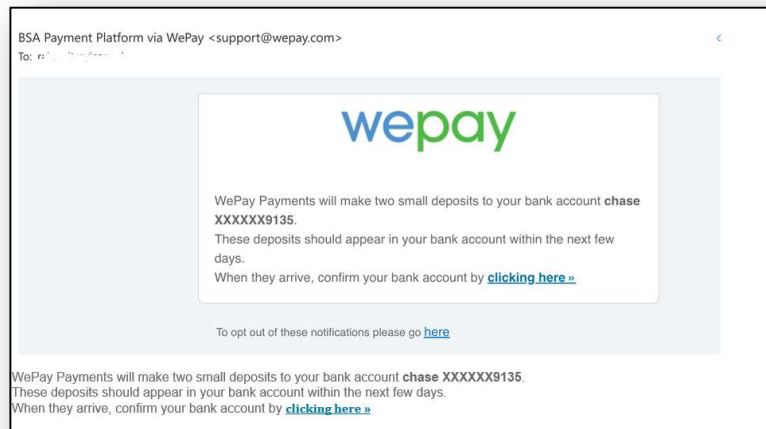
Pay and Post Renewal

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

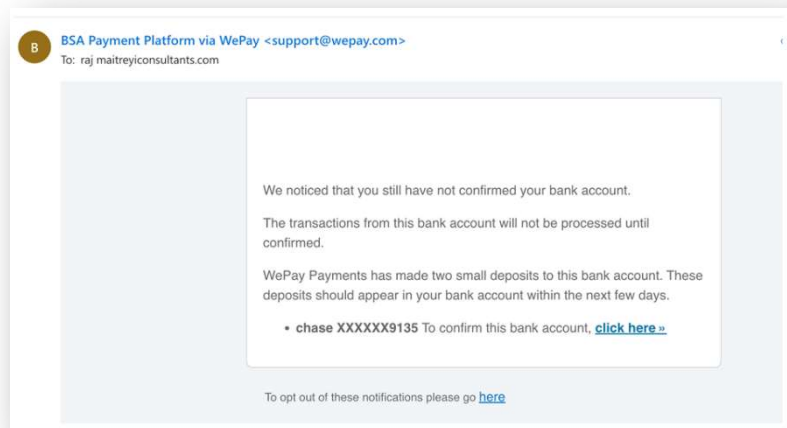
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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.



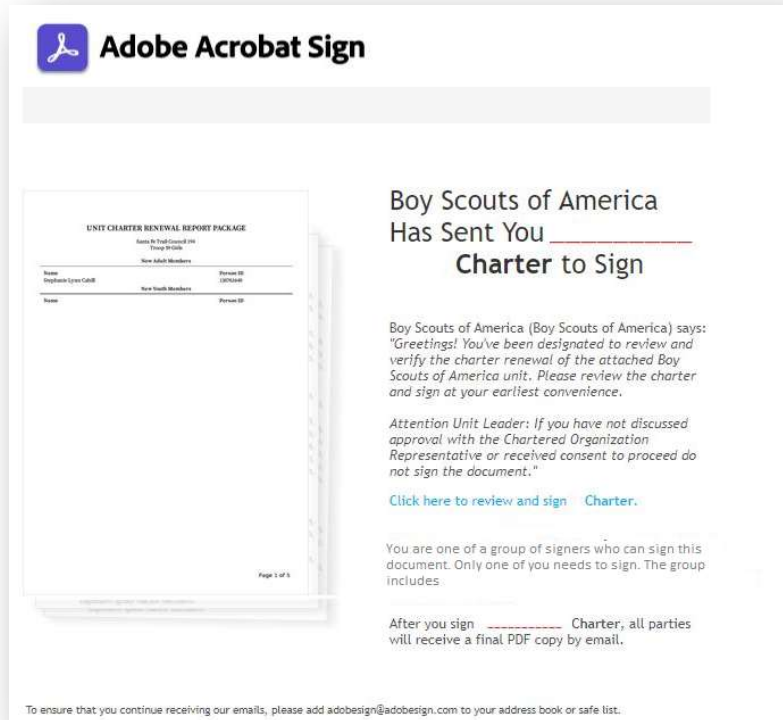
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

If payment fails, common issues include

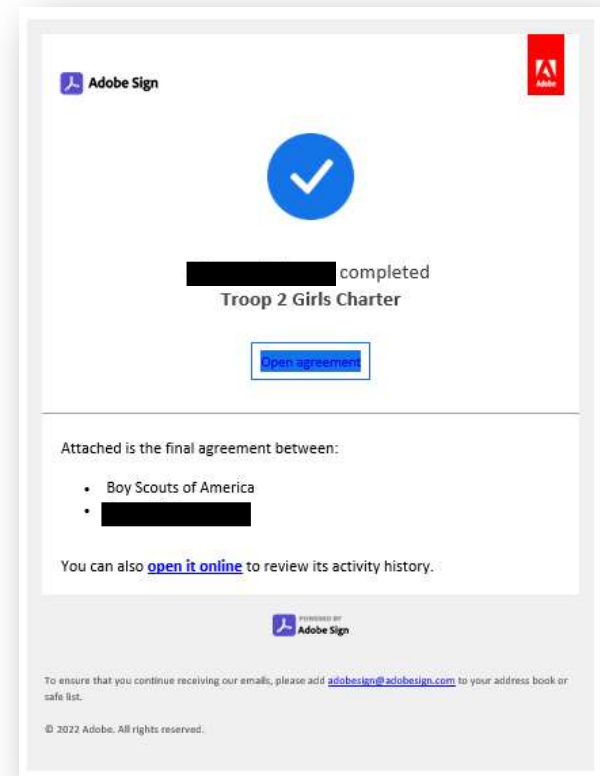
- **Bank was not confirmed within 30 days**
- **Bank refused the payment request**
- **Incorrect bank account information was provided**
- **Incorrect transaction amount entered for payment**
- **Insufficient funds in the bank account**

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