

# Internet Rechartering 2.0

## User Guide

updated 9/12/2022



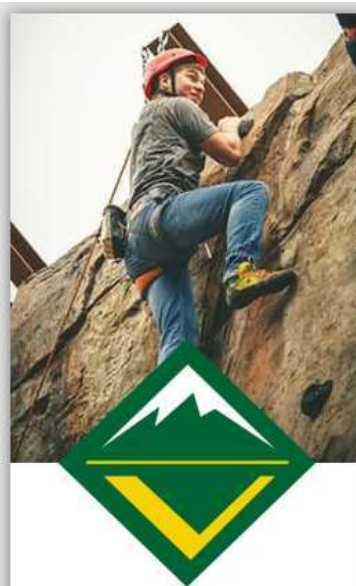
**Cub Scouting**

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



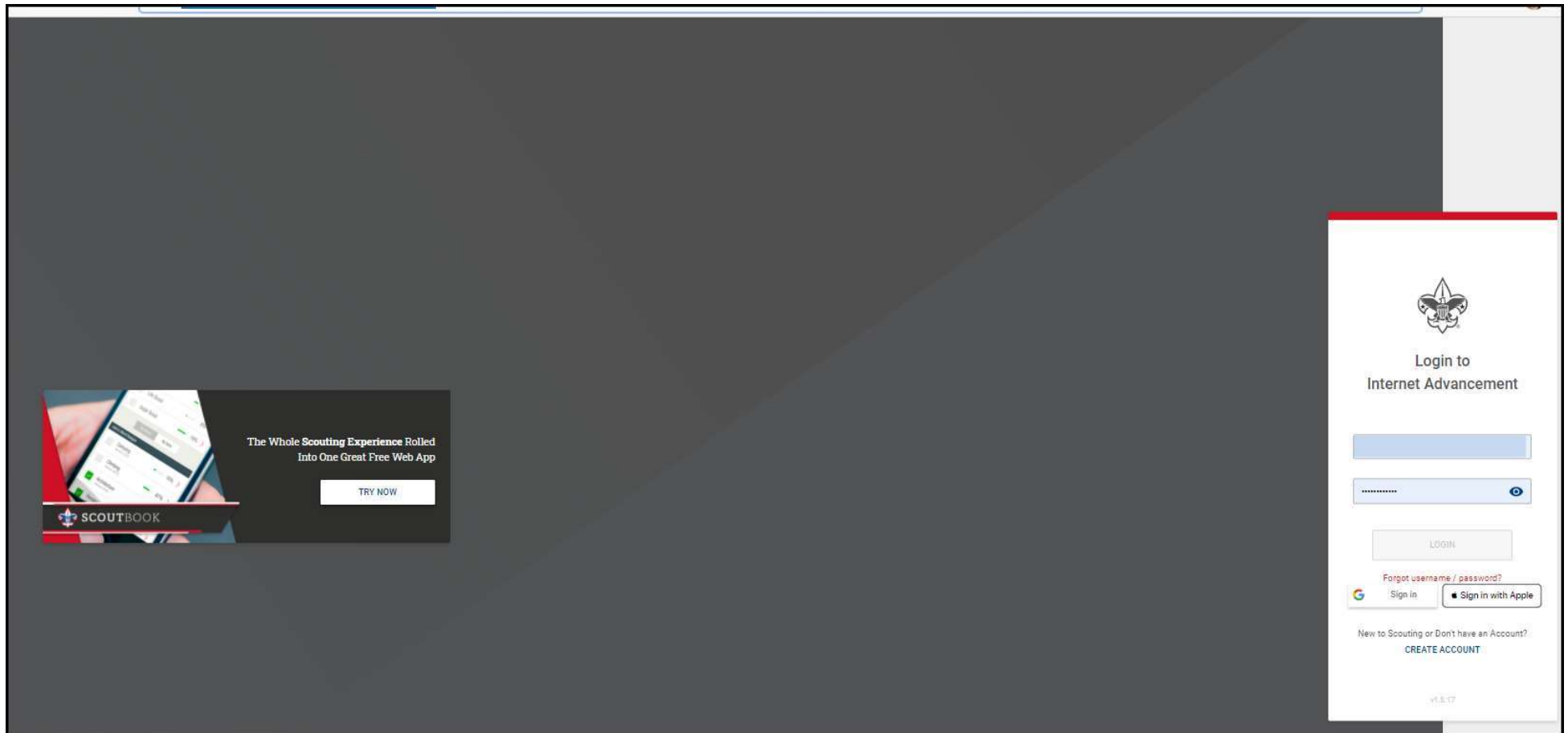
**Exploring**

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/>



# Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. A sidebar on the left contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is titled 'My Organization' and shows details for 'Pack 62 Vista Ridge United Methodist Church'. Below this, there are tabs for 'Pack Roster', 'Pending Items', and 'History'. A search bar is present with the text 'Search by Name or Member ID'. A table lists members with columns for Name, Member ID, Age, Last Rank Approved, and Den. A right-hand sidebar shows a list of roles: Cub Scout, Scouts BSA, and Parent / Guardian, each with a dropdown arrow. A 'Run Report' button is located at the bottom right of the main content area.

Internet Advancement Roster

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

Welcome, Ryan Larson

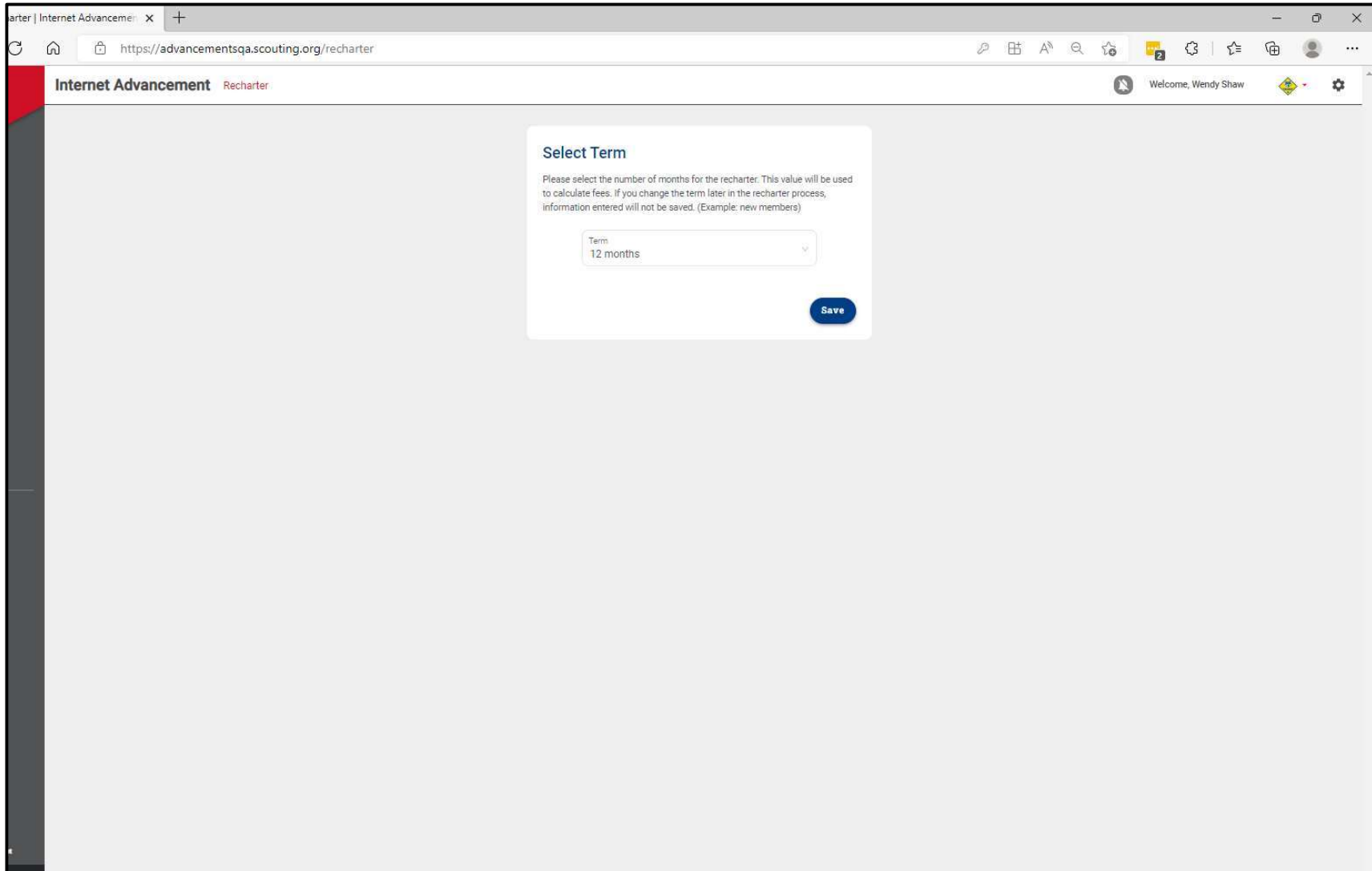
Click on Recharter to open your roster and begin submittal process

Run Report

	Name	Member ID	Age	Last Rank Approved	Den
<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 is a light gray box with a white "Select Term" form in the center. The form has a title "Select Term" and a paragraph: "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 is a dropdown menu labeled "Term" with "12 months" selected. A blue "Save" button is at the bottom right of the form.

arter | Internet Advancement x +

https://advancementsqa.scouting.org/recharter

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 'Internet Advancement Recharter' web application. The interface includes a sidebar with 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.

**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"/>	Anthony	Anthony	M	01/01/1987	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	132500001	✓	✓	--	\$ 0.00
<input type="checkbox"/>	Anna	Demarcus	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	132500004	--	--	☑	\$ 15.00
<input type="checkbox"/>	Colleen	Colleen Thompson	F	04/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	132500002	--	--	☑	\$ 0.00
<input type="checkbox"/>	Rebecca	Rebecca Thompson	F	04/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	132500003	--	--	☑	\$ 0.00
<input type="checkbox"/>	Quinn	Quinn	M	08/26/1992	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	132500005	--	--	☑	\$ 0.00
<input type="checkbox"/>	Shady	Shady	F	02/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	132500006	--	--	☑	\$ 0.00
<input type="checkbox"/>	Corey	Corey	M	09/20/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	132500007	--	--	☑	\$ 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 links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area has two tabs: 'Complete Recharter Information' (active) and 'Payment and Confirmation'. Below these are two panels: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' panel shows 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' panel shows 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 panels is a 'PACK ROSTER' section with 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: First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A member named 'Andrei Clura' is listed with the position 'Assistant Cubmaster'. A pencil icon in the 'Total' column of this row is circled in red.

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

The screenshot shows the 'Update Member Information' dialog box. The dialog has a title bar 'Update Member Information' and a close button. Below the title bar, it says 'You are editing Andrei Clura's information'. There are two input fields: 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). Below these fields is a blue button labeled 'Update Information'. To the right of the dialog is a dropdown menu 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' position is highlighted in blue. A red circle is around the 'Update Information' button, and another red circle is around the 'Den Leader' position in the dropdown menu. An arrow points from the 'Den Leader' position to the 'Update Information' button.

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).



Recharter | Internet Advancement

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

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	Clark	M	03/04/1966	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10079324				\$ 0.00
<input type="checkbox"/>	Andrea	Christensen	F	02/04/1962	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11873444				\$ 15.00
<input type="checkbox"/>	Stephanie	Quigley-Thompson	F	04/04/1966	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10809702				\$ 0.00
<input type="checkbox"/>	Stephanie	Quigley-Thompson	F	04/04/1966	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	12801705				\$ 0.00
<input type="checkbox"/>	Charles	Orlidge	M	09/23/1963	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14022133				\$ 0.00
<input type="checkbox"/>	Emily	Shuck	F	02/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	11801706				\$ 0.00
<input type="checkbox"/>	Emily	Shuck	M	09/03/1963	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	14077505				\$ 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 web application interface. The top navigation bar includes the Recharter logo and a progress indicator with two steps: 'Complete Recharter Information' (Step 1) and 'Payment and Confirmation' (Step 2). The left sidebar contains navigation links for Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter.

The main content area is divided into two sections. The left section, titled 'MY UNIT', displays information for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' with a 'FAMILY' tag. It lists unit details such as Unit Type, Unit Number, Tenure, Unit Expire Date, Chartered Organization, District, Council, Unit Term, and Unit New Expire Date. The right section, titled 'CHARTERED ORGANIZATION INFORMATION', displays details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Address, City, State, and Zip.

Below these sections is a 'PACK ROSTER' tab. The 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 first row shows a member named 'Ryan Larson' with a 'Multiple Indicator' (+) next to their name. A 'Manage Members' button is located above the roster table.

Annotations highlight the 'Manage Members' button and the 'Multiple Indicator' (+) next to the member's name in the roster table.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Ryan	Larson	M	08/03/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	100000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Amelia	Chaboussier	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	100000000	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Pauline	Newberry-Thompson	F	08/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	100000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Pauline	Newberry-Thompson	F	08/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	100000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Charles	Johnson	M	08/08/1992	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	100000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Carly	Kuske	F	08/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	100000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Chloe	Kuske	M	08/08/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	100000000	--	--	<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 'Internet Advancement' interface for a Recharter. The left sidebar contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for unit information and chartered organization details.

**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)

Manage Members Upload Document Show: All Roster

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Anthony	Johnson	M	01/01/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	1325W0001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Andrea	Johnson	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1325W0004	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Andrea	Johnson-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	1325W0005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Andrea	Johnson-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1325W0006	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Charles	Johnson	M	05/04/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	1325W0007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Condy	Johnson	F	02/07/1983	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	1325W0008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Condy	Johnson	M	08/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	1325W0009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00



## Add New Member

2. Enter information in fields

First Name:  
DonnaLast Name:  
ArnoldMember Type:  
Adult

Mem

Primary Position in Unit:  
Committee Member

Date of Birth:



Add Paper Application

Required Field

5. Click Add Member

Add Member

Open

This PC &gt; Desktop &gt; APPLICATIONS AND FORMS

Search APPLICATIONS AND ...

Organize New folder

Downloads  
Documents  
Pictures  
### Registrar Tra  
Internet Rechart  
LCT  
PRINT REPOSITO  
Boy Scouts of Am  
OneDrive - Boy Sc  
This PC  
3D Objects  
Desktop

Name  
2021 Adult Application

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

File name:

Adobe Acrobat Document

Open

Cancel

1. Click Manage Members

Manage Members

Upload Document

Show: All Roster

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

## 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.

1

Complete  
Recharter  
Information


2

Payment and  
Confirmation




**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

Payment Logs Refresh Roster Print Roster

Search by Name or Member ID

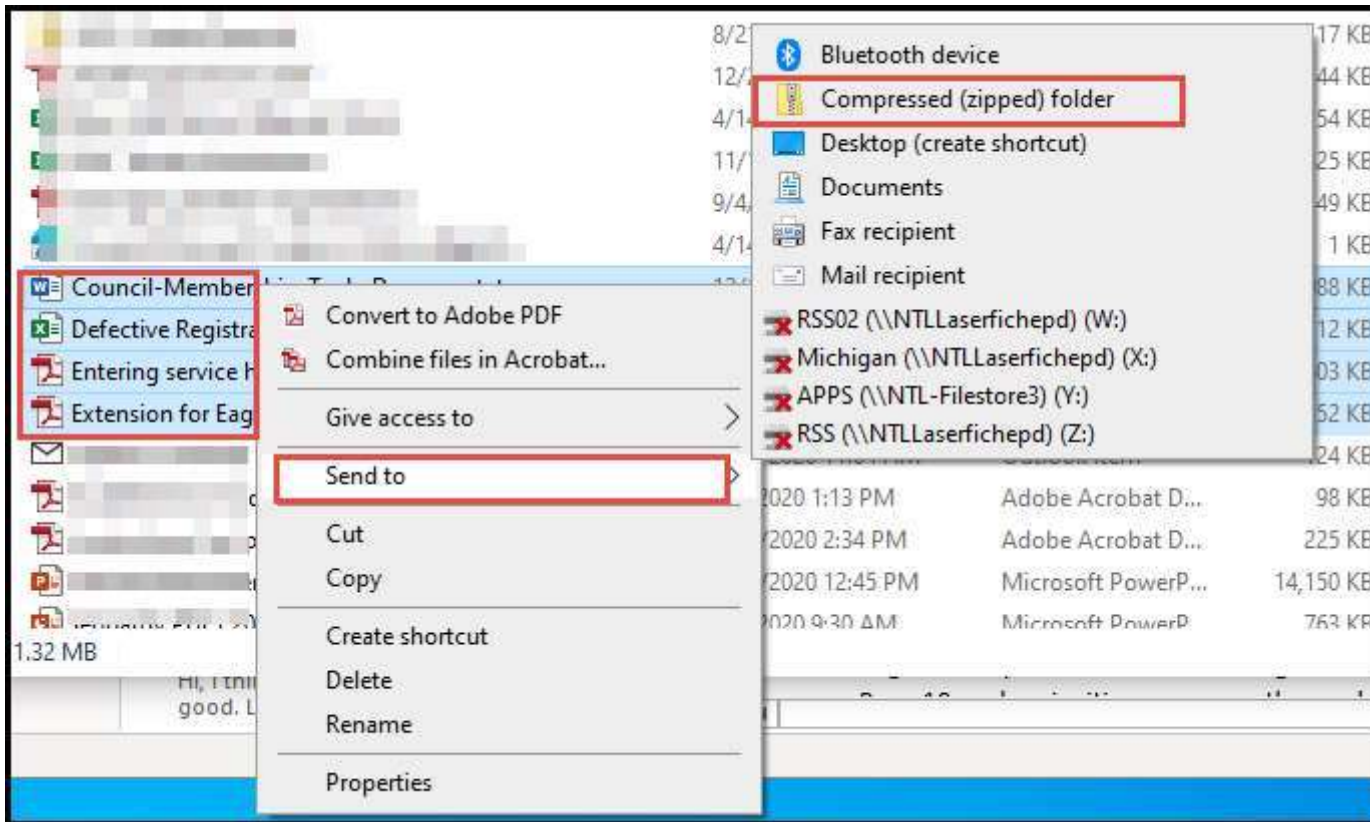
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946				\$ 45.00	
<input type="checkbox"/>	Brandon Williams	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	
<input type="checkbox"/>	David Bradford	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00	
<input type="checkbox"/>	David Bradford	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471				\$ 45.00	
<input type="checkbox"/>	Jonathan Hardy	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 multipling 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 postion 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

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
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00
Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00
Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	!	☐	\$ 20.00
Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	!	☐	\$ 20.00
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

TROOP ROSTER REMOVE MEMBERS (0) PENDING MEMBERS

Manage Members Upload Document Show

Member Type: Adult

Email Address: donna.arnold@scouting.org

First Name: donna

Last Name: arnold

Invite Member

There are three invite options - Adult , Youth and Participant

**Invite New Member**

Member Type: Participant

Email Address:

First Name:

Last Name:

Invite Member

**Invite New Member**

Member Type: Adult

Email Address:

First Name:

Last Name:

Invite Member

**Invite New Member**

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  
drag to download

### 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://myga.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 v

# 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.

Recharter | Internet Advancement

Internet Advancement Recharter

Welcome, Ryan Larson

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

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"/>	Anthony	Anderson	M	05/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	130760004	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Chickens	F	05/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	130760004	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Anthony	Seawater-Thompson	F	04/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	130760005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Seawater-Thompson	F	04/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	130760005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Shaw	M	05/04/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	130760004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Shaw	F	05/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	130760005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Shaw	M	05/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	130760005	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	 <b>Michael Price</b>	133071922	56		Unassigned
<input type="checkbox"/>	 Nick St John	133071928	68		Unassigned
<input type="checkbox"/>	 Susan Kane	1330727193	66		Unassigned
<input type="checkbox"/>	 Ronald Litchfield	133118384	59		Unassigned
<input type="checkbox"/>	 John McCurdy	1330221558	63		Unassigned
<input type="checkbox"/>	 William Napper	133071923	16	 Second Class ⓘ	1
<input type="checkbox"/>	 Adam Powers	1330218881	15	 Second Class ⓘ	2
<input type="checkbox"/>	 Jade Powers	1334351164	54		Unassigned
<input type="checkbox"/>	 Nash Routson	133071195	17	 Life Scout	Unassigned
<input type="checkbox"/>	 David Richards	133071925	61		Unassigned


Total 10 Items

1

10 / page

Internet Advancement Youth Profile

Welcome, Christopher Price



William Napper

Second Class

Started

Pending Approval

Approved

Ranks

Second Class ★ 2020-01-21

Scout ★ 2020-01-21

Awards

Totin' Chip ★ 2018-08-27

Merit Badges (8)

Citizenship in the World ✓ 2021-01-04

Fishing ★ 2017-04-15

Kayaking ★ 2017-07-07

Oceanography ★ 2017-07-07

Approved ✓

Awarded ★

Tenderfoot ★ 2020-01-21

Activity Logs

CAMPING 5 NIGHTS

HIKING 0 MILES

SERVICE HOURS 0 HOURS

Ranks

Tenderfoot Second Class First Class

Previous Last Approved Next

SEE ALL

Run Report

PERSONAL INFORMATION

Prefix

Mr

▼

Last Name

Price

Suffix

▼

Preferred Name

Christopher


1

Date of Birth

12/05/2006

Gender

M

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

ADDRESS INFORMATION

Home

Business

Vacation

Country

USA

▼

Address Line 1

1325 W Walnut Hill Ln.

Address Line 2

City

Prescott

State

AZ-ARIZONA

▼

Zip Code

86303-5380

Primary

CONTACT INFORMATION

Primary

Email Address\*

qa@scouting.org

Add Email Address 

PHONE

Recharter | Internet Advancement

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

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"/>	Amelia	Chickens	M	00/00/1900	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13250000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Amelia	Chickens	F	00/00/1900	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Bobbie	Swadlow-Thompson	F	04/04/1959	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Bobbie	Swadlow-Thompson	F	04/04/1959	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Wendy	Wilburn	M	05/25/1960	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Grady	Kramer	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Grady	Kramer	M	02/23/1983	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250000	<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](#)

[Add New Member](#)  
[Invite New Member](#)  
[Mark As Multiple](#)  
[Remove From Recharter](#)

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

**Remove from recharter** ×

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

ADULTS (1)

Donna Arnold ×

CANCEL

REMOVE

**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', 'CHARTERED ORGANIZATION INFORMATION', and a 'REMOVED MEMBERS' list.

**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.

**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.

**REMOVED MEMBERS (1):** A table lists removed members. The first member, Donna Arnold, is highlighted with a red circle around the 'Add To Recharter' button and a red circle around the checkbox in the table.

**ADD TO RECHARTER POPUP:** A modal window titled 'Add to recharter' is open, showing the member's name and a red circle around the 'ADD' button.

**VALIDATE RECHARTER AND PAY:** A blue button at the bottom right of the interface is circled in red.

**Annotations:**

- 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

## 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 'Internet Advancement Recharter' interface. A central popup titled 'Validate recharter' lists the following issues:

- Unit does not have the required amount of leadership positions (Error - red bubble)
- Leaders do not have current YPT (Error - red bubble)
- Leaders have completed CBC authorization (Warning - yellow bubble)
- Leaders are more than 18 years old (Success - green bubble)

The 'CONTINUE EDITING' button in the popup is circled in red. To the right, a text box states: '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 includes a sidebar with navigation options (Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, Recharter) and a main area showing unit details (Unit Type: Troop, Unit Number: 118, Unit Expire Date: 09/29/2021, Chartered Organization: Friends of the Troop, District: Sabine, Council: Three Rivers Council, Unit Term: 12, Unit New Expire Date: 09/29/2022) and a 'TROOP ROSTER' table.

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--	<span style="color: red;">!</span>	\$ 72.00
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	<span style="color: red;">!</span>	\$ 72.00

At the bottom right, the 'Validate Recharter and Pay' button is circled in red. The interface also features a search bar, 'Payment Logs', 'Refresh Roster', and 'Print Roster' options.



<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	130281580	--	--		\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items

< 1 2 > 10 / page

### Validate recharter



Recharter validation successful!

CONTINUE EDITING

PROCEED TO PAYMENT

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

Validate Recharter and Pay

## 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](#)

1

Complete  
Recharter  
Information

2

Payment and  
Confirmation

BILLING INFORMATION ?

First Name

Last Name

Code  
USA

Phone Number

Country  
USA (US)

City

Zip Code

Email Address

Address

State

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 fees may apply

Pay at Council

RENEWAL ROSTER FEES

	QUANTITY	FEE
REGISTRATION		
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

TOTAL: \$705 USD

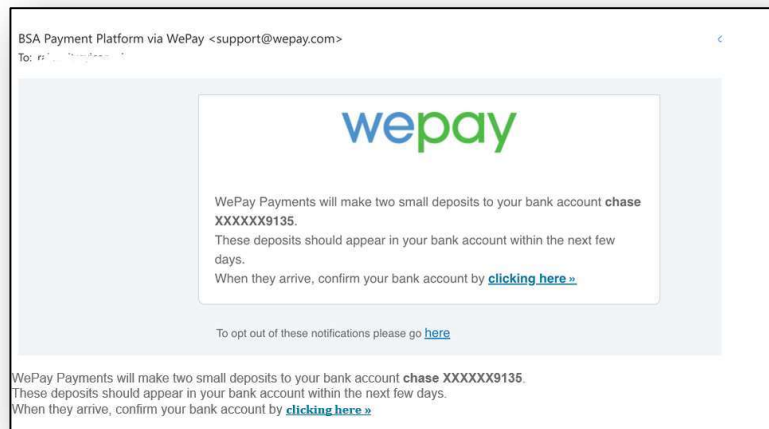
Pay and Post Renewal

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

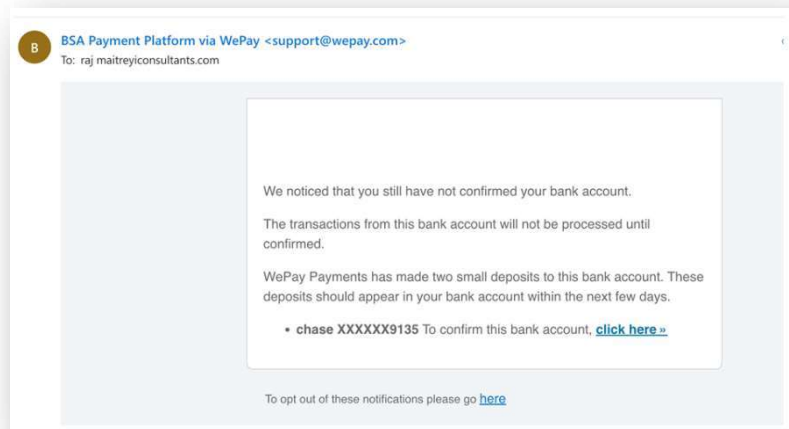
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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](mailto: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.

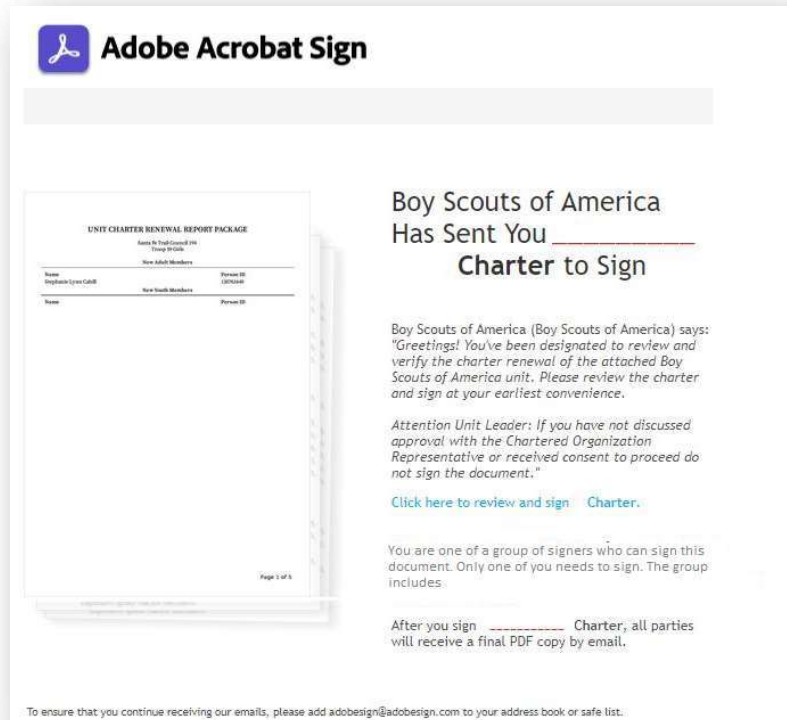
### If payment fails, common issues include

- 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

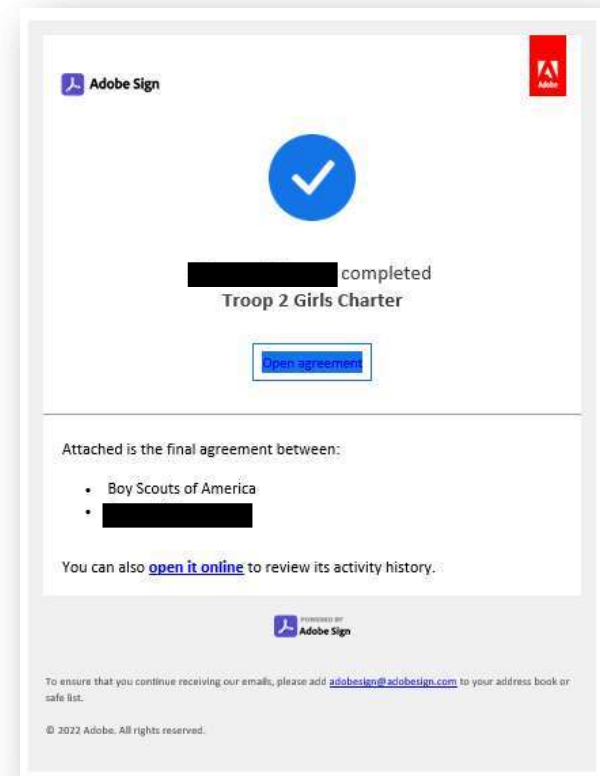


## Signature and Approval

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*