

# Internet Rechartering 2.0

## User Guide

updated 9/12/2022



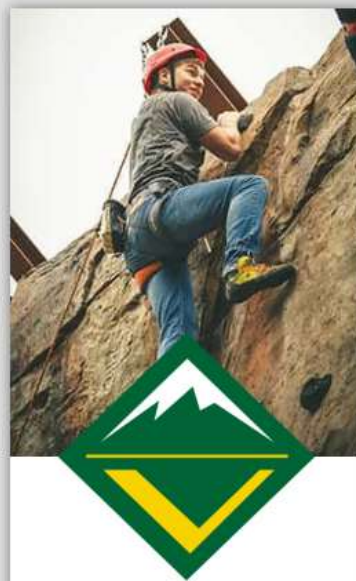
**Cub Scouting**

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



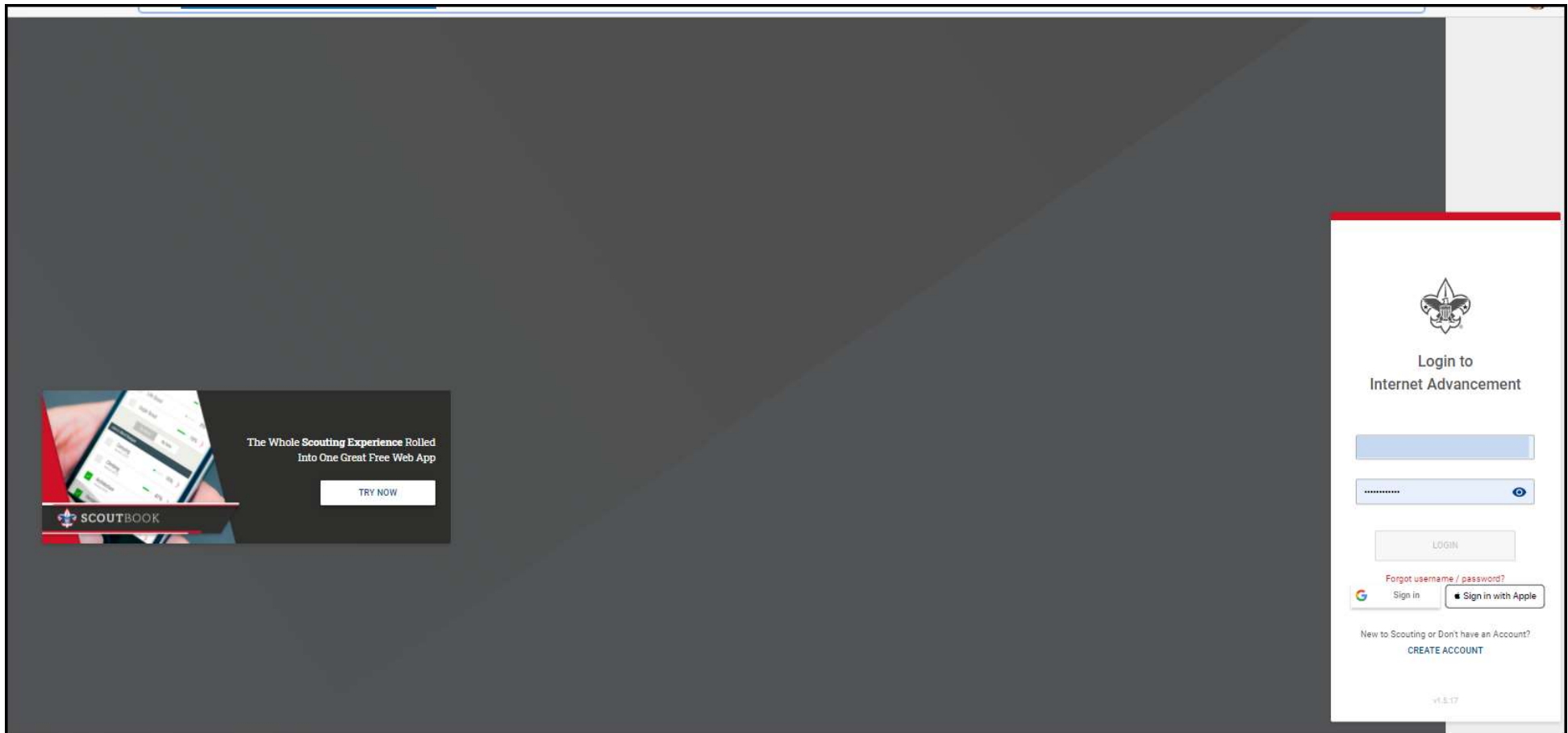
**Exploring**

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. The left sidebar contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, 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, 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. The table contains three rows of data.

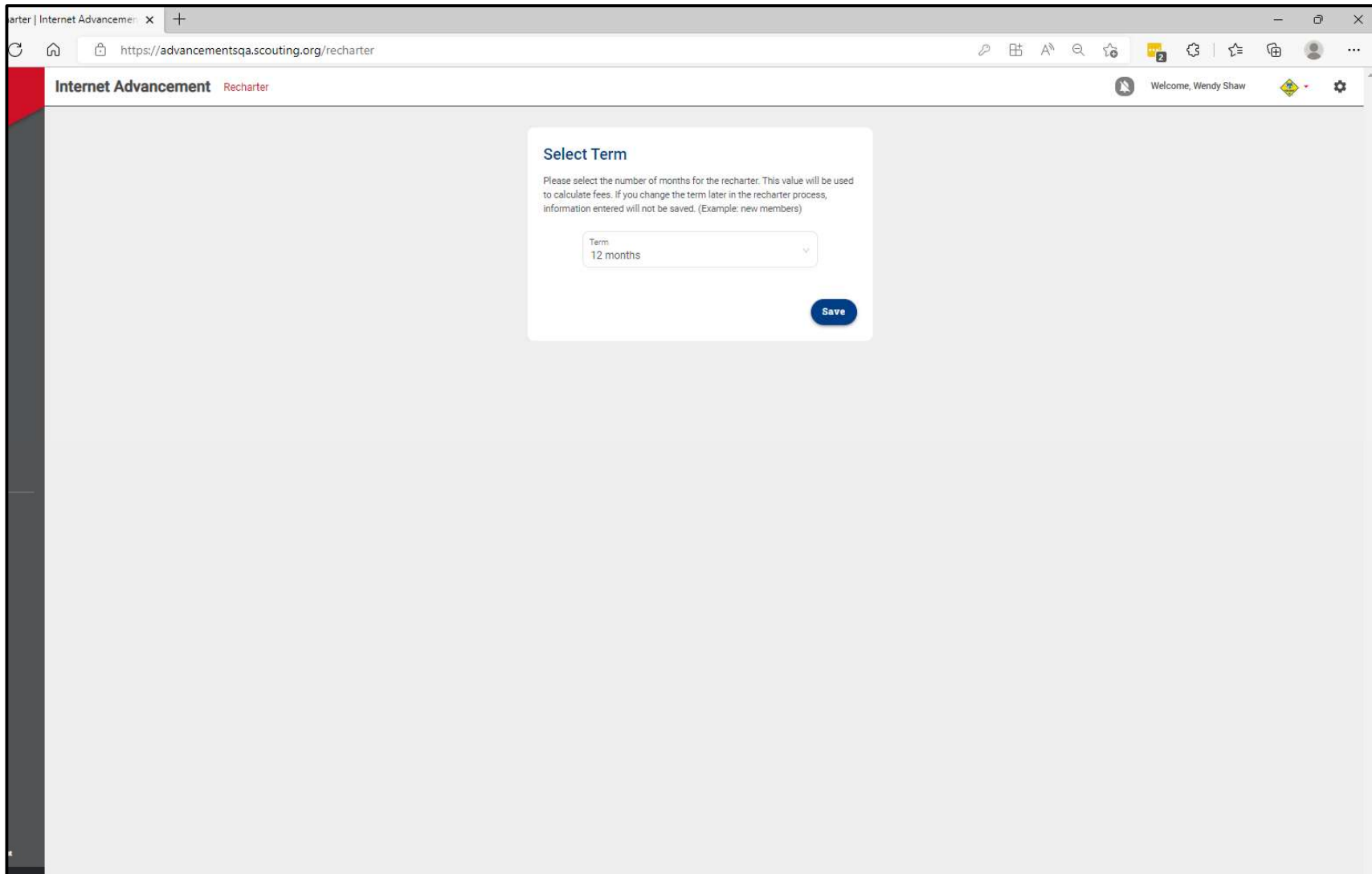
Annotations on the page include:

- A black box with white text: "Once you have logged into your account, choose your Unit and Position by clicking the dropdown." with an arrow pointing to a dropdown menu in the top right corner.
- A black box with white text: "\*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter".
- A black box with white text: "Click on Recharter to open your roster and begin submittal process" with an arrow pointing to the 'Recharter' link in the left sidebar.

	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 displays a "Select Term" form. The form includes a text box labeled "Term" with "12 months" selected. Below the text box is a blue "Save" button. The form also contains a warning message: "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)".

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 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'.

**MY UNIT:**

- 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:**

- 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"/>	John	Smith	M	12/25/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789	✓	✓	---	\$ 0.00	
<input type="checkbox"/>	John	Smith	F	12/25/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	---	---	🔴	\$ 15.00	
<input type="checkbox"/>	John	Smith	F	12/25/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	123456789	---	---	🔴	\$ 0.00	
<input type="checkbox"/>	John	Smith	F	12/25/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	---	---	🔴	\$ 0.00	
<input type="checkbox"/>	John	Smith	M	12/25/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	123456789	---	---	🔴	\$ 0.00	
<input type="checkbox"/>	John	Smith	F	12/25/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	---	---	🔴	\$ 0.00	
<input type="checkbox"/>	John	Smith	M	12/25/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	---	---	🔴	\$ 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: '1 Complete Recharter Information' and '2 Payment and Confirmation'. 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. A callout box points to a pencil icon in the member roster table with the text: 'To edit a position - click the pencil icon to edit.' The member roster table has 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 Clura', an Adult, Assistant Cubmaster, with a pencil icon in the Total column.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andrei	Clura	M	11/20/1978	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	127010000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00

The screenshot shows the 'Internet Advancement Recharter' page with the 'Update Member Information' modal open. The modal displays the unit information for 'Andrei Clura' and a dropdown menu for selecting a position. The 'Update Information' button is circled in red. The dropdown menu lists various positions, with 'Den Leader' selected and circled in red. A callout box points to the 'Den Leader' option with the text: '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).' The background shows the same unit and organization information as the previous screenshot.

**Update Member Information**

You are editing **Andrei Clura's** information

Primary Position in Unit: Assistant Webelos Leader

Member Type: Adult

**Update Information**

Assistant Cubmaster  
Assistant Webelos Leader  
Asst. Den Leader  
Chartered Organization Rep.  
Committee Chairman  
Committee Member  
Cubmaster  
**Den Leader**

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"/>	Anthony	Clark	M	01/01/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Assistant Cubmaster	10000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$ 0.00
<input type="checkbox"/>	Anthony	Clarkson	F	01/01/1986	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	10000000	--	--	<input checked="" type="checkbox"/>	\$ 15.00
<input type="checkbox"/>	Anthony	Clarkson-Thompson	F	01/01/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Lion Adult Partner	10000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Clarkson-Thompson	F	01/01/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Clarkson	M	01/01/1986	1325 W Walnut Hill Ln., Denton	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Clarkson	F	01/01/1986	1325 W Walnut Hill Ln., Lewisville	Adult	Tiger Cub Adult	10000000	--	--	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	Anthony	Clarkson	M	01/01/1986	1325 W Walnut Hill Ln., Flower Mound	Adult	Tiger Cub Adult	10000000	--	--	<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 web application interface. The top navigation bar includes the 'Internet Advancement' logo and a progress indicator with two steps: 'Complete Recharter Information' (active) and 'Payment and Confirmation'. 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: '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'. The 'PACK ROSTER' tab is active, showing a list of members. A search bar is located at the top right of the roster. The roster table has columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first member, 'Ryan Larson', is highlighted with a blue background and a blue plus icon next to their name, indicating they are paying registration fees in another unit. A black box labeled 'Manage Members' points to the 'Manage Members' dropdown menu. Another black box labeled 'Multiple Indicator' points to the blue plus icon next to the first member's name.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Ryan	Larson	M	01/31/1993	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	00000001	✓	✓	--	\$ 0.00
<input type="checkbox"/>	Michelle	Chapman	F	02/03/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000004	--	--	ON	\$ 15.00
<input type="checkbox"/>	Michelle	Thompson	F	05/05/1990	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	00000002	--	--	OFF	\$ 0.00
<input type="checkbox"/>	Michelle	Thompson	F	04/01/1989	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000003	--	--	OFF	\$ 0.00
<input type="checkbox"/>	Chadley	Woods	M	02/28/1997	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	00000005	--	--	OFF	\$ 0.00
<input type="checkbox"/>	Chadley	Woods	F	02/04/1992	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000006	--	--	OFF	\$ 0.00
<input type="checkbox"/>	Chadley	Woods	M	04/27/2000	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000007	--	--	OFF	\$ 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' web application interface. The top navigation bar includes the 'Recharter' title and a user profile for 'Welcome, Ryan Larson'. The main content area is divided into two columns. The left column, titled 'MY UNIT', displays information for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY). The right column, titled 'CHARTERED ORGANIZATION INFORMATION', displays details for 'VISTA RIDGE UNITED METHODIST CHURCH'. Below these columns, the 'PACK ROSTER' section is active, showing a table of members. A black callout box labeled 'Manage Members' points to the 'Manage Members' link in the left sidebar. The table lists members with columns for checkboxes, icons, first and last names, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. The table contains 8 rows of member data.

**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

		First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>		David	Johnson	M	08/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10010000			---	\$ 0.00
<input type="checkbox"/>		David	Johnson	F	08/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10010004	---	---		\$ 15.00
<input type="checkbox"/>		David	Johnson	F	08/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10010005	---	---		\$ 0.00
<input type="checkbox"/>		David	Johnson	F	08/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10010006	---	---		\$ 0.00
<input type="checkbox"/>		David	Johnson	M	08/01/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10010008	---	---		\$ 0.00
<input type="checkbox"/>		David	Johnson	F	08/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10010009	---	---		\$ 0.00
<input type="checkbox"/>		David	Johnson	M	08/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10010010	---	---		\$ 0.00



## Add New Member

2. Enter information in fields

First Name  
DonnaLast Name  
Arnold

Member Type

Adult

Primary Position in Unit

Committee Member

Date of Birth



Add Paper Application

Required Field

5. Click Add Member

Add Member

1. Click Manage Members

TROOP ROSTER

RENEW

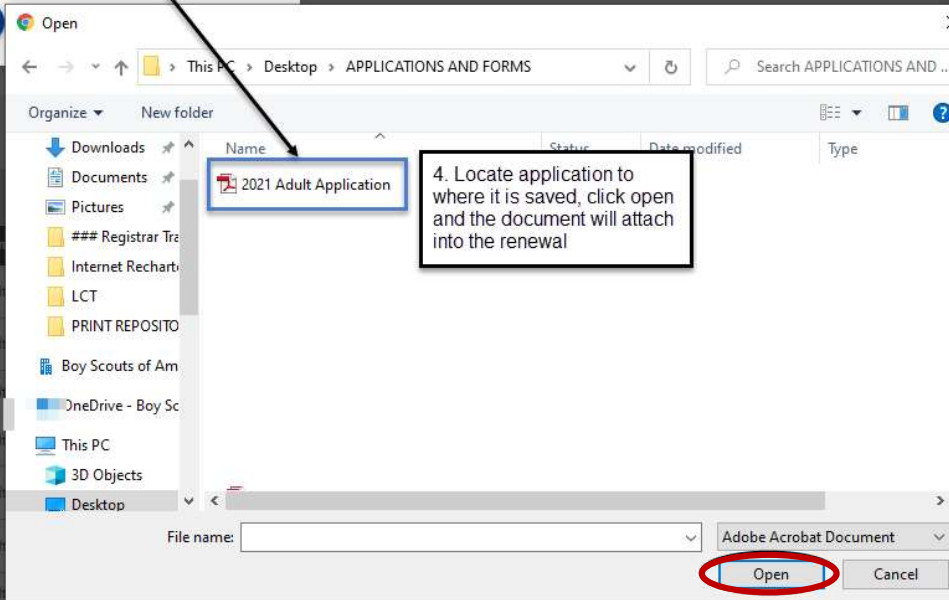
MEMBERS (0)

Manage Members

Upload Document

Show: All Roster

<input type="checkbox"/>	Name	Gender	DOB	Address	Member
<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

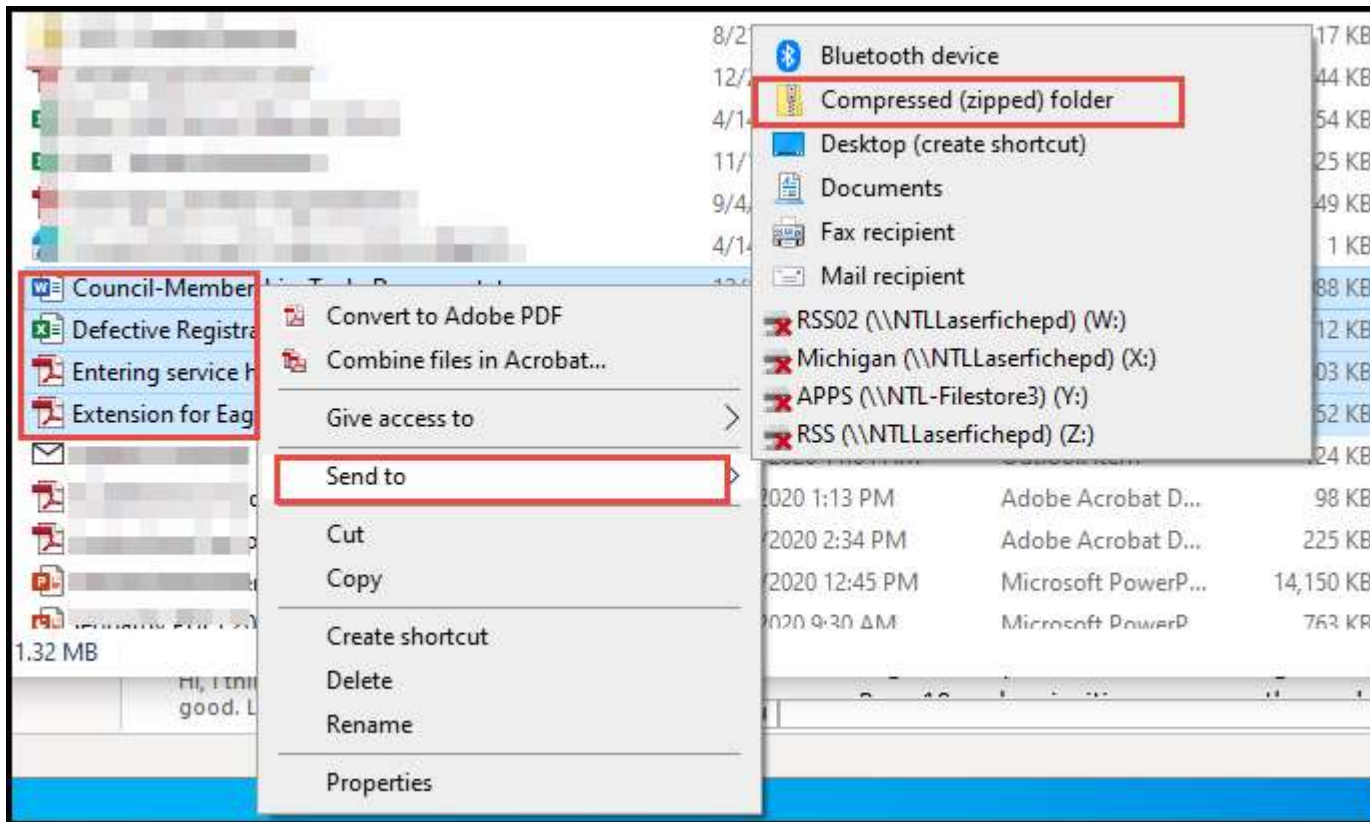
<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946			<input type="checkbox"/>	\$ 45.00	
<input type="checkbox"/>	 Joseph Muckleroy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

☐ 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	✓	✓	<input type="checkbox"/>	\$ 20.00	
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/> Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	<input type="checkbox"/>	\$ 20.00	
<input type="checkbox"/> Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	!	<input type="checkbox"/>	\$ 20.00	
<input type="checkbox"/> Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	!	<input type="checkbox"/>	\$ 20.00	
<input checked="" type="checkbox"/> Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	<input type="checkbox"/>	\$ 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

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

First Name: donna

Last Name: arnold

Email Address: donna.arnold@scouting.org

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

### 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.

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TROOP ROSTER

REMOVED MEMBERS (1)

**PENDING MEMBERS (1)**

Send Reminder

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

Total 1 Items

< **1** > 10 / page ▾

# Edit Personal Information

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

Internet Advancement

Recharter

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"/>	Justin	Adams	M	04/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	40000000			--	\$ 0.00	
<input type="checkbox"/>	Justin	Adams	F	02/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	40000000	--	--		\$ 15.00	
<input type="checkbox"/>	Justin	Adams	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	40000000	--	--		\$ 0.00	
<input type="checkbox"/>	Justin	Adams	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	40000000	--	--		\$ 0.00	
<input type="checkbox"/>	Justin	Adams	M	05/05/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	40000000	--	--		\$ 0.00	
<input type="checkbox"/>	Justin	Adams	F	02/02/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	40000000	--	--		\$ 0.00	
<input type="checkbox"/>	Justin	Adams	M	05/05/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	40000000	--	--		\$ 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"/>	 William Nepper	1000000000	56		Unassigned
<input type="checkbox"/>	 John Smith	1000000001	68		Unassigned
<input type="checkbox"/>	 Susan Kenna	1000000002	66		Unassigned
<input type="checkbox"/>	 Ronald Lockfield	1000000003	59		Unassigned
<input type="checkbox"/>	 John Mulrady	1000000004	63		Unassigned
<input type="checkbox"/>	 William Nepper	1000000005	16	 Second Class ⓘ	1
<input type="checkbox"/>	 Adam Prewett	1000000006	15	 Second Class ⓘ	2
<input type="checkbox"/>	 John Prewett	1000000007	54		Unassigned
<input type="checkbox"/>	 Keith Boulton	1000000008	17	 Life Scout	Unassigned
<input type="checkbox"/>	 Robert W. Boulton	1000000009	61		Unassigned

Total 10 Items 1 10 / page

Internet Advancement Youth Profile

Welcome, Christopher Price



William Nepper

Second Class

Started

Pending Approval

Approved

Ranks

Second Class ★ 2020-01-21

Scout ★ 2020-01-21

Awards

Totini Chip ★ 2019-09-27

Merit Badges (8)

Citizenship in the World ✓ 2021-01-04

Fishing ★ 2017-08-15

Kayaking ★ 2017-07-07

Oceanography ★ 2017-07-07

Approved

Awarded

Tenderfoot ★ 2020-01-21

First Aid ★ 2019-08-06

Golf ★ 2019-08-11

Music ★ 2019-08-08

Swimming ★ 2017-08-09

Advancements

Scout's Info

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



Advancements

Scout's Info

## PERSONAL INFORMATION

Prefix Preferred Name Date of Birth: Last Name Suffix Relationship Gender: 

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

## ADDRESS INFORMATION

Home Business Vacation

☒ PrimaryCountry Address Line 2 State Address Line 1 City Zip Code 

## CONTACT INFORMATION

## EMAIL

☒ PrimaryEmail Address\* 

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"/>	Anthony	Johnson	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	123456789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Christina	Johnson	F	02/04/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Shelby	Wendelborn-Thompson	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Shelby	Wendelborn-Thompson	F	04/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Shelby	Wendelborn	M	05/04/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chloe	Wendelborn	F	02/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chloe	Wendelborn	M	02/20/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	123456789	<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: 3890 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. A checkbox next to her name is checked. A callout box '2. click the checkbox next to the name you would like to add back into the Recharter' points to this checkbox.

**ADD TO RECHARTER:** A button labeled 'Add To Recharter' is circled in red. A callout box '3. Click Add To Recharter' points to this button.

**ADD TO RECHARTER POPUP:** A modal window titled 'Add to recharter' is open. It contains the text 'Please confirm you want to add the following members to the recharter:' and a list of 'ADULTS (1)' with 'Donna Arnold' selected. At the bottom of the modal are 'CANCEL' and 'ADD' buttons. The 'ADD' button is circled in red. A callout box '4. Click Add' points to this button.

**VALIDATE RECHARTER AND PAY:** A large blue button at the bottom right of the interface is circled in red. A callout box '1. Click on the Removed Member tab' points to the 'REMOVED MEMBERS' tab at the top of the main content area.

## 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 errors and warnings:

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

The 'CONTINUE EDITING' button is circled in red. Below the popup, the 'TROOP ROSTER' table is visible:

	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	--	--	1	\$ 72.00
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

At the bottom right, the 'Validate Recharter and Pay' button is circled in red. A text box on the right side of the interface 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.'

Internet Advancement

Recharter

Welcome, Derek Brasher

<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	

Add Youth (Must have at least 5 youth)

Total 12 Items

12 / page

Validate Recharter and Pay

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

## 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

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 fee 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

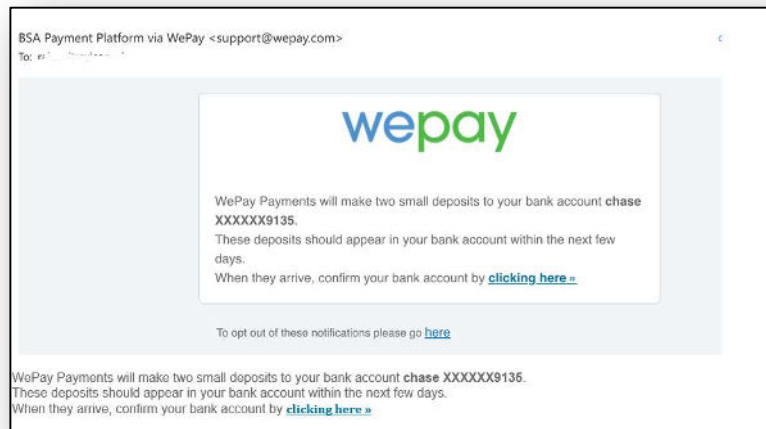
Pay and Post Renewal

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

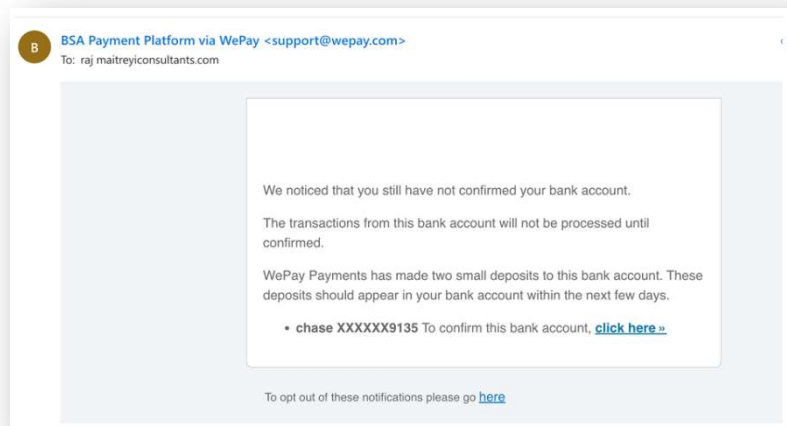
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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.



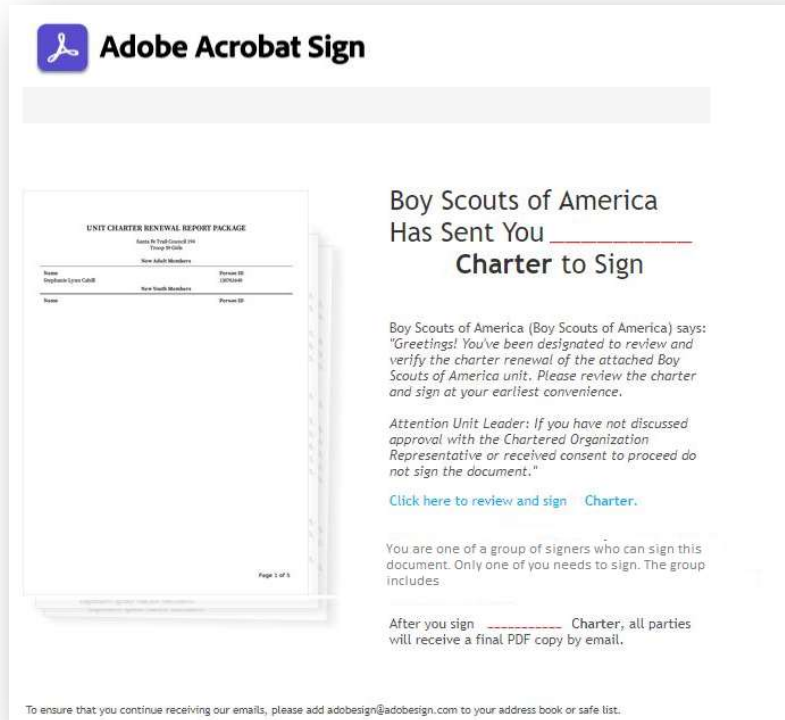
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

### If payment fails, common issues include

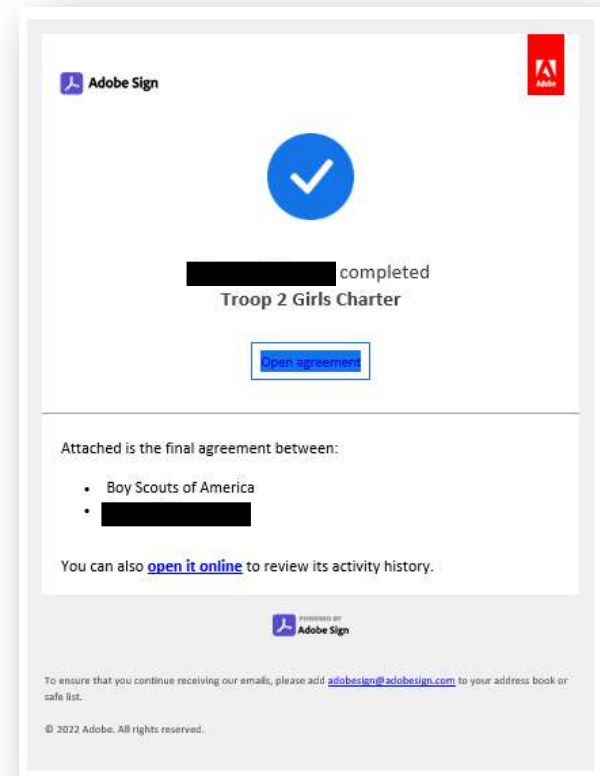
- Bank was not confirmed within 30 days
- Bank refused the payment request
- Incorrect bank account information was provided
- Incorrect transaction amount entered for payment
- Insufficient funds in the bank account

## 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*