

Internet Rechartering 2.0

User Guide

updated 9/12/2022



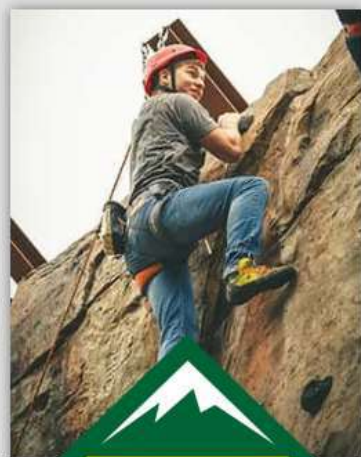
Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

Co-ed 14-20 years old



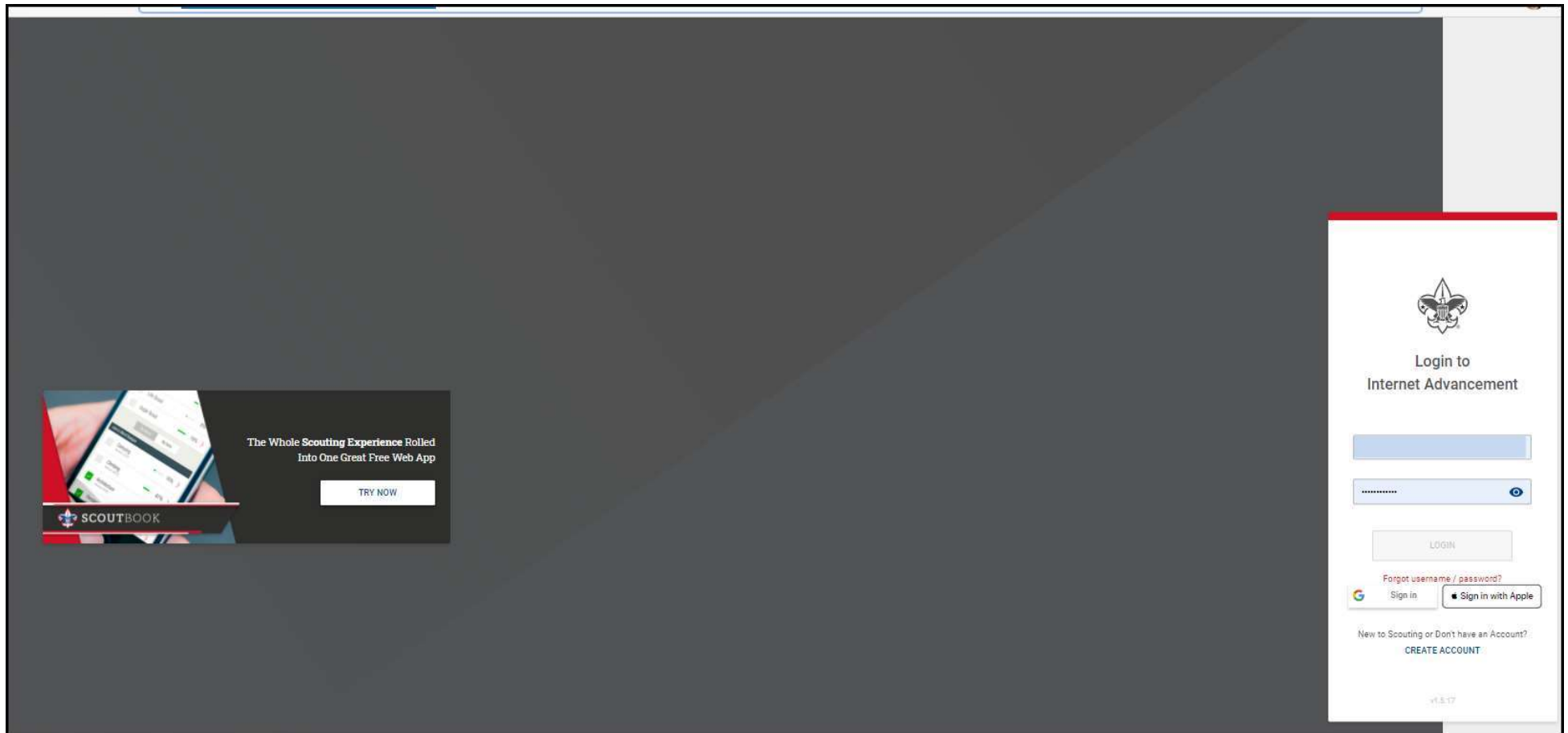
Exploring

Co-ed 10-20 years old

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

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

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



The image shows a screenshot of the Scoutbook login interface. On the left, there is a promotional banner for Scoutbook with the text "The Whole Scouting Experience Rolled Into One Great Free Web App" and a "TRY NOW" button. The main area is a dark grey background. On the right, there is a white login panel with the Scoutbook logo at the top, followed by the text "Login to Internet Advancement". Below this are input fields for a username and password, a "LOGIN" button, and a "Forgot username / password?" link. There are also "Sign in" and "Sign in with Apple" buttons. At the bottom of the panel, there is a link for "New to Scouting or Don't have an Account?" and a "CREATE ACCOUNT" button. The version number "v1.5.17" is visible at the very bottom of the panel.

Open Recharter

The screenshot shows the 'Internet Advancement Roster' page. The browser address bar is 'https://advancementsqa.scouting.org/roster'. The page title is 'Internet Advancement Roster'. The user is logged in as 'Ryan Larson'. The left sidebar contains navigation links: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area shows 'My Organization' for 'Pack 62 Vista Ridge United Methodist Church' with a 'FAMILY' dropdown. Below this are tabs for 'Pack Roster', 'Pending Items', and 'History'. A search bar is present. A table lists members: Blake Bickford, Logan Bowen, and Kent Brein. A 'Run Report' button is visible. A right-hand panel shows a list of roles: Cub Scout (Pack 62 FAMILY, Key 3 Delegate), Scouts BSA (Troop 2 GIRLS, Key 3 Delegate), and two Parent/Guardian roles. Annotations include a red circle around the user profile icon in the top right, a black box with instructions on how to select a unit and position, another black box with eligibility criteria for Key 3 roles, and a third black box pointing to the 'Recharter' link in the sidebar.

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

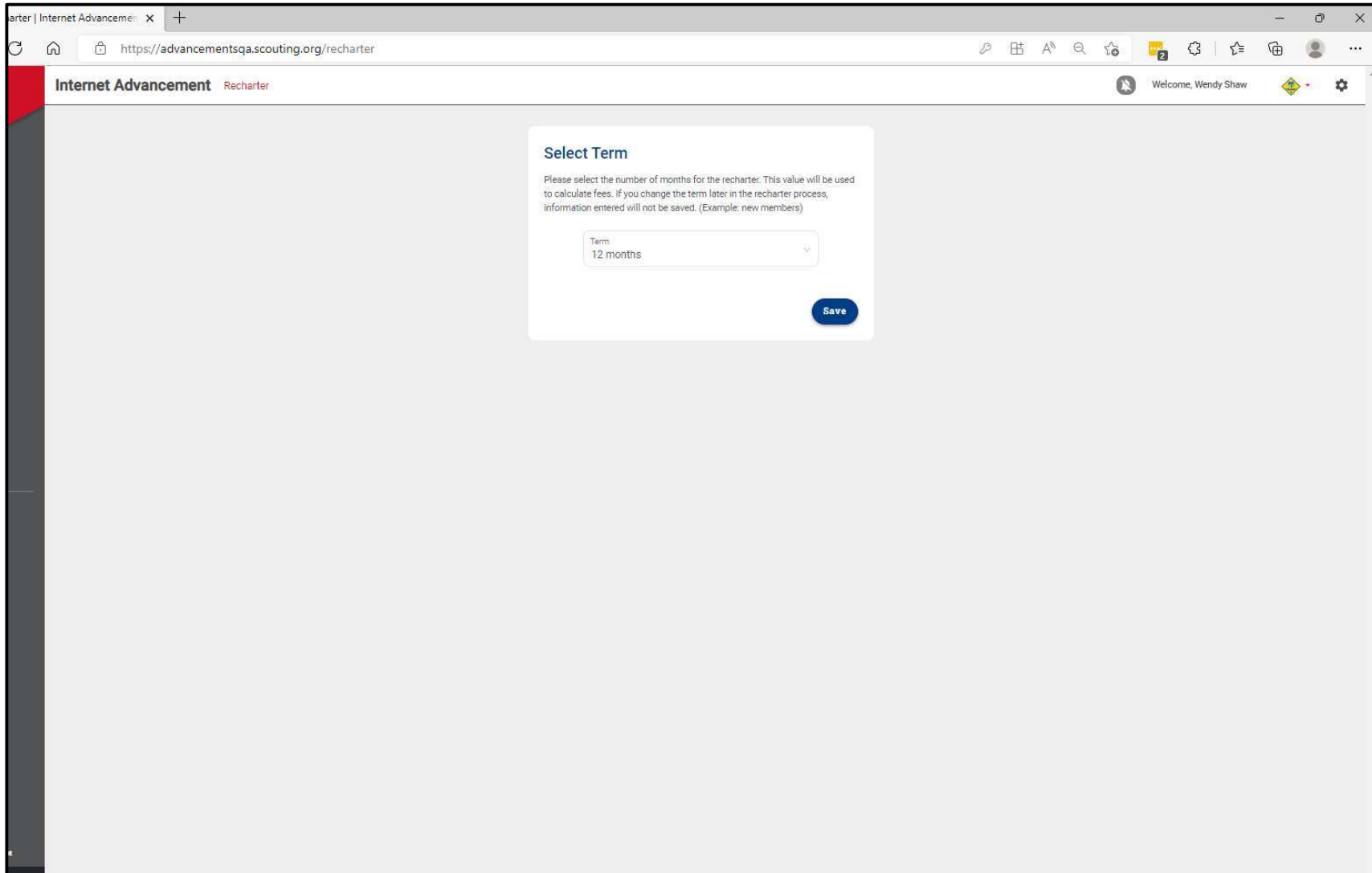
*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter

Click on Recharter to open your roster and begin submittal process

	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 user is logged in as "Wendy Shaw". The main content area features a "Select Term" form with the following text: "Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)". Below this text is a dropdown menu labeled "Term" with "12 months" selected. A blue "Save" button is located at the bottom right of the form.

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

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

The screenshot displays the 'Recharter' interface for 'Internet Advancement'. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into two sections: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'.

MY UNIT:
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**
 Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION:
 VISTA RIDGE UNITED METHODIST CHURCH
 Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

Below the unit information, there are tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The 'PACK ROSTER' tab is active, showing a table of members with columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table contains 8 rows of member data.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Frank	Franklin	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000	Green Checkmark	Green Checkmark	---	\$0.00
<input type="checkbox"/>	Andy	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	---	---	Toggle On	\$15.00
<input type="checkbox"/>	Robin	Chapman	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000000	---	---	Toggle Off	\$0.00
<input type="checkbox"/>	Robin	Chapman	F	01/01/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	---	---	Toggle Off	\$0.00
<input type="checkbox"/>	Quinn	Knobler	M	08/20/1982	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	10000000	---	---	Toggle Off	\$0.00
<input type="checkbox"/>	Quinn	Knobler	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	---	---	Toggle Off	\$0.00
<input type="checkbox"/>	Quinn	Knobler	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	---	---	Toggle Off	\$0.00
<input type="checkbox"/>	Quinn	Knobler	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	---	---	Toggle Off	\$0.00

Changing an adult leader position

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

The screenshot shows the 'Internet Advancement Recharter' page. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area displays 'MY UNIT' information for Pack 62, including unit type, number, tenure, and expiration dates. To the right, 'CHARTERED ORGANIZATION INFORMATION' is shown for Vista Ridge United Methodist Church. Below this is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. A table lists members with columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The first member, Andrei Clura, is highlighted, and a pencil icon in the Total column is circled in red.

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

The screenshot shows the 'Update Member Information' modal form for Andrei Clura. The form has two input fields: 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). A dropdown menu is open below the Member Type field, listing various positions: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is circled in red. A blue 'Update Information' button is also circled in red. A text box on the right provides instructions and a note.

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

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

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

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

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

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

CHARTERED ORGANIZATION INFORMATION

VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church

Chartered Organization Address: 2901 Denton Tap Rd

Chartered Organization City: Lewisville

Chartered Organization State: TX

Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0)

Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

Search by Name or Member ID

<input type="checkbox"/>		First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>		Archie	Archie	M	01/01/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>		Archie	Dorchester	F	08/04/1992	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 15.00	
<input type="checkbox"/>		Archie	Waukegan-Thompson	F	01/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>		Archie	Waukegan-Thompson	F	06/01/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>		Charles	Dallas	M	06/28/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>		Cindy	Waukegan	F	02/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	
<input type="checkbox"/>		Cindy	Waukegan	M	06/22/1988	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	10000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ 0.00	



Adding an Existing Member of Another Unit

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

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

The screenshot displays the Recharter interface for Pack 62. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area shows unit details for Pack 62, Vista Ridge United Methodist Church, Family. A progress bar indicates 'Complete Recharter Information' (1 of 2 steps). Below the unit information is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING'. The roster table includes columns for checkboxes, member photos, names, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. A 'Manage Members' button is overlaid on the 'REMOVED MEMBERS (1)' tab. A 'Multiple Indicator' label points to a plus sign icon next to the first 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"/>	[Photo]	[Name]	M	[DOB]	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	[ID]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	[Photo]	[Name]	F	[DOB]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[ID]	--	--	<input type="checkbox"/>	\$15.00
<input type="checkbox"/>	[Photo]	[Name]	F	[DOB]	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	[ID]	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	[Photo]	[Name]	F	[DOB]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[ID]	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	[Photo]	[Name]	M	[DOB]	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	[ID]	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	[Photo]	[Name]	F	[DOB]	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	[ID]	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	[Photo]	[Name]	M	[DOB]	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	[ID]	--	--	<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' web application interface. The top navigation bar includes 'Internet Advancement' and 'Recharter'. A sidebar on the left contains menu items: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into two columns. The left column, titled 'MY UNIT', displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY). It lists: 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, and Unit New Expire Date: 01/31/2024. A black callout box labeled 'Manage Members' points to the 'Manage Members' dropdown in the roster section. The right column, titled 'CHARTERED ORGANIZATION INFORMATION', lists: 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, and Chartered Organization Zip: 75067-8156. Below these sections is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. It includes links for 'Payment Logs', 'Refresh Roster', and 'Print Roster'. A search bar is present with the text 'Search by Name or Member ID'. Below the search bar is a table with the following columns: checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table contains seven rows of member data.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Public	Public	M	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13250000	✓	✓	---	\$ 0.00
<input type="checkbox"/>	Public	Public	F	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250004	---	---	🔴	\$ 15.00
<input type="checkbox"/>	Public	Public	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13250000	---	---	🔴	\$ 0.00
<input type="checkbox"/>	Public	Public	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250000	---	---	🔴	\$ 0.00
<input type="checkbox"/>	Public	Public	M	01/01/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13250004	---	---	🔴	\$ 0.00
<input type="checkbox"/>	Public	Public	F	01/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250004	---	---	🔴	\$ 0.00
<input type="checkbox"/>	Public	Public	M	01/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250000	---	---	🔴	\$ 0.00

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP

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

Add New Member

2. Enter information in fields

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

3. Click the plus sign to attach application

Add Paper Application
Required Field

5. Click Add Member

Add Member

ORGANIZATION INFORMATION
Friends of the Williamson Troop
Organization Name: Friends of the Williamson Troop
Organization Address: 5890 Packard
Organization City: Vidor
Organization State: TX
Organization Zip: 77652-2457

TROOP ROSTER

1. Click Manage Members

Manage Members

	Name	Gender	DOB	Address	Member Type
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	5315 Carnaby St, Irving	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	5315 Carnaby St, Irving	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>	[Redacted]	M	[Redacted]	1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>	[Redacted]	--	[Redacted]	--	Adult

Open

This PC > Desktop > APPLICATIONS AND FORMS

2021 Adult Application

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

File name: [Redacted] Adobe Acrobat Document

Open

Uploading a Group of Documents into the Renewal

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

The screenshot shows a web application interface for managing a troop roster. At the top, there are two progress indicators: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections: 'MY UNIT', 'Upload Document', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for Troop 118, Friends of the Williamson Troop, including unit type, number, and expiration dates. The 'Upload Document' popup is open, showing a list of members with checkboxes and 'Drag file here, or browse.' instructions. The 'CHARTERED ORGANIZATION INFORMATION' section provides details about the chartered organization, including name, address, city, state, and zip code. Below these sections is a 'TROOP ROSTER' table with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The 'Upload Document' button in the roster is highlighted with a red box, and an arrow points to the 'Upload Document' popup. The 'YPT' and 'CBC' columns in the roster have checkboxes, and the 'Scout Life' column has toggle switches. The 'Total' column shows monetary values, and the 'Name' column has edit icons.

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
Joseph Muckleroy

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

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)
Manage Members Upload Document Show: All Roster

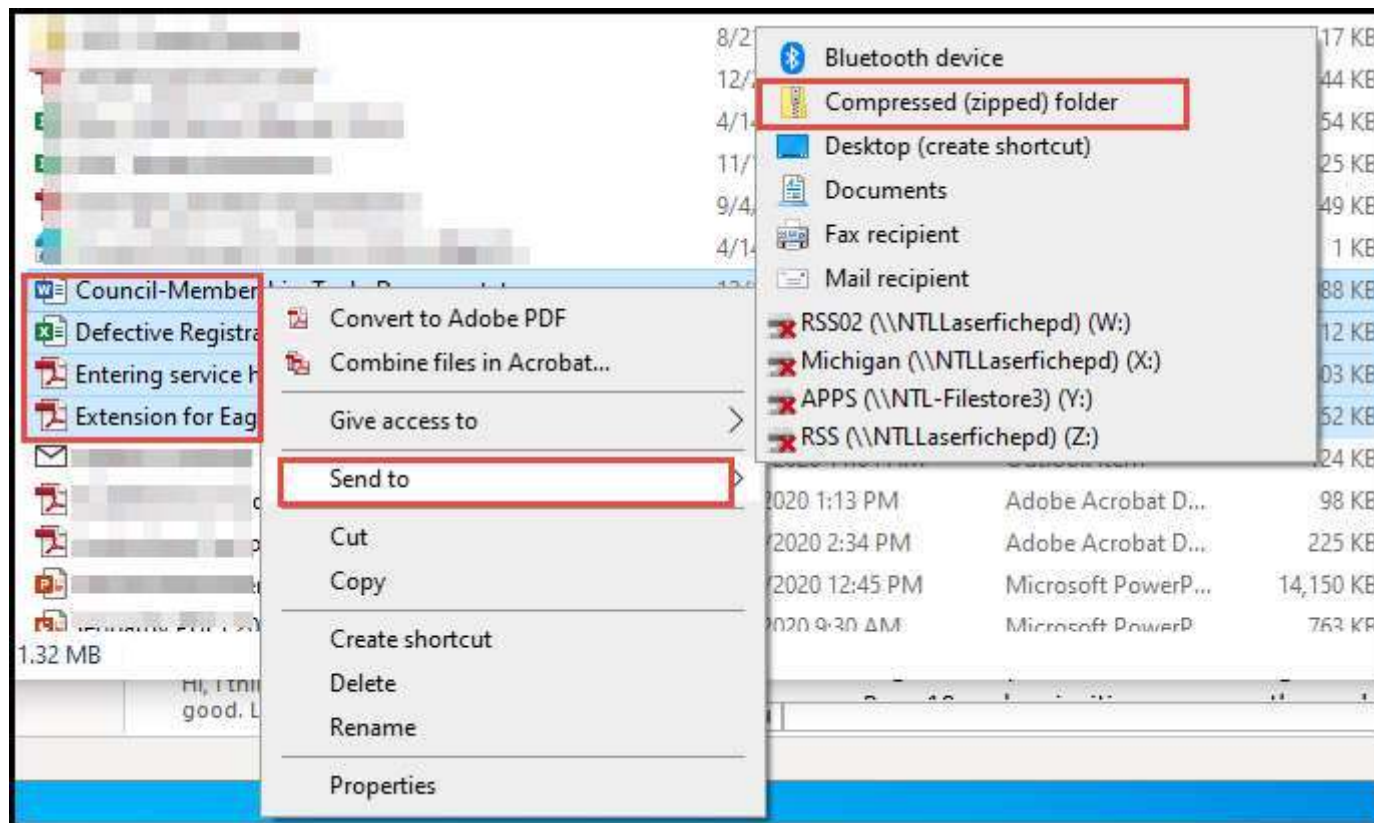
	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 45.00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

Promoting a Member

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

Creating a Zip File for loading documents

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



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

Adding a Multiple

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

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

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

MY UNIT
PACK 1381 HIGHER GROUND ACADEMY **FAMILY**

Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 8
Unit New Expire Date: 04/30/2022

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

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY

Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

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

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

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

Mark as Multiple

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

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

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

Mark as Multiple

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

Barry Kennedy X

Council

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

Mark as Multiple

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

Barry Kennedy X

Council
Northeastern Pennsylvania Council 501

Unit Type

Unit

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

Mark as Multiple

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

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

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

Invite New Member into the unit (Leads)

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Invite New Member

Member Type: Participant

Email Address:

First Name:

Last Name:

Invite Member

There are three invite options - Adult , Youth and Participant

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

Invite New Member

Member Type: Adult

Email Address:

First Name:

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 pictures

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

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

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

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

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

TROOP ROSTER REMOVED MEMBERS (1)

PENDING MEMBERS (1)

Send Reminder

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

Total 1 Items < 1 > 10 / page

Edit Personal Information

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

The screenshot shows the 'Internet Advancement Recharter' web application. The left sidebar contains navigation options: Roster (highlighted with a red circle), Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections: 'Complete Recharter Information' (with a progress indicator), 'MY UNIT' (PACK 62 VISTA RIDGE UNITED METHODIST CHURCH), and 'CHARTERED ORGANIZATION INFORMATION' (VISTA RIDGE UNITED METHODIST CHURCH). Below these is the 'PACK ROSTER' section, which includes tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. 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 table lists several members, including an Assistant Cubmaster and several Tiger Cub Adults.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	M	...	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	...	✓	✓	---	\$0.00
<input type="checkbox"/>	F	...	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	...	---	---	☺	\$15.00
<input type="checkbox"/>	F	...	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	...	---	---	☺	\$0.00
<input type="checkbox"/>	F	...	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	...	---	---	☺	\$0.00
<input type="checkbox"/>	M	...	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	...	---	---	☺	\$0.00
<input type="checkbox"/>	F	...	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	...	---	---	☺	\$0.00
<input type="checkbox"/>	M	...	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	...	---	---	☺	\$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
<input type="checkbox"/>	Michael [Redacted]	[Redacted]	56		Unassigned
<input type="checkbox"/>	Mark [Redacted]	12077728	68		Unassigned
<input type="checkbox"/>	Brian Kemp	163727195	66		Unassigned
<input type="checkbox"/>	Ronald Lockfield	12218289	59		Unassigned
<input type="checkbox"/>	John McCurdy	100221565	63		Unassigned
<input type="checkbox"/>	William Napper	120371903	16	Second Class	1
<input type="checkbox"/>	Adam Powers	126215681	15	Second Class	2
<input type="checkbox"/>	Jade Powers	134491165	54		Unassigned
<input type="checkbox"/>	Nash Rowntree	120071196	17	Life Scout	Unassigned
<input type="checkbox"/>	David [Redacted]	[Redacted]	61		Unassigned

Total 10 Items 10 / page

Internet Advancement Youth Profile Welcome, Christopher Price

William Napper
Second Class

Started Pending Approval **Approved**

Approved ✓ Awarded ★

Ranks

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

Awards

- Totini Chip ★ 2018-08-27

Merit Badges (8)

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

Advancement Scout's Info

Activity Logs

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

Ranks

Tenderfoot Second Class First Class

Previous Last Next

Approved

SEE ALL

Run Report

PERSONAL INFORMATION

Prefix Last Name Suffix

Preferred Name

Date of Birth:

Gender:

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

ADDRESS INFORMATION

Home Business Vacation

Country: USA

Address Line 1: 1325 W Walnut Hill Ln.

Address Line 2:

City: Prescott

State: AZ-ARIZONA

Zip Code: 86303-5380

CONTACT INFORMATION

EMAIL

Primary

Add Email Address +

PHONE

Recharter | Internet Advancement | Internet Advancement

https://advancementsqa.scouting.org/recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY
 Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION
 VISTA RIDGE UNITED METHODIST CHURCH
 Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

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

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

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Amelia	Chickens	M	08/24/1980	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	08/24/1980	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"/>	Stephanie	Thompson	F	04/04/1988	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"/>	Stephanie	Thompson	F	04/04/1988	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"/>	Charles	Wilson	M	05/26/1980	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"/>	Chady	Wade	F	06/04/1980	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"/>	Corey	Wade	M	08/23/1980	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

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

Remove from recharter ✕

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

ADULTS (1)

Donna Arnold ✕

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

Add To Recharter ↻

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

Adding An Individual Back Into The Recharter After Removing Them

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

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

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

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

Validate Recharter and Pay

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

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

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

- 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. A text box on the right explains: "Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error." At the bottom right, the "Validate Recharter and Pay" button is also circled in red.

Unit Information:

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

TROOP ROSTER

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

Total 12 items

<input type="checkbox"/>		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946				\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M					115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M					10				\$ 45.00	
<input type="checkbox"/>		Joseph Muckerooy	M					91				\$ 45.00	
<input type="checkbox"/>		Marvin Lopez						--				\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--		\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--		\$ 72.00	

Validate recharter

Recharter validation successful!

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

Payment and Confirmation

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

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION

First Name:

Last Name:

Code: **USA** Phone Number:

Country: **USA (US)** Email Address:

City: Address:

Zip Code: 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 apply **Pay at Council**

RENEWAL ROSTER FEES TOTAL: \$705 USD

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

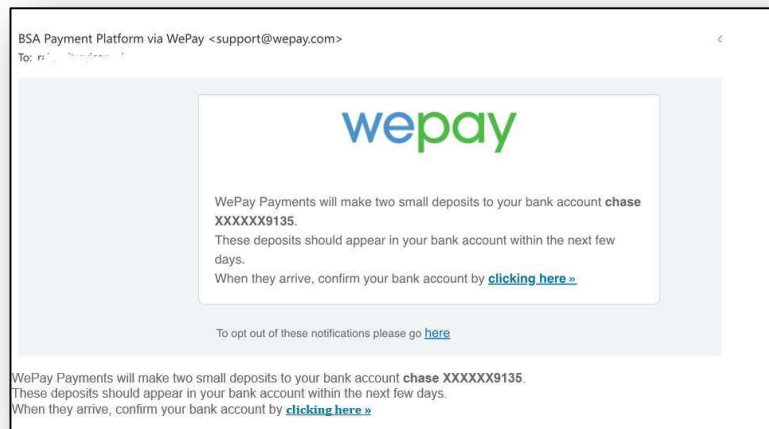
Pay and Post Renewal

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

Note on ACH

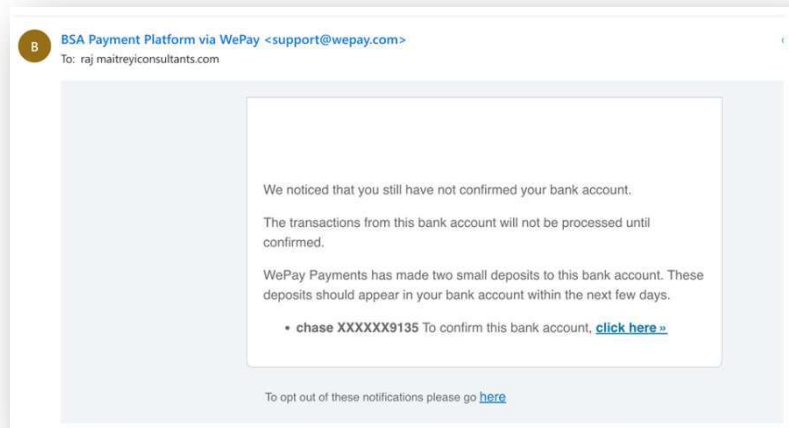
WePay, the payment processor, is the entity with whom ACH transactions occur. (BSA simply receives a confirmation or failure status for the transaction.) Your payment and charter will not be processed until your unit confirms their bank account.

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



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

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



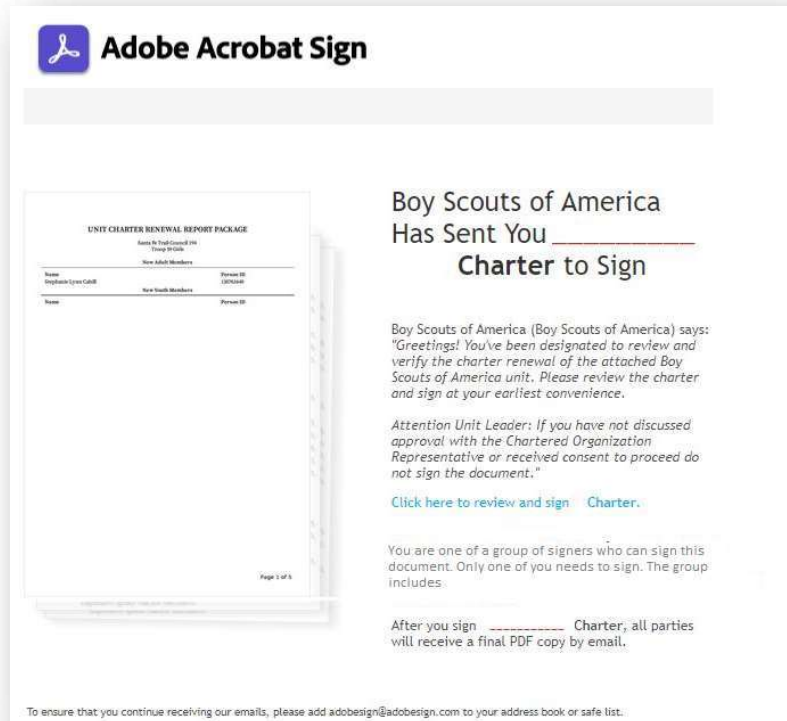
Once confirmed, the microdeposits will be reverted and the transaction amount – the full recharter amount – will be immediately withdrawn, and payment will be complete.

If payment fails, common issues include

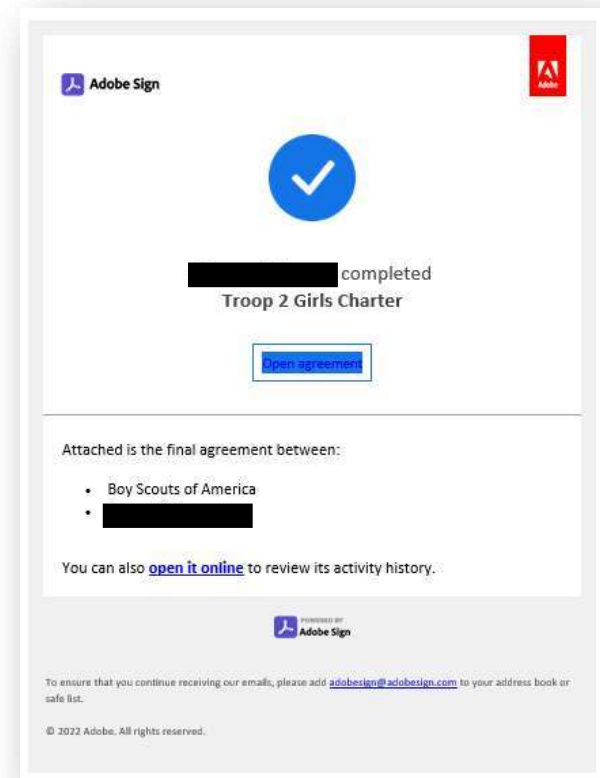
- **Bank was not confirmed within 30 days**
- **Bank refused the payment request**
- **Incorrect bank account information was provided**
- **Incorrect transaction amount entered for payment**
- **Insufficient funds in the bank account**

Signature and Approval

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



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



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