

# Unit Renewal Guide

(Supporting Changes implemented March 1, 2024)  
April 1, 2024

## How do we renew our unit?

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.

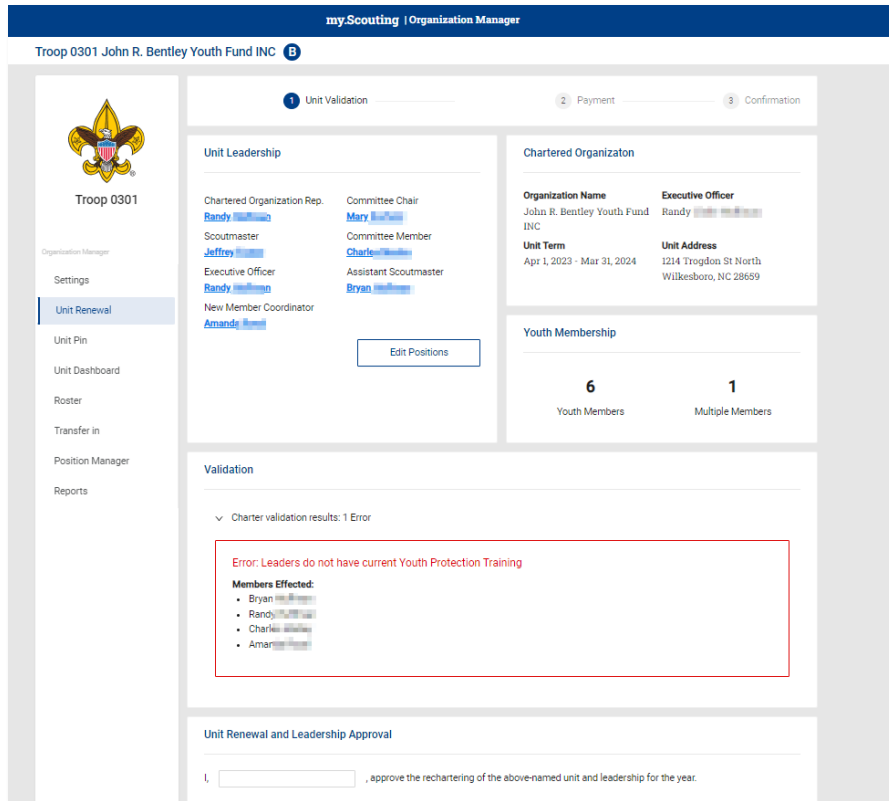
As you prepare to renew your units keep these items in mind:

1. This process only renews the unit, not any of the members, which is a different process now based on the joining date or their last renewal date.
  - a. A unit only has a one month lapsed period after the unit expires (this is a change from two months).
2. It is recommended you pre-check if there are any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders.

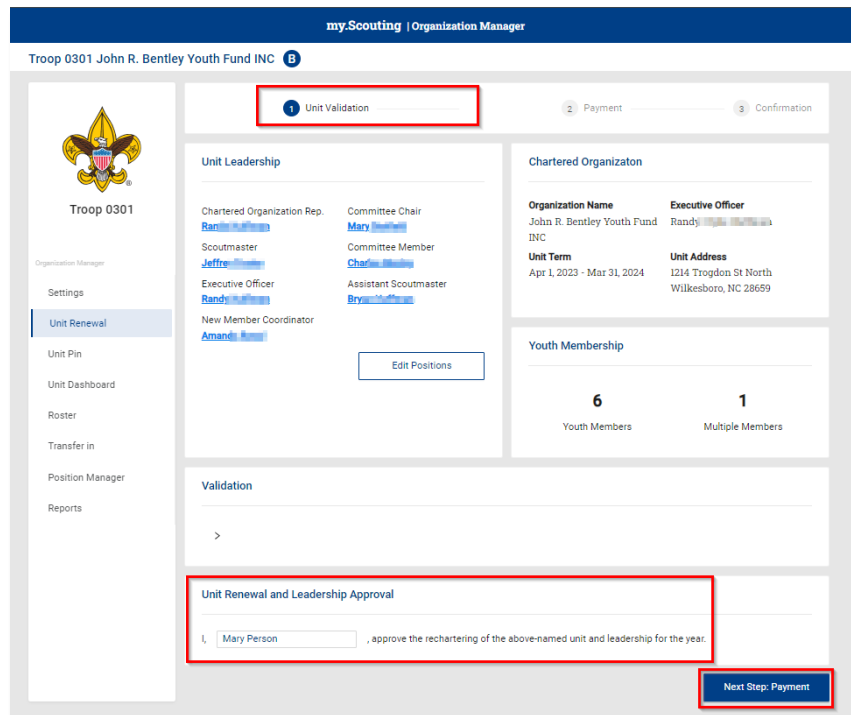
**Validation Codes in Unit Renewal: Errors will not let you proceed. Warnings will allow you to proceed.**

- a. Unit does not have required number of leadership positions – Error.*
  - b. Leaders do not have current Youth Protection Training – Error.*
  - c. Leaders do not have completed CBC Authorizations – Warning.*
  - d. Leaders are less than 18 years old – Error.*
  - e. Youth do not meet the age/grade requirement for the program – Error.*
  - f. Adults do not have SSN – Warning*
3. Check your leadership positions and make sure you have the correct names in the correct positions, if not the Chartered Organization Representative can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can validate again.
4. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).

In Organization Manager, a Unit Renewal tab will display. When selected, the validation process runs and will show any errors.



Each time you open the Unit Renewal tab, the validation check occurs. Once there are no validation errors, sign by entering your name approving the leadership for renewal and then click the "Payment" button.



The payment page will process your unit renewal. Enter the credit card or ACH payment information.

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Troop 0301 John R. Bentley Youth Fund INC

Unit Validation ———— **2** Payment ———— 3 Confirmation

**Unit Renewal Fees**

<b>Recharter Fee:</b>	\$100.00
<b>Subtotal:</b>	\$100.00
<b>Admin Fee (Credit Card - 3%):</b>	\$3.00
<b>Total:</b>	\$103.00

**Billing Information**

Credit Card Bank Account

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

As a unit, you will also have the option to store the credit card for next year if desired.

Troop 0301

\* Card Number:

\* Expiration Date:

\* CVV:

\* Email Address:

**BILLING ADDRESS**

\* Country:

\* Address Line 1:

Address Line 2:

\* City:

\* State/Region:

\* ZIP Code:

Save this card for future payments:

**Submit Payment**

You will also have the option to use ACH instead of a credit card. You can access that form by clicking the ACH tab at the top of the billing information section.

The screenshot shows a web form titled "Billing Information". At the top, there are two tabs: "Credit Card" and "ACH Payment". The "ACH Payment" tab is highlighted in yellow. Below the tabs, there are several input fields, each with a red asterisk indicating a required field. The fields are: "First Name" (text input), "Last Name" (text input), "Email Address" (text input), "Phone Number" (text input with a phone icon), "Address Line 1" (text input), "City" (text input), "State/Region" (dropdown menu with "Choose State/Region" and a downward arrow), and "ZIP Code" (text input). Below these fields, there is a checkbox labeled "Save account information for future payments:". At the bottom right of the form, there is a blue button labeled "Pay With Bank Account".

You can also save ACH information to use again next year.

Click on Submit Payment or Pay With Bank Account and you are finished until next year.

You will see a recap of the fees and be prompted to “Go to Confirmation”.

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**Renewal Order Status**  
Status: Submitted  
Is paid: Yes  
Created By: Mary [redacted]

Unit Validation 1 | Payment 2 | Confirmation 3

**Unit Renewal Fees**

<b>Recharter Fee:</b>	\$100.00
<b>Subtotal:</b>	\$100.00
<b>Admin Fee (Credit Card - 3%):</b>	\$3.00
<b>Total:</b>	\$103.00

[Go To Confirmation](#)

You will next see the payment processing and confirmation page; at the same time, an email confirmation will be sent to the address you entered above. Your unit is now submitted for renewal and will be posted overnight.

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Unit Validation 1 | Payment 2 | Confirmation 3

**Your payment is being processed.**  
Please check back later for the status of your renewal order.

**Renewal Order Status**  
Status: Submitted  
Is paid: Yes  
Created By: Mary [redacted]

You will also receive an e-mail receipt for the payment of the unit renewal fee.

Payment confirmation

 Chase Integrated Payments <chase-support@wepay.com>  
To: [Redacted]

Retention Policy: 3 Year Delete (3 years) Expires: 2/7/2027  
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**CHASE**  
Integrated Payments

**Receipt**

Billed to:	Visa xxxxxx4113 Mary [Redacted]
Total:	USD \$100.00
Purchased from:	Boy Scout of America 1325 W. Walnut Hill Lane, Irving, TX, 75038, US <a href="mailto:Wepay_admin@scouting.org">Wepay_admin@scouting.org</a>
Type:	Sale
Date:	02/08/2024

If you have any questions about your receipt, contact [chase-support@wepay.com](mailto:chase-support@wepay.com).