

## Unit Renewal Guide for Unit Key 3 Member

Unit Renewal is found in Organization Manager and available to Unit Key-3 members.  
(not delegates)

Tips for a successful unit renewal:

1. Remember: This process only renews the unit, not any of the members, which is a separate process based on the joining date or their last renewal date.
2. A unit can renew two months prior to expiration.
3. A unit has a two-month lapsed period after the unit expires.  
i.e. Term date is March 1, 2024, through February 28, 2025.  
Can renew as early as January 1, 2024, and as late as April 30, 2025.
4. It is recommended to pre-check all requirements are met prior to proceeding to avoid any validation issues.

### Validation Codes in Unit Renewal:

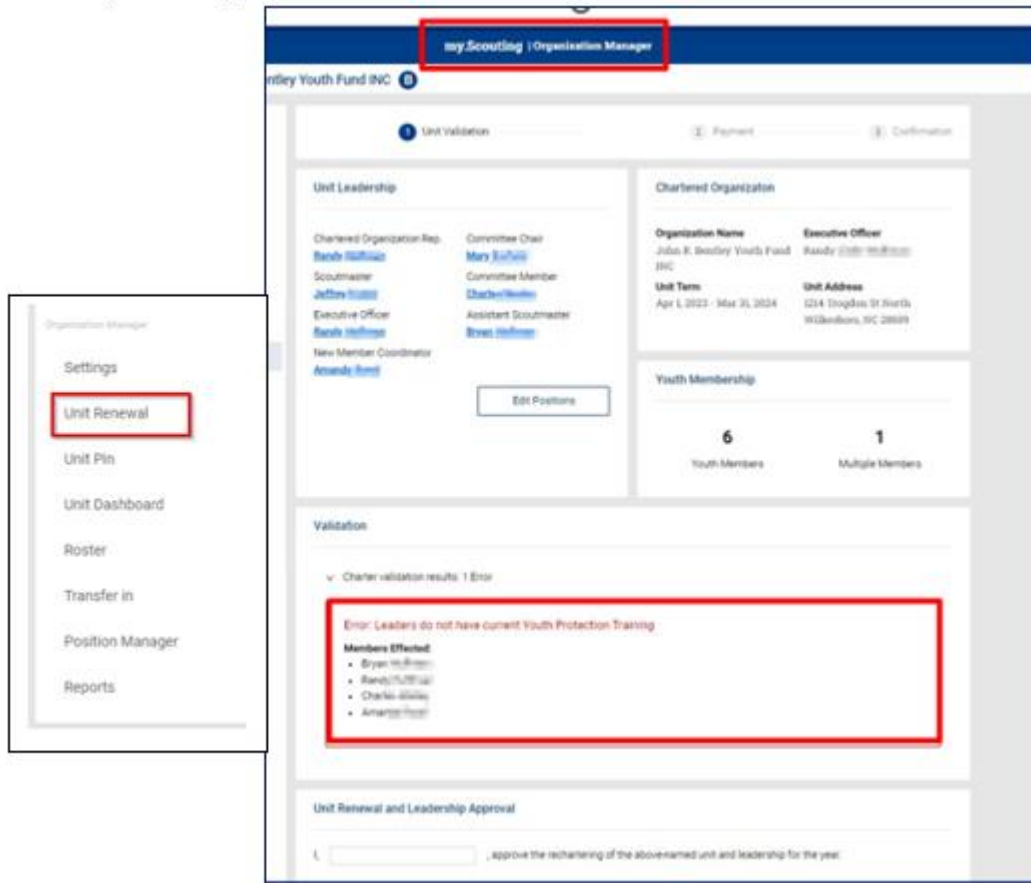
**Errors (red) will not let you proceed.**

**Warnings (yellow) will allow you to proceed.**

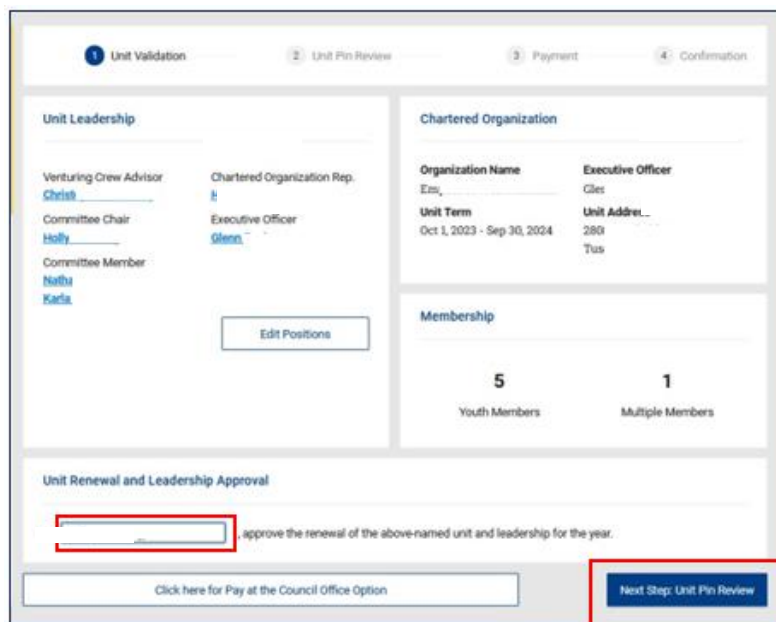
- a. Unit does not have required number of leadership positions – **Error.**
  - b. Leaders do not have current Youth Protection Training – **Error.(most common)**
  - c. Leaders do not have completed CBC Authorizations – **Warning.**
  - d. Leaders are less than 18 years old – **Error.**
  - e. Youth do not meet the age/grade requirement for the program – **Error.**
  - f. Adults do not have SSN – **Warning**
5. 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.
  6. Have a credit card or ACH information handy to pay the Unit Recharter fee (\$100.00).
  7. Proceed with unit renewal.

A member of the Key 3 will log in to their my.Scouting account>Organization Manager and select Unit Renewal.

When selected, the validation process automatically runs and will show any errors that must be cleared up before proceeding. Each time you open the Unit Renewal tab, the validation check processes again.



Once all validation errors have been resolved, “sign” the renewal by entering your name approving the leadership for renewal and then select “Next Step: Unit Pin Review”



Make any necessary changes to the Unit Pin Setup. Then select “ Continue to Unit Renewal”.

Unit Validation — 2 Unit Pin Review — 3 Payment — 4 Confirmation

**Unit Information** Continue to Unit Renewal

Appear on BeAScout:

Allow People to Apply Online:

**Contact Information**

Contact Person: Christopher Holloway  
Phone: (205) 792-3276  
Email: cholloway9133@gmail.com

[Edit](#)

Special Interest Type  
HIGH ADVENTURE

Unit Website  
www.scouting.org

Additional Unit Information  
Additional Unit Information

**Unit Pin Preview**

**This Unit will not appear on BeAScout.**  
Crew 0089 Impact of West Alabama  
Contact: Christopher Holloway  
Email: cholloway9133@gmail.com

Online Registration available for this unit.  
[Request More Information](#) [Apply Now](#)

**Fields to Display on Unit Pin:**

Unit Meeting Address:

Contact Person's Name:

Phone Number:

Contact Email:

Unit Website:

Additional Unit Information:

Select “Credit Card” or “Bank Account” (ACH). Enter the credit card or bank account (ACH) information.

The ACH Payment admin fee is \$1.00; the Credit Card admin fee is 3%.

(See next page for ACH payment information.)

Unit Validation — 2 Payment — 3 Confirmation

**Unit Renewal Fees**

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

**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. Select "Submit Payment" to process your unit renewal.

A screenshot of a credit card payment form. The form includes fields for Card Number, Expiration Date, CVV, Email Address, and Billing Address (Country, Address Line 1, Address Line 2, City, State/Region, ZIP Code). A checkbox labeled "Save this card for future payments:" is highlighted with a red box. A blue "Submit Payment" button is also highlighted with a red box.

You 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. All payment types provide the option to securely save the payment information to use again next year. Click on "Submit Payment" (if by credit card) or "Pay With Bank Account" (if by ACH).

A screenshot of an ACH payment form titled "Billing Information". At the top, there are two tabs: "Credit Card" and "ACH Payment", with "ACH Payment" highlighted in yellow and enclosed in a red box. Below the tabs are fields for First Name, Last Name, Email Address, Phone Number, Address Line 1, City, State/Region, and ZIP Code. A checkbox labeled "Save account information for future payments:" is highlighted with a red box. A blue "Pay With Bank Account" button is also highlighted with a red box.

You will next see a recap of the fees. Select "Go to Confirmation".

1 Renewal Order Status  
Status: Submitted  
Is paid: Yes  
Created By: Mary Parson

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


Unit Renewal Fees

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

[Go To Confirmation](#)

You will next see the payment processing and confirmation page, at the same time, an email confirmation and receipt will be sent to the email address provided in the billing information section.

1 Unit Validation ———— 2 Payment ———— 3 Confirmation



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

1 Renewal Order Status  
Status: Submitted  
Is paid: Yes  
Created By: Mary Parson

Your unit is now submitted for renewal and will be posted overnight.

Payment confirmation

Chase Integrated Payments <chase-support@wepay.com>  
To: [MaryParson@scouting.org](mailto:MaryParson@scouting.org)  
Intention Policy: 3 Year 24hr (1 year) Expires: 3/7/2027  
[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 xxxxxx4112 Mary Parson
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)