Updated Internet Rechartering

October 2020 – Version 12 of Internet Rechartering

NOTE: This presentation is for units expiring December 31, 2020, and thereafter.
After going to Internet Rechartering this brings you to the Welcome page. You must select REGISTER as First Time User to begin.
Rechartering Frequently Asked Questions

Version 12 – Units expiring on December 31, 2020, and thereafter.

What needs to be done to support Criminal Background Checks that BSA will be conducting 2020 and 2021?
How does Internet Rechartering work in my browser?
Why doesn't Internet Rechartering remember me?
Why can't I click the Back button on my browser?
How can I print the roster before the final steps?
How do I resolve a processing error if it occurs at Check Roster?
Can an adult hold two positions in the same unit?
What is a "transfer" member?
After Load Roster is done, why might an adult not have a leader position?
What is the Update Unit Roster function and when should it be used?
How does Promote Members function for youth registrants?
What is the process for resolving an error with Youth Protection Training?
How does the optional electronic approval work for the unit renewal?
What if electronic approval is not used?
How does the optional online payment work for the unit renewal?
What if online payment is not used?
If there is Council Fee, can this be paid with the charter renewal?
When should an Adult Application be completed and submitted to the Council?
Login Page – Enter the Access Code provided by Council to your Unit Leader, Committee Chair and Chartered Organization Representative. Select the Unit Type from the Drop-Down box. Enter your 4-digit unit number (include leading zeroes). Usage is monitored and your Council is aware of each Unit Renewal registered for online access.
In order to continue, you must agree to the confidentiality statement.

**Confidentiality Statement**

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

I agree. I disagree.
The Unit Processor enters their information and sets a password. (Sensitive information has been redacted)
The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.
Load Roster – here you have the option of loading the roster from what is on record with your council, or you may load the roster information from another tool your unit may be using, such as PackMaster or TroopMaster.
Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select Next when you are ready to begin.

If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have saved will be available when you Log In.
Enter the information relevant to the Charter Organization. (Sensitive information has been covered in this example.)

When finished select Next Step.

Notice the Review / Print Roster button.
Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted)

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.
After deselecting members from the previous screen, only the members in your unit will show here. You may correct any incorrect information. Select Previous and check records to be retained.
Pressing the Review / Print Roster Button will give you a preview of the Charter Renewal Application, which appears in the DRAFT format.

Please note: The Fees shown are for illustration only and may not apply.

### CHARTER RENEWAL APPLICATION

<table>
<thead>
<tr>
<th>Unit: Troop 12</th>
<th>Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>County:</td>
</tr>
<tr>
<td>Unit Status: R</td>
<td>Term: 12 months</td>
</tr>
<tr>
<td>Expires Date: 10/31/2021</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Charter Org: Executive Officer: Boys' Life: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term: 12 months</td>
</tr>
<tr>
<td>Begins: 11/2020</td>
</tr>
<tr>
<td>Ends: 10/2021</td>
</tr>
</tbody>
</table>

**Registered: Qty: Fee:**

| Paid Youth | 13 | $558.00 |
| Paid Join Fee | 0 | $0.00 |
| Pre Paid Youth | 0 | $0.00 |
| Multiple Youth | 0 | $0.00 |
| Paid Youth BL | 1 | $12.00 |
| Pre Paid Youth BL | 0 | $0.00 |
| Paid Adults | 2 | $278.00 |
| Pre Paid Adult | 0 | $0.00 |
| Multiple Adults | 1 | $0.00 |
| No Fee Adults | 1 | $0.00 |
| Paid Adult BL | 3 | $56.00 |
| Pre Paid Adult BL | 0 | $0.00 |
| Charter Fee | | $75.00 |

**Subtotal**: $1359.00

**Council Fee**: 22 $858.00

**Total Amount**: $2217.00

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**DRAFT VERSION**: This is a draft report only and cannot be used for charter renewal. You must submit this unit to obtain the final version of the Charter Renewal Application.
Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.** Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.
Follow the instructions for promoting members into your unit from another unit. Note you will need the access codes for units in which you are not a member.
Here you may add a new adult.
Complete the information for a new adult.
Note the warning about the social security number. You will **not** be asked to enter a social security number.

Here you will enter the youth protection completion date for the adult, if necessary. With renewal, you will need to submit the signed, completed adult application, YPT certificate, and any other supplemental documents the council requires.
Here you may add a new youth member.
Enter new youth member information.
Here you have the opportunity to update information on your members. Shown inset left is Youth Protection data and the new entry for read-only CBC Authorization data.
Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted.)
Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.
If there are any errors they are indicated on this page. (Sensitive information has been redacted.) Warnings are not the same as errors (as explained on the screen). Errors **must** be resolved; Warnings are informational.
After selecting the member in error, you will be able to make changes to correct the error. The unit processor will be able to modify YPT dates, but this must not be done without proper documentation.
Still updating the member from Check Roster link. (Sensitive information has been redacted.)
All Errors have now been resolved.
Summary Page.
Inset left is where you make changes to fees. For an Adult or Youth to be Multiple they must have a Paid registration fee in another unit or non-unit position. This new feature will allow multi-select for Boys’ Life and multi-select for Enter Multiple Registration. You may still use the single Update link if more convenient. Note the added new Search by Name feature on this and other pages.
By clicking the Boys’ Life button on the previous page you will see what you need to qualify to be a 100% Boys’ Life unit.
To sign your charter electronically, select the approver, then "I (We) Agree" and select NEXT.

If not signing electronically select "I (We) Do Not Agree" and select NEXT.

NOTES:
The CHARTER FEE is paid at the time of Unit Renewal (or when New Unit is Chartered).
If the Council has elected to collect a Council Fee for paid registrants, this calculation will be displayed with other Fees as appropriate.
This will not appear if the Council does not select this option or uses another method to collect a Council Fee. **Check with Council on Fee related questions.**
If paying by credit card you enter all of the credit card information.

Note: There is a 3% administrative fee for using the credit card.

If paying cash or through a council unit account, you will need to remit the funds to your council before your recharter will be processed.

If paying by e-check you will enter the name on the account, account type, routing number, and account number associated with the account.
If you selected payment by Credit Card

This is the confirmation you should receive if your payment is successful.
If you selected to Pay Direct to the Council

You will get this payment message with Pay Direct to Council.
If you selected payment by E-Check

I (we) hereby authorize a payment debit entry to my (our) Credit/Debit/Share Draft account. I (we) understand that if the payment under this authorization is returned or otherwise dishonored, I (we) will promptly remit the payment due plus any fees due under my (our) account.

Name on Account

Account Type

Routing Number

Account Number

(9 digits)

Bank Name

(3-17 digits)

Account Holder Address

Suite / Apartment

City

Province

Alabama

Postal Code

Country

United States

COMPLETE

By clicking ‘Submit’ you are authorizing Boy Scouts of America and your financial institution to charge your account.

This is the information you will fill out if paying electronically from a checking or savings account. Please note: The Unit is responsible to promptly pay any amount that could not be collected by the E-Check processing.
When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the Warning.

If you are paying by unit account you have the option of checking this box, before submitting you roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the Warning.
This is the second confirmation that you are submitting your roster.
An opportunity to take the survey on using the Internet Rechartering tool.
Confirmation of a successful submission. If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation and/or to save PDF files needed.
Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the button shown on the previous slide.

Please note: The Fees shown are for illustration only and may not apply.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td>31</td>
<td>$1866.00</td>
</tr>
<tr>
<td>Paid Join Fee</td>
<td>1</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pre Paid Youth</td>
<td>6</td>
<td>$0</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Youth BL</td>
<td>37</td>
<td>$444.00</td>
</tr>
<tr>
<td>Pre Paid Youth BL</td>
<td>6</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adults</td>
<td>16</td>
<td>$582.00</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td>1</td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adult BL</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Charter Fee</td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Subtotal: $2992.00
Council Fee: 47 $1760.00

Total Amount: $4752.00