Updated Internet Rechartering

Online Explorer Post Renewal
Clicking on the link provided by your local council for Internet Rechartering brings you to this page. The first time you go in you must select Register.

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit’s charter online and perform the following actions:
- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult this presentation for instructions on using Internet Rechartering.

New member applications
For additional adult or youth membership applications: Membership Applications.

REGISTER
LOG IN
First Time User
Returning User
Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs, or provided directly by your Council. **For Unit Type select POST without regard to whether or not your unit is an Explorer Post, Explorer Club, or STEM Lab.** Then enter your four digit Post number, with any leading zeroes. This entry must be validated for you to proceed with Registration.
In order to continue, you must agree to the confidentiality statement.
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 LFL requirements have been met.
Load Roster – Here you will perform the loading of the roster from what is on record with your council. If you have new adults or participants recently joined, having them entered first by your Council as active registrants will allow your roster to be more complete and save on time instead of doing entry online.
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 at next Log In.

After pressing Next you will see your Organization information and updates may be made to the organization address or phone number if necessary. Click Next Step to continue.
Pressing the Review / Print Roster Button will give you a preview of the Post Renewal Application, which is in the DRAFT format to show work in progress.

UNIT CHARTER RENEWAL REPORT PACKAGE

Council : Post 9573

CHARTER RENEWAL APPLICATION

Unit: Post 9573
Code: EN
District: Exploring
Unit Status: R
Term: 12 months
Expire Date: 12/31/2020

Charter Org: 
Executive Officer:
Term: 12 months
Begins: 01/2020
Ends: 12/2020

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.

<table>
<thead>
<tr>
<th>Registration</th>
<th>Qty</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Youth</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Multiple Youth</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Paid Youth BL</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adults</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Multiple Adults</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>No Fee Adults</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Paid Adult BL</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Unit Liability Insurance Fee</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

Total Amount $0.00

15 Months Completed Tenure
For Adult leaders, leave those who are continuing checked. Uncheck those who will not continue on the roster for the coming registration term. Positions will be updated later.

For youth Participants, leave those who are continuing checked. Uncheck any who will not continue on the roster for the coming registration term.
After deselecting members from the previous screen, only the members in your Post will show here. You may correct any incorrect information. If you unchecked a person in error, go Previous to the Select Members page and check the person.

**STEP 2 OF 6: SELECT MEMBERS FOR RENEWAL**

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click Previous to make corrections. When the information is correct, click Next Step.

**NOTE:** You will be able to add members and change member information later in the process.

Following members are selected for renewal:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Gender</th>
<th>Street Address</th>
<th>Adult/Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Here you may add a new adult.

**IMPORTANT:** When you see the button for Update Unit Roster you may click it to bring any new adult or youth participants into your roster who were added since Load Roster was done. You may use this feature even if you are not sure your Post had any new registrants added.
Here you may add a new youth member.

Use Update Unit Roster and click to bring any new youth participants into your roster who were added since Load Roster was done. If your Post had new registrants added, use this feature. You may use this feature even if you are not sure if any new registrants were added.
Here you have the opportunity to update information on your members. (Sensitive information has been redacted.)
Here you are able to see if you have the required minimum Post adult positions for your unit renewal. (Sensitive information has been redacted.)
At Check Roster, 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.
Here is where you make changes to fees. If an Adult or Youth is marked as Multiple in the Post, they must have a Paid registration fee in another Post. This is verified when the renewal is processed by the Council. Additional fees will be due if persons are marked as Multiple incorrectly.
At Approve Roster the Post may select the Approver (Executive Officer) and click the ‘I (WE) AGREE selection to confirm approval. This action must be discussed with Executive Officer in advance as email notification is sent when this action is done.

If ‘I (WE) DO NOT AGREE’ is selected the Renewal Roster will contain the Signature line for later approval. NOTE: If Online Approval is given and then navigation to an earlier Stage is done, any previous selection will be reset to no selection.
If paying by credit card you enter all of the credit card information.

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

If paying cash or through a council unit account, you will need to remit the funds to your council for your renewal to 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
Postal Code
Country

This is the information you will fill out if paying electronically from a checking or savings account. Please note: The Post is responsible to promptly pay any amount that could not be collected by the E-Check processing.

By clicking 'Submit' you are authorizing Boy Scouts of America and your financial institution to charge your account.
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 final page presents your Confirmation of a successful submission. Please review carefully. 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 save PDF files as needed.
Here is the Post renewal application, if you clicked on PRINT RENEWAL APPLICATION from a button shown on the previous slide. Please note that in this example the Online Approval process was selected. (Sensitive information has been redacted.)

SUMMARY UNIT RENEWAL REPORT

Council : Post 9573

CHARTER RENEWAL APPLICATION

Unit: Post 9573
Code: EX
District: Exploring
Unit Status: R

County: 
Term: 12 months

Executive Officer: 
Term: 12 months
Begin: 01/2020
End: 12/2020

Approvers Name:
Approver Position:
Approval Date:

Registration: Qty: Fee
Paid Youth: 12 $432.00
Multiple Youth: 0 $0
Paid Youth BL: 0 $0.00
Paid Adults: 4 $144.00
Multiple Adults: 0 $0
No Fee Adults: 1 $0
Paid Adult BL: 0 $0.00
Unit Liability Insurance Fee: $60.00

Total Amount: $636.00

15 Months Completed Tenure