Updated Internet Rechartering

October 2018
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.
Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs and Chartered Organization Representatives. Select the Unit Type from the Drop Down box. Enter your 4 digit unit number (include leading zeroes).
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 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, like PackMaster, TroopMaster, or TroopSoft.
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 made will be saved.
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.
Pressing the Review / Print Roster Button will give you a copy of the Charter Renewal Application, which may then be printed if desired.
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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Street Address</th>
<th>Adult/Youth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>Adult</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>Adult</td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td>Adult</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>Adult</td>
</tr>
</tbody>
</table>
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 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. You will need to submit the signed completed 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. (Sensitive information has been redacted).
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).
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 should be done so with proper documentation.
Still updating the member in error. (Sensitive information has been redacted).
All errors have now been fixed.
Here is where you make changes to fees.
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.

Also known as the charter fee

Note – this council has elected to collect Accident and Sickness Insurance Fees. This would not appear if the council did not select this option.
If not signing electronically and you selected NEXT you are presented with this question. Select OK.
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 accepted.

If paying by e-check you will enter the name on the account, account type, routing number, and account number associate 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 should get this payment message.
If you selected payment by E-Check

<table>
<thead>
<tr>
<th>Name on Account</th>
<th>Account Type</th>
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<tbody>
<tr>
<td></td>
<td>Checking</td>
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</table>

<table>
<thead>
<tr>
<th>Routing Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(3-17 digits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Holder Address</th>
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<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Suite / Apartment</th>
<th>City</th>
<th>Province</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Alabama</td>
<td></td>
<td>United States</td>
</tr>
</tbody>
</table>

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.
When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the warning.

If you are paying by cash you have the option of checking this box, before submitting your roster. The box is greyed out for any other payment option.
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.
Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the previous slide.