

## Unit Pay for Member Renewal

Units (Key 3) can process renewals on behalf of members of their unit. The system allows you to select all or specific individuals to renew. You can do this multiple times during the month so if you leave someone off you can always renew their membership later. And you can do this monthly to capture those that are entering their renewal window.

**NOTE: The renewal period for membership begins two months before the expiration date.**

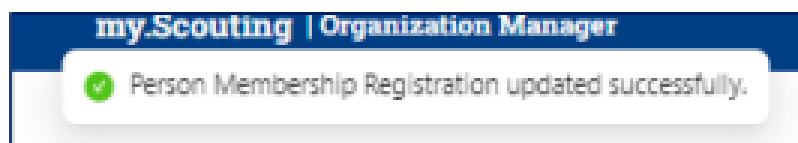
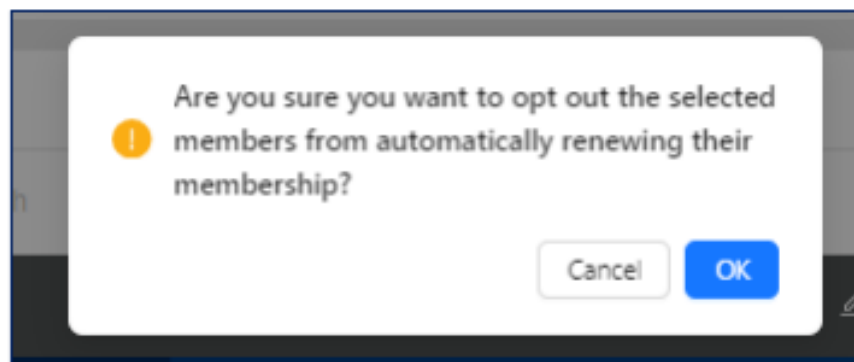
To begin, log in to My.Scouting and go to Menu>Organization Manager>Roster.

You can Opt-Out a member from renewing if you know they have left the unit. Select the individual by clicking the box to the left of their name and click on the symbol under Opt Out.

*Once Opt-Out is selected, it can only be unselected by the local council.*

<input type="checkbox"/>	Name	Member ID	Role	Gender	SL	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	Crist		Youth Member	M		Eligible to Renew		10/30/2024
<input checked="" type="checkbox"/>	Jask		Committee Member	M		Eligible to Renew		10/30/2024
<input type="checkbox"/>	Kurl		Assistant Scoutmaster	M		Eligible to Renew		10/30/2024

A pop up will appear asking you to confirm that you are opting out the selected individual. After confirming, a success message will be displayed.



Select the members you want to renew by clicking the box to the left of the name.

**To pay by credit card or ACH:** Select the member(s) you want to renew, then click on “Renew.”

The screenshot shows the ScoutLife Roster interface. At the top, there is a search bar and a navigation bar with buttons for Transfer, Renew, Compose, Print, Edit Profile, Export Roster, and Filter. The Renew button is highlighted with a red box. Below the navigation bar is a table with columns: Name, Member ID, Role, Gender, SL, Renewal Status, Opt Out, and Expiration Date. Two members are listed: 'Sau' and 'Jas'. The selection checkboxes for both 'Sau' and 'Jas' are highlighted with red boxes.

Name	Member ID	Role	Gender	SL	Renewal Status	Opt Out	Expiration Date
Sau		Committee Member	M		Opted Out		10/30/2024
Jas		Committee Member	M		Eligible to Renew		10/30/2024

A list of the members you have selected to renew will display.

**NOTE: Scout Life Subscription will be selected by default. If you have members who do not want to subscribe, you will need to uncheck the box next to their name.**

You can see a person’s multiple registrations for this unit only by selecting “Show Multiple Registrations.” You cannot see any positions that are not part of your unit.

To go back for any reason, select “Back to roster.”

To continue with the renewal, select “Create Renewal Orders.”

The screenshot shows the Unit Paid Membership Renewal page for member 'Jas'. The page displays the member's name, Troop 1113, and their role as Committee Member (MC). The current expiry date is 10/30/2024, and the future expiry date is 10/30/2025. The 'Scout Life Subscription' checkbox is checked and highlighted with a red box. The 'Show Multiple Registrations' toggle is turned off and highlighted with a red box. The 'Back to roster' button is highlighted with a red box, and the 'Create Renewal Orders' button is highlighted with a red box.

The Payment Summary page displays a recap of the fees.

If this is the first time setting up your credit card or ACH Payment, you will be presented with the option to submit the required information.

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

You can securely store the payment method for easy use in the future if you choose.

**Payment Summary** ✕

	<b>Traditional Adult</b> <small>Quantity: 4</small>	\$240.00
	<b>Scout Life Domestic Rates</b> <small>Quantity: 3</small>	\$45.00
	<b>Council Fee</b> <small>Quantity: 4</small>	\$0.00
	<b>Administrative Fee</b> <small>Credit Card Processing Fee (3%)</small>	\$8.55
<hr/>		
	<b>TOTAL AMOUNT DUE:</b>	\$293.55
	<b>AMOUNT PAID:</b>	\$0.00

**Credit Card**    ACH Payment

CARD INFORMATION

- First Name:
- Last Name:
- Card Number:
- Expiration Date:
- CVV:

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- Email Address:

Save Payment Method

Submit Payment

If your unit already has a credit card or ACH payment detail saved, you will be presented with a payment summary as well as the last saved payment method used.

You have the option to remove someone from the renewal. Or when you select the icon to the right of Remove, there is one last opportunity to remove a Scout Life subscription.

If needed, you can change the payment method by selecting “Pay with New Method.” Follow the submission prompts for the payment method selected.

**Payment Summary** ✕

	Jai <small>Traditional Adult</small>	Committee Member	\$143.00	Remove >
<hr/>				
	<b>Subtotal:</b>		\$143.00	
	<b>Administrative Fee:</b> <small>Credit Card Processing Fee (3%)</small>		\$4.29	
<hr/>				
	<b>TOTAL AMOUNT DUE:</b>		\$147.29	
	<b>AMOUNT PAID:</b>		\$0.00	

<small>Item</small>	<small>Price</small>
BSA Youth Registration (Trad.)	\$85.00
Council Fee	\$53.00
Scout Life Domestic Rates	\$15.00

Remove Scout Life

▼ Pay With Saved Method

Visa  
 xxxxxxx4242  
 Name on Card: lee gaspard  
 Updated On: 10/09/2024 07:34


> Pay With New Method


Pay With Saved Payment Method

Payment has been processed message will display.

Print this screen for your records by selecting “control P.”

### Payment Summary

 Olav Trad	\$153.00	<a href="#">Remove</a>	>
<b>Subtotal:</b>	\$153.00		
<b>Administrative Fee:</b> <small>Credit Card Processing Fee (3%)</small>	\$4.59		
<b>TOTAL AMOUNT DUE:</b>	\$157.59		
<b>AMOUNT PAID:</b>	\$157.59		


 Payment has been processed.


[Return to Roster](#)

A Transaction Pending message will display if a payment has already been submitted within the last 30 minutes. This is to prevent the possibility of duplicate payments.

ie: John Doe and Jane Doe were renewed in one transaction. The Key 3 realized they left off two renewals. Billy Smith and Sam Johnson were then renewed within 30 minutes immediately following John and Jane Doe. The system will see that as a possible duplicate payment and will return the message below.

### Payment Summary

 Olav Trad	\$153.00	<a href="#">Remove</a>	▼
<b>Item</b>	<b>Price</b>		
BSA Youth Registration (Trad.)	\$85.00		
Council Fee	\$53.00		
Scout Life Domestic Rates	\$15.00	<a href="#">Remove Scout Life</a>	
<b>Subtotal:</b>	\$153.00		
<b>Administrative Fee:</b> <small>Credit Card Processing Fee (3%)</small>	\$4.59		
<b>TOTAL AMOUNT DUE:</b>	\$157.59		
<b>AMOUNT PAID:</b>	\$0.00		

 **Transaction Pending, an additional payment is not allowed to avoid a duplicate payment.**  
Please try again in 30 minutes or contact your council for assistance.