



Steps for Unit Renewing their Members

- 1. Unit Key 3 Member Log on to my.Scouting.org, navigate to Organization Manager>Roster.**
- 2. Select the members you want to renew.**
- 3. Create renewal orders.**
 - a. Review/select the positions to renew for each person. Create renewal orders.
- 4. Select payment method.**
 - a. Pay online by Credit Card or ACH.
 - i. Follow prompts to use a saved credit card or add a new one.

Additional Resources:

- **Unit Renewal Job Aids and Videos can be found at scouting.org/renewals.**
These tools will walk you through the process step by step.