



Steps for Unit Renewal

(Annual Unit Renewal)

1. **Unit Key 3 Member Log on to my.Scouting.org, navigate to Organization Manager>Unit Renewal.**
2. **Validate Information.**
3. **Check your leadership positions and make sure you have the correct names in the correct positions.**
 - a. The Chartered Organization Representative or delegate can use “Position Manager” also found in Organization Manager to edit and then wait overnight for the data jobs to run, then you can revalidate.
4. **E-Sign the Page.**
5. **Unit Pin Review.**
6. **Continue to Unit Renewal.**
7. **Select payment method.**
 - a. Pay online by Credit Card or ACH.
 - b. Follow prompts to use a saved credit card or add a new one.
 - c. Follow prompts to print summary sheet and pay at council.
8. The annual charter agreement is mandatory and must be obtained outside of the electronic process. After completing the updated charter agreement, please file it in the unit’s records at the council office

The unit renewal process is now complete- no further action is needed.

Additional Resources:

- **Unit Renewal Job Aids and Videos can be found at [scouting.org/renewals](https://www.scouting.org/renewals).**
These tools will walk you through the process step by step.