Units and members currently can renew if the unit charter or the member’s registration are within 60 days of expiration. The council admin can also process these renewals in Registrar Tools to assist units and members.

To process renewals, select Menu in the upper left-hand corner, then Registrar Tools as shown below.
Unit Renewals are processed in the Unit Renewal tab.
Clicking on Unit Renewal will display the unit search page as shown below. Search for and then select the unit to begin the renewal process.
The following unit page displays. You will only need to enter your name in the text box in the Unit Renewal and Leadership Approval section to approve the unit's recharter. Then click “Next Step Payment”.

If there are any validation errors, a Validation section will display below the Unit Leadership section. To fix any errors, click the Edit Positions button. It will redirect to Position Manager to make any necessary changes. Please note, any changes made will take 24 hours to update.
After clicking Next Step Payment, it will display the screen below. It shows the Renewal Order Status details which includes whether the renewal is paid, who created it, and the new charter dates.

Once you’ve reviewed the information to be correct, click the Process Payment and Renew Unit button. This will charge the council's ACH account that is on file.
Is Paid will remain as “No” until the overnight process runs which will charge the ACH account. The unit renewal will reflect as posted once the funds are received.
The council can also renew individual members in the unit. This is done separately from the Unit Renewal process and can even be done before the unit is renewed.

To do this, you will search for the unit using the Unit Search feature as shown below.

After locating and selecting the unit, the unit page will display. In the roster list, check the box next to the name(s) of each person you wish to renew.

After checking the names, click the “Renew” button in the gray action bar and select Renew in the drop-down list.
Clicking Renew will bring up a dialogue box. It provides the option to renew the selected position(s) as well as the ability to select and renew the Multiple position if the registration is not their primary.

Click Renew Selected Positions to move forward.
Once you click Renew Selected Positions, you will be taken to the File Review page as shown below.

If you do not have any errors on this page, click Submit for Pricing. The pencil icon displays should you need to make any changes.
Clicking Submit for Pricing will display the fee summary details. If everything looks good, click on Submit Registrations to complete the renewal process.

Please remember that it will take 24 hours to reflect the renewal.