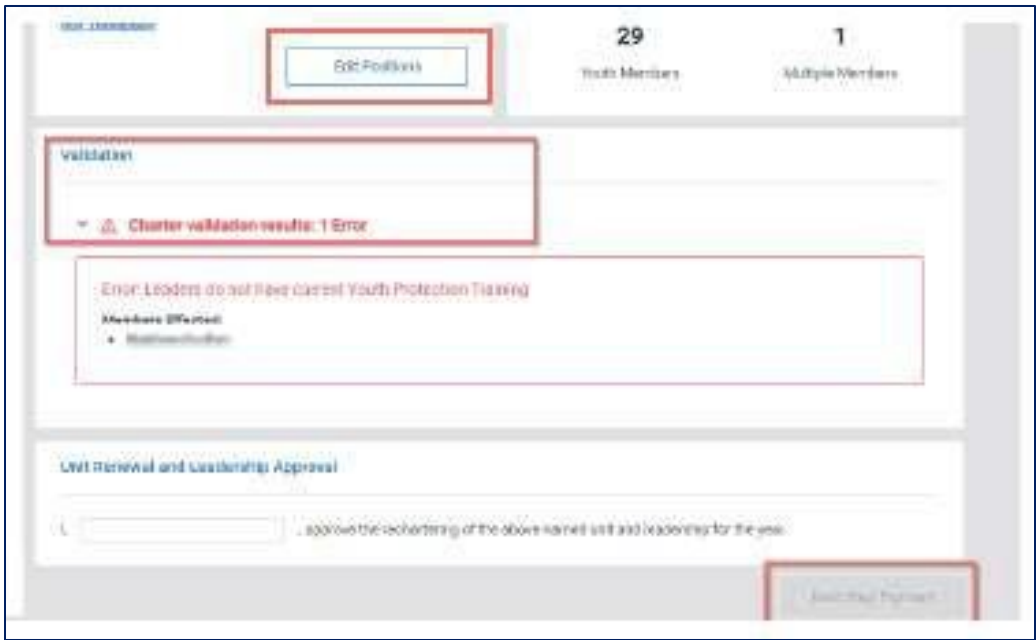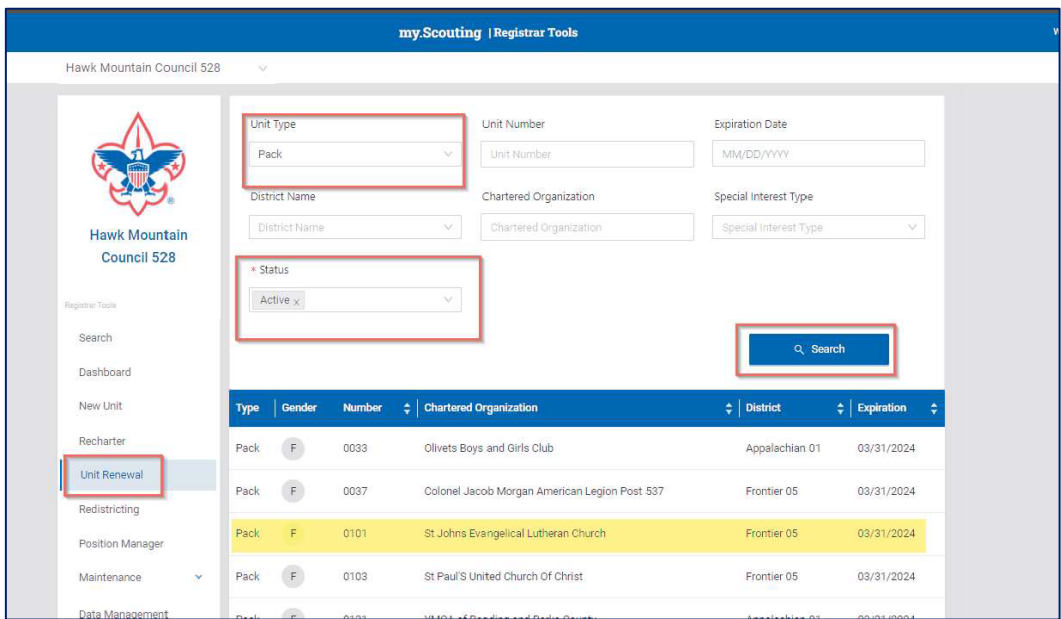# Council Processing a Unit Renewal

Units can request for their unit renewal to be processed at the council. It is the same process regardless if is the council or the unit processing the renewal.



Within Registrar Tools there is a tab called "Unit Renewal" You can search for any unit eligible to renew and select it.



When you open the page, the validation process will run, if any issues are reported they will need to be fixed before you can proceed. To clear up any errors, select "Edit Positions". This will take you to the Position Manager.

Changes in Position Manager can only be completed if the members are not expired. If they are expired, you must renew their memebership first, wait overnight and then proceed with the renewal.

When all the validation issues are cleared, then you would sign the form for the unit using "On File" as the signature as you have a paper copy for your files. Click on "Next Step: Payment."



You need to review that all looks correct and then Click "Process Payment and Renew Unit. The $100.00 unit charter fee will be processed overnight in the Membership Journal ACH.