

### Unit ACH for Renewals

Along with Credit Card, ACH can be used to pay for a renewal at the unit level. This can be done for individual renewals or the unit renewal.


To begin, navigate to the Roster in Organization manager.

To renew individuals, select the checkbox next to their name and then click the Renew button at the top.

The screenshot displays the 'Roster' page for Troop 0001. On the left is a navigation sidebar with options: Organization Manager, Settings, Unit Renewal, Unit Pin, Unit Dashboard, Roster (selected), Transfer in, Position Manager, and Reports. The main content area features a search bar and a toolbar with buttons for Transfer, Renew (highlighted with a red box), Compose, Print, Edit Profile, Export Roster, and Filter. Below the toolbar is a table with the following data:

<input type="checkbox"/>	Name	Member ID	Role	Gender	Renewal Status	Opt Out	Expiration Date
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	06/30/2024
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	06/30/2024
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	06/30/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	06/30/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Youth Member	M	Expired	<input type="checkbox"/>	06/30/2024
<input type="checkbox"/>	[Redacted]	[Redacted]	Assistant Scoutmaster ★Trained	F	PendingApproval	<input type="checkbox"/>	06/30/2024

Clicking Renew will bring up a page to verify if the individual is a multiple and if they have a Scout Life subscription. Once this is verified and correct, click Create Renewal Orders.



Troop 0001

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports

### Unit Paid Membership Renewal

[View Member Details](#)  Scout Life Subscription

Troop 0001

Youth Member (M)	Current Expiry Date: 06/30/2024
<input checked="" type="checkbox"/> Primary Position	Future Expiry Date: 06/30/2025

[View Member Details](#)  Scout Life Subscription

Troop 0001

Youth Member (M)	Current Expiry Date: 06/30/2024
<input checked="" type="checkbox"/> Primary Position	Future Expiry Date: 06/30/2025

Show Multiple Registrations

[View Member Details](#)  Scout Life Subscription







Troop 0001

Youth Member (M)	Current Expiry Date: 06/30/2024
<input checked="" type="checkbox"/> Primary Position	Future Expiry Date: 06/30/2025

[← Back to roster](#) [Create Renewal Orders](#)

Clicking Create Renewal Order will bring up a receipt that shows the full amount that will need to be paid. It is possible here to pay by Credit Card using the form at the bottom of the page or ACH by selecting the ACH Payment option.

### Payment Summary X

 <b>Traditional Youth</b> Quantity: 3	\$255.00
 <b>Scout Life Domestic Rates</b> Quantity: 3	\$45.00
 <b>Council Fee</b> Quantity: 3	\$0.00
 <b>Administrative Fee</b> Credit Card Processing Fee (3%)	\$9.00
<hr/>	
 <b>TOTAL AMOUNT DUE:</b>	\$309.00
 <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:

Like with the Credit Card Payment, ACH will require the information of the person entering the payment. Once this information is entered, click Pay With Bank Account.

Credit Card    **ACH Payment**

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\* First Name:

\* Last Name:

\* Email Address:


\* Phone Number:

\* Address Line 1:

\* City:

\* State/Region:

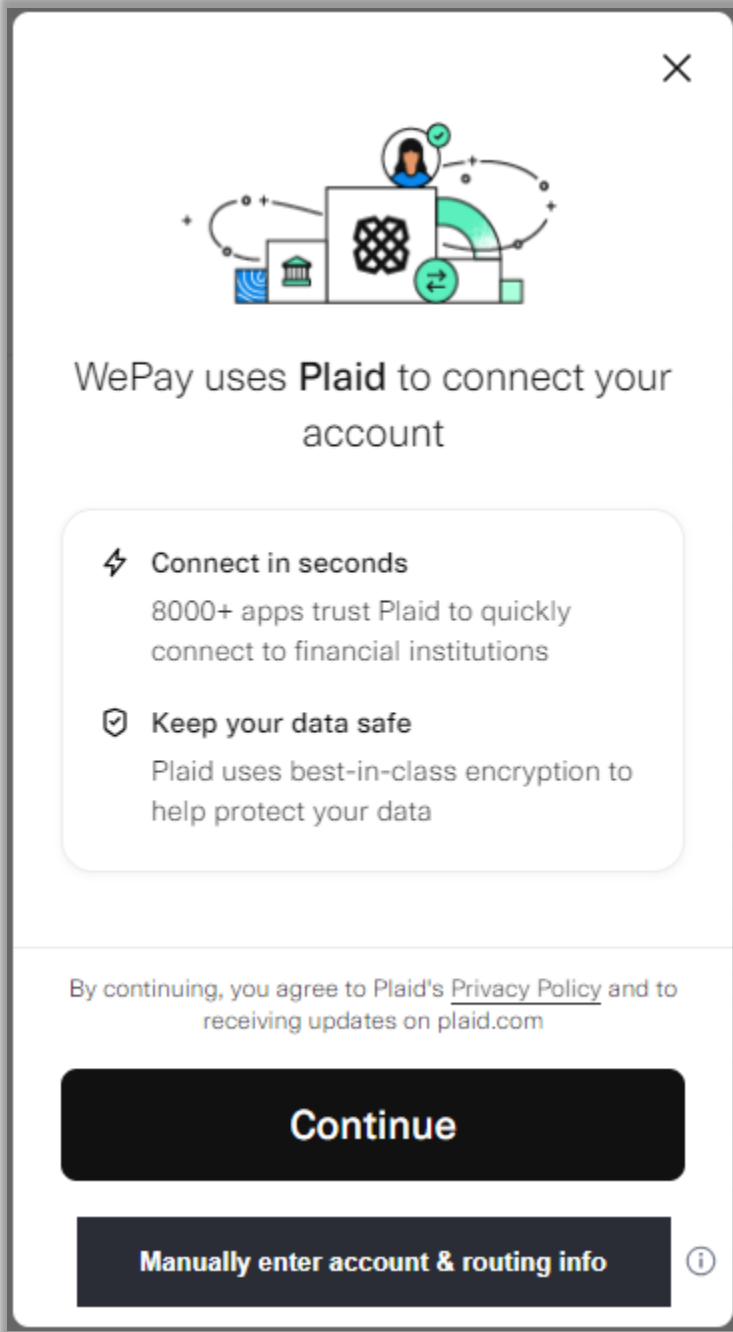
\* ZIP Code:

 Please note that saving payment information has been temporarily disabled.

Enable ACH QA ONLY


[Pay With Bank Account](#)

Clicking Pay With Bank will bring up a dialogue box for Plaid. This will allow the bank to be found or for the account and routing number to be entered.



The image shows a mobile dialog box for connecting a bank account using Plaid. At the top right is a close button (X). Below it is an illustration showing a person's profile, a bank building, and a Plaid logo, with arrows indicating a connection process. The main text reads "WePay uses **Plaid** to connect your account". Below this is a rounded rectangle containing two bullet points: "⚡ **Connect in seconds** 8000+ apps trust Plaid to quickly connect to financial institutions" and "🛡️ **Keep your data safe** Plaid uses best-in-class encryption to help protect your data". At the bottom, there is a line of text: "By continuing, you agree to Plaid's [Privacy Policy](#) and to receiving updates on plaid.com". Below this are two buttons: a large black "Continue" button and a smaller dark grey "Manually enter account & routing info" button with an information icon (i) to its right.

×



WePay uses **Plaid** to connect your account

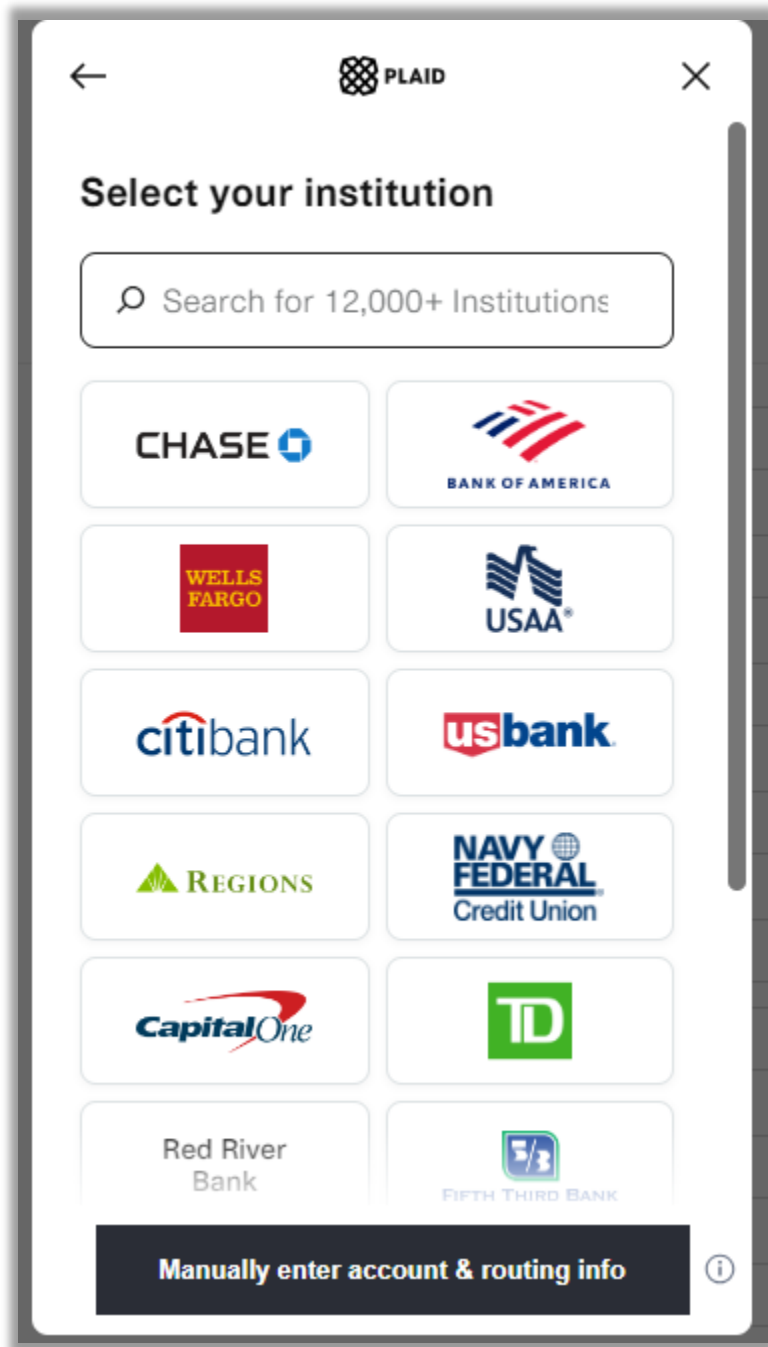
- ⚡ **Connect in seconds**  
8000+ apps trust Plaid to quickly connect to financial institutions
- 🛡️ **Keep your data safe**  
Plaid uses best-in-class encryption to help protect your data

By continuing, you agree to Plaid's [Privacy Policy](#) and to receiving updates on plaid.com

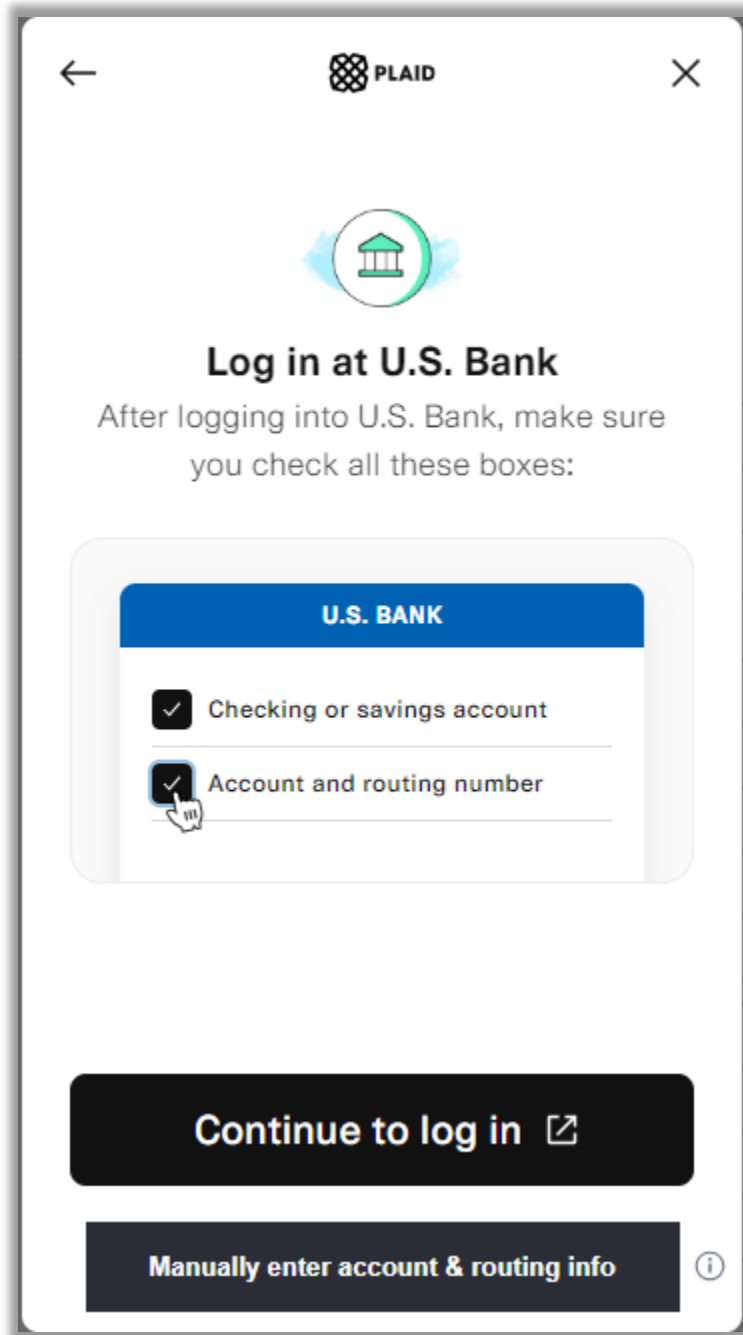
**Continue**

**Manually enter account & routing info** ⓘ

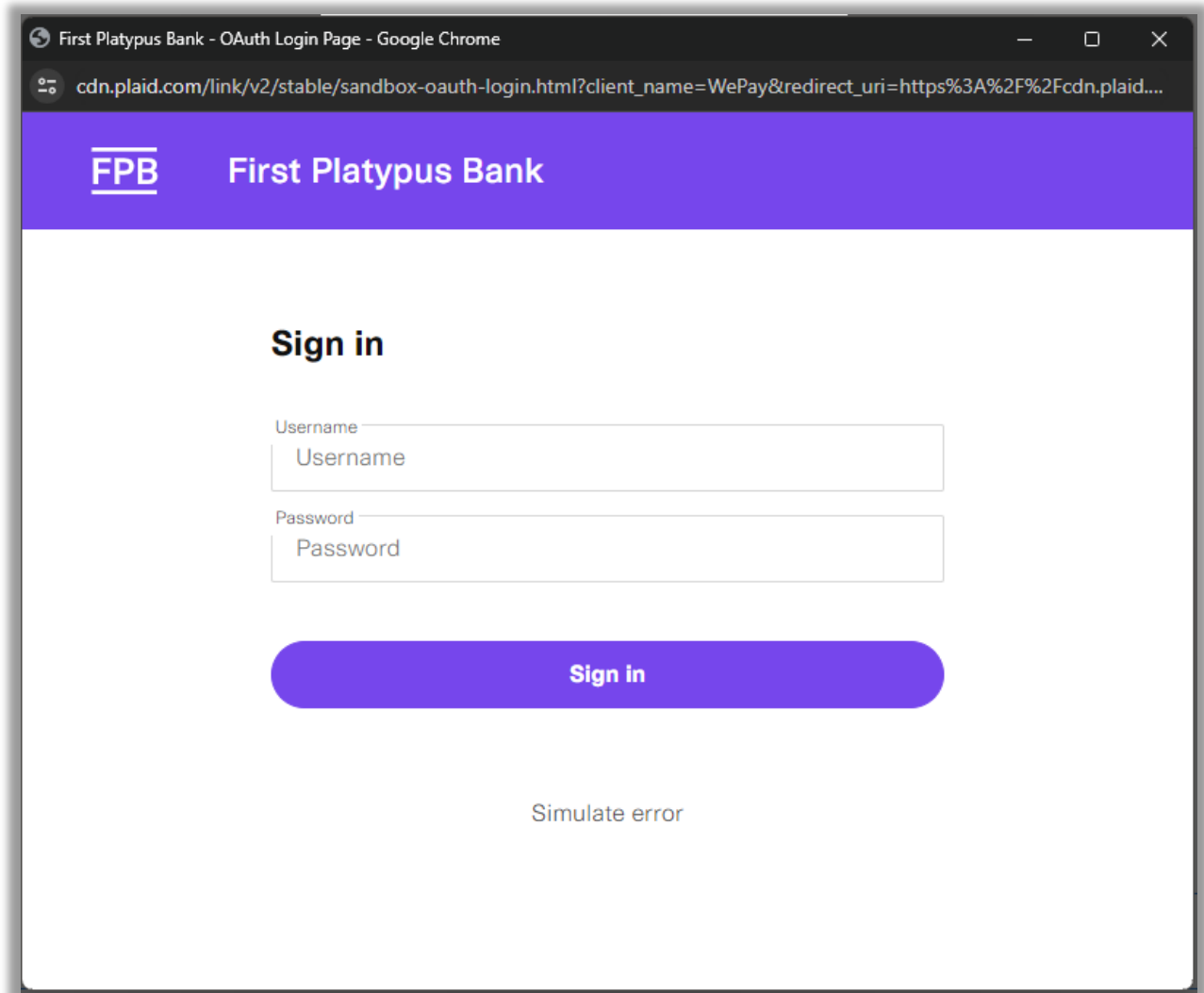
Clicking Continue will bring up a list of common banks and a search bar to find a bank that isn't listed.



Once the bank is found, it will bring up a page that will direct you to continue to the bank login page.



Clicking Continue To Login will bring up a new window that will display the login for your bank. You will need the username and password to do this.

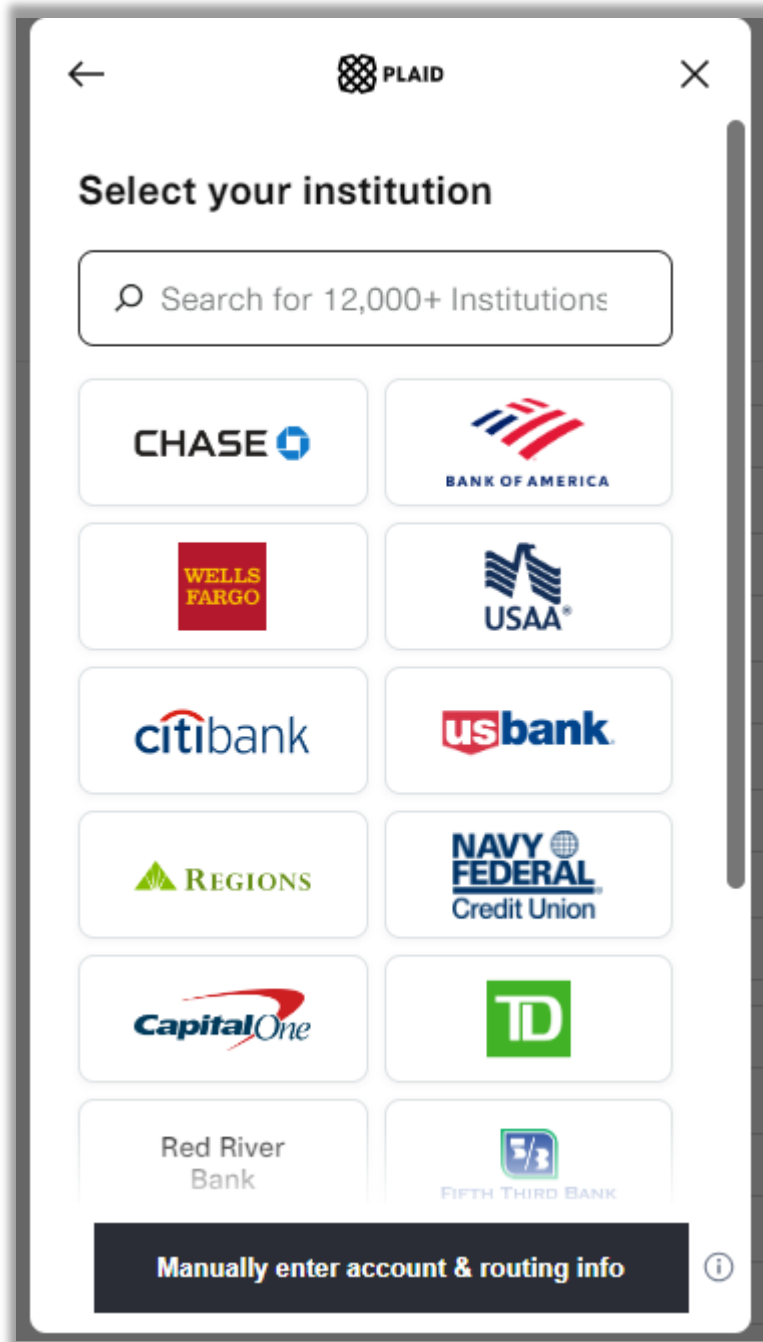


Entering the username and password will immediately verify your account. There will not be any extra steps.



If you do not wish to enter the username and password, you will have the option to manually enter the routing and account number.

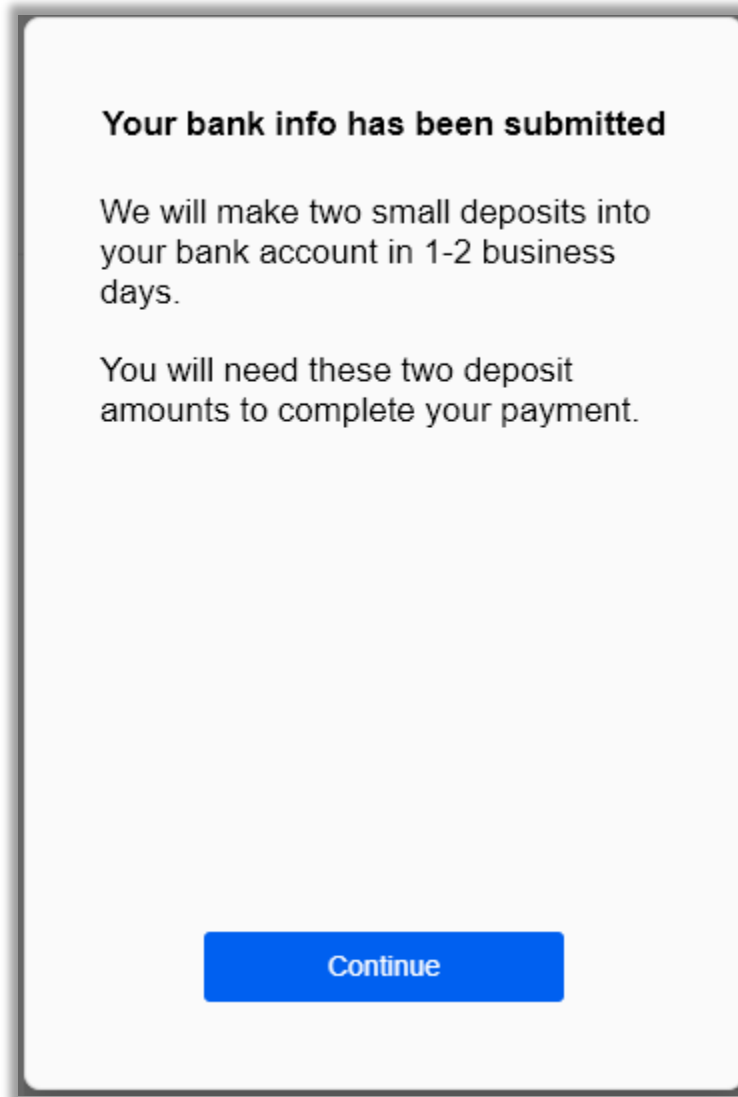
This can be done at any time by clicking the button at the bottom that says Manually Enter Account and Routing Number



Selecting Manually Enter Account and Routing Number will bring up a dialogue box that will require the information for the account.

The image shows a mobile application dialog box titled "Enter bank information" with the subtitle "All fields are required". At the top left is a blue back arrow and the text "< Back". Below the title are six input fields, each with a blue checkmark on the right side. The second field contains the text "wellsfargo.org". The third field contains the text "Wells Fargo". Below the input fields are two buttons: "Checking" (highlighted in blue) and "Savings" (white with a blue border). Below these buttons is the text "We will only use this information for verification." and a large blue button labeled "Authorize Account".

Clicking Authorize Account will bring up a new box that shows next steps. An email will be sent to the email address used in the previous screen with a link. This will need to be kept. In the next 1-2 days, two small amounts will be deposited. These will be amounts such as .01 and .02 (not the amounts, these are examples). The link in the email can be clicked and then these amounts entered there to verify. Once that is done, the payment should go through without further action.



Clicking Continue will give a message that the batch was successfully created. It will not be changed to Paid: Yes. Until all steps are completed and payment has been taken from the account.