

East Carolina Council
Internet Rechartering Instructions

The East Carolina Council is excited to offer Internet Rechartering to your unit. This method for rechartering will make the whole process easier because you'll be completing the charter renewal information yourself—which ensures that it will be correct—and you can do it from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed from the East Carolina Council's Web site (www.eccbsa.org) under Links.

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. Sixty days before the unit charter expiration date, the renewal processor should gather recharter material and log onto the council Web site - www.eccbsa.org. Then go under Links and select Online Recharter. (*You must use Microsoft Internet Explorer browser. You can access the Internet with AOL, but you must open Internet Explorer browser to view the page correctly.*)

3. Select First-Time User and enter your unit access code:

<p>«CHARTER_ORG_NAME» «UNIT_TYPE» «UNIT_NUMBER» Unit Access Code: «ACCESS_CODE»</p>

4. Select the unit type and enter the unit number.
5. Create a password as instructed.
6. Select the method in which you want to access your unit's information:
 - a. Download information from ScoutNet
 - b. Upload information from Unit Management Software (UMS), i.e.: Troopmaster or Packmaster.
 - If using this method, you must complete the recharter process in the UMS application in order to create the correct file to be uploaded. ***Once that file is created, do not open the file in any program before loading your recharter. If you open that file to view it, the file will be corrupted and will not load.***
7. When updating your roster, use full names and not nicknames.
8. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

Here's how to wrap it up:

9. When you've completed all the information to recharter the unit, click the Submit button.
10. Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the application, and then take the entire packet along with new applications and fee payments to the council service center or to the district turn-in meeting.
11. Please remember to include \$1.00 per person for insurance with your paperwork and fees.

Need Help?

Our Council's Registrar Judy Phillips is ready to assist you through this process. Please call direct to 252-522-1521 Monday through Friday 8:00 am until 5:00 pm or email her at judy.phillips@scouting.org.
