

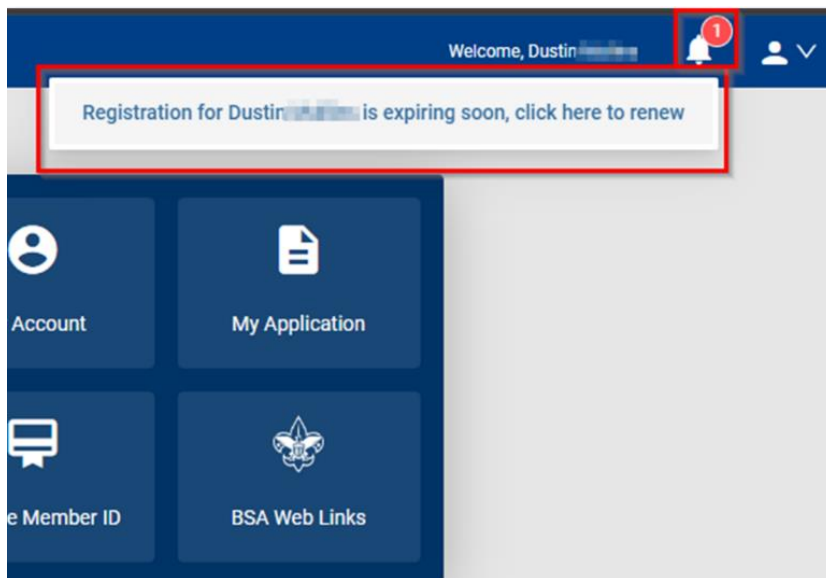
## BSA Membership Individual Registration Renewal

BSA membership now follows a 12-month cycle. Parents and leaders can renew their registration online up to two months before their membership expires. An email notice will be sent when your membership is up for renewal.

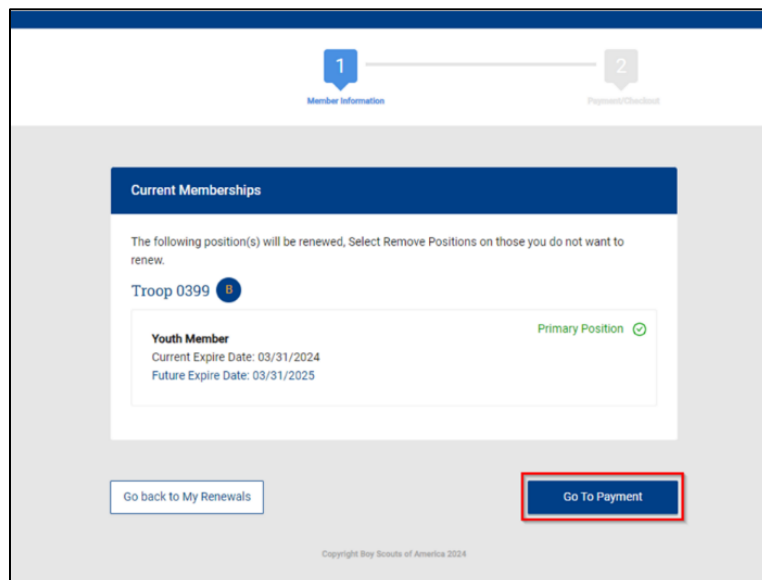
This guide contains instructions to renew individual memberships. If you need any help, contact our Member Care team at [LECMemberCare@Scouting.org](mailto:LECMemberCare@Scouting.org) or (216) 861-6060.

When it is time to renew your membership, please follow these steps:

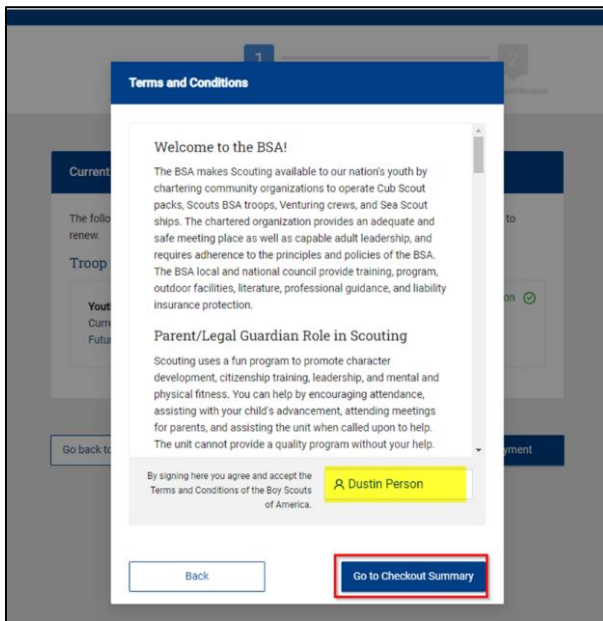
1. Log in to [My.Scouting.Org](https://My.Scouting.Org), either through the link in your email or directly through a web browser.
2. Click on the red notification icon in the upper right corner to open the renewal page.



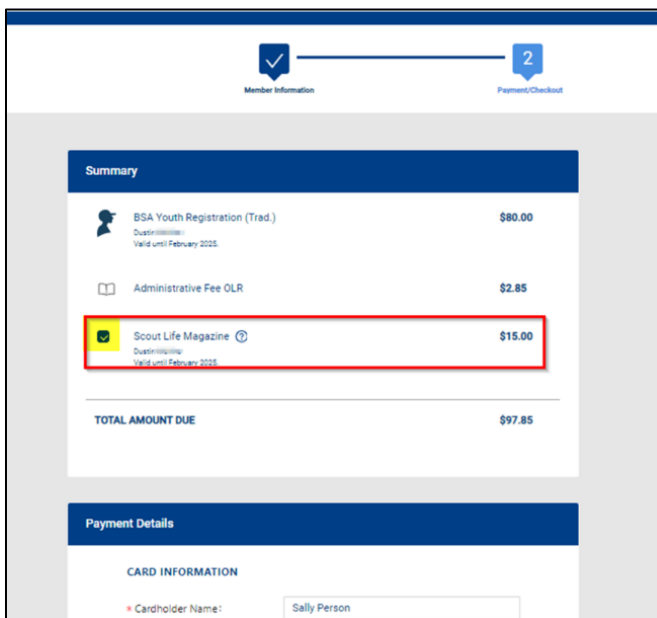
3. Review to ensure everything looks correct, then click *Go to Payment*.



4. You will be prompted to sign and agree to the BSA Terms and Conditions, just like you did when you first joined the BSA. (Please review before signing).



5. Click *Go to Checkout Summary*.
6. The checkout page shows the fees to pay and allows you to adjust your Scout Life Magazine Subscription.
  - o **NOTE: The default is to subscribe.** You will need to uncheck the box if you do not wish to subscribe.



7. Proceed to enter your credit card information.
  - The payment process will default to the billing address record on file. If the credit card has a different address, you can change it.

The screenshot shows a web form for membership registration. At the top, there are fields for 'Expiration Date' (12/27) and 'CVV' (411). Below these is a paragraph of text: 'Annual Membership Registration: I understand the BSA is an annual registration and has tokenized my credit card for renewal in one year. This membership application will automatically renew in 12-months for an additional term unless you notify the BSA via the opt-out option located in the My Application tool in My.Scouting.org. You will be reminded of your renewal beginning 60 days prior to the expiration of your current membership and given an opportunity to opt-out of your renewal at that time too.' Below the text is a section titled 'BILLING ADDRESS' with a toggle switch labeled 'Same as saved address' which is turned on. The address fields are: 'Country' (USA), 'Address Line 1' (1325 W Walnut Hill Ln.), 'Address Line 2' (empty), 'City' (Washington), 'State/Region' (DISTRICT OF COLUMBIA), and 'ZIP Code' (20001). At the bottom of the form is a blue button labeled 'Place Order'. Red boxes highlight the 'Same as saved address' toggle and the 'Place Order' button.

8. Click *Place Order* to renew your membership.
9. Once the payment process is completed, you will see your receipt. Please save a copy for your records. Click *Complete Registration* at the bottom and you will be directed back to your applications in My.Scouting.