

# Renewal - ACH Usage

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The screenshot shows a 'Payment Summary' window with a list of charges and a payment selection interface. A red arrow points from the 'TOTAL AMOUNT DUE' row to the 'ACH Payment' button.

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

Payment Options:  Credit Card  ACH Payment

CARD INFORMATION

\* First Name:

\* Last Name:

\* Card Number:

\* Expiration Date:

\* CVV:

\* Email Address:

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

- Unit Pay for Member renewals or
- Unit renewal.

The Payment Summary screen will show 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.

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Credit Card **ACH Payment**

\* 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.

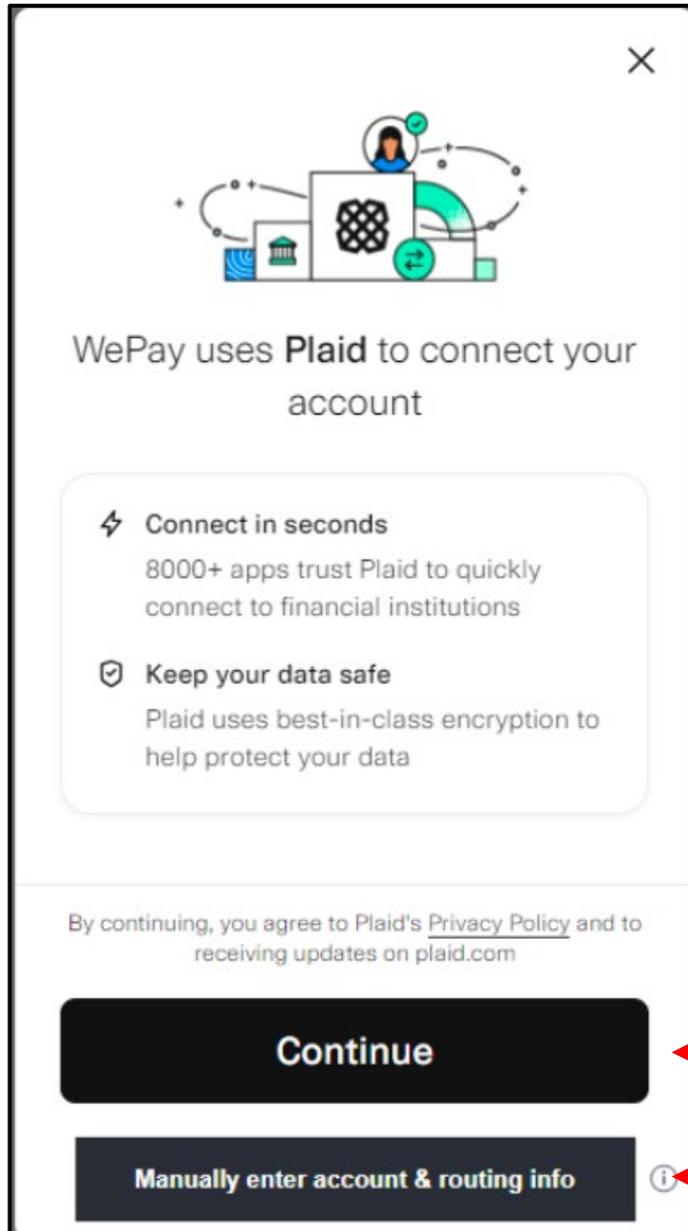
Enable ACH QA ONLY

**Pay With Bank Account**

**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."**

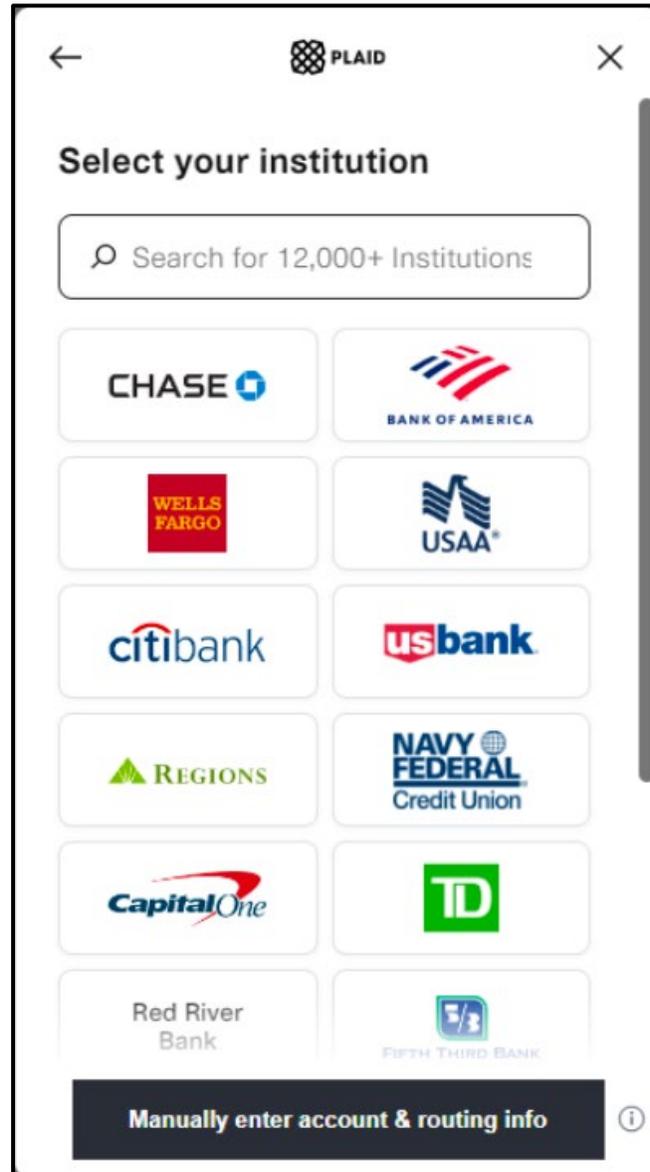
# Renewal - ACH Usage



**Clicking "Pay With Bank" on the previous page will bring up a dialogue box for Plaid.**

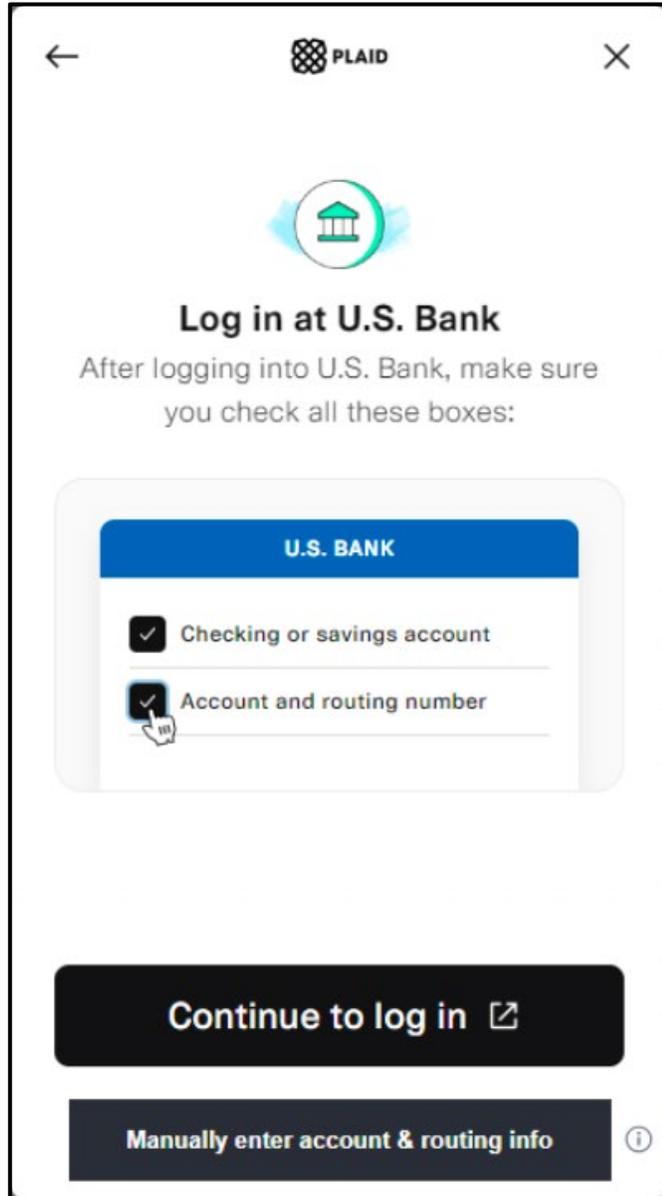
**This will allow the bank to be found or for the account and routing number to be entered.**

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

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

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First Platypus Bank - OAuth Login Page - Google Chrome

cdn.plaid.com/link/v2/stable/sandbox-oauth-login.html?client\_name=WePay&redirect\_uri=https%3A%2F%2Fcdn.plaid....

**FPB** First Platypus Bank

**Sign in**

Username  
Username

Password  
Password

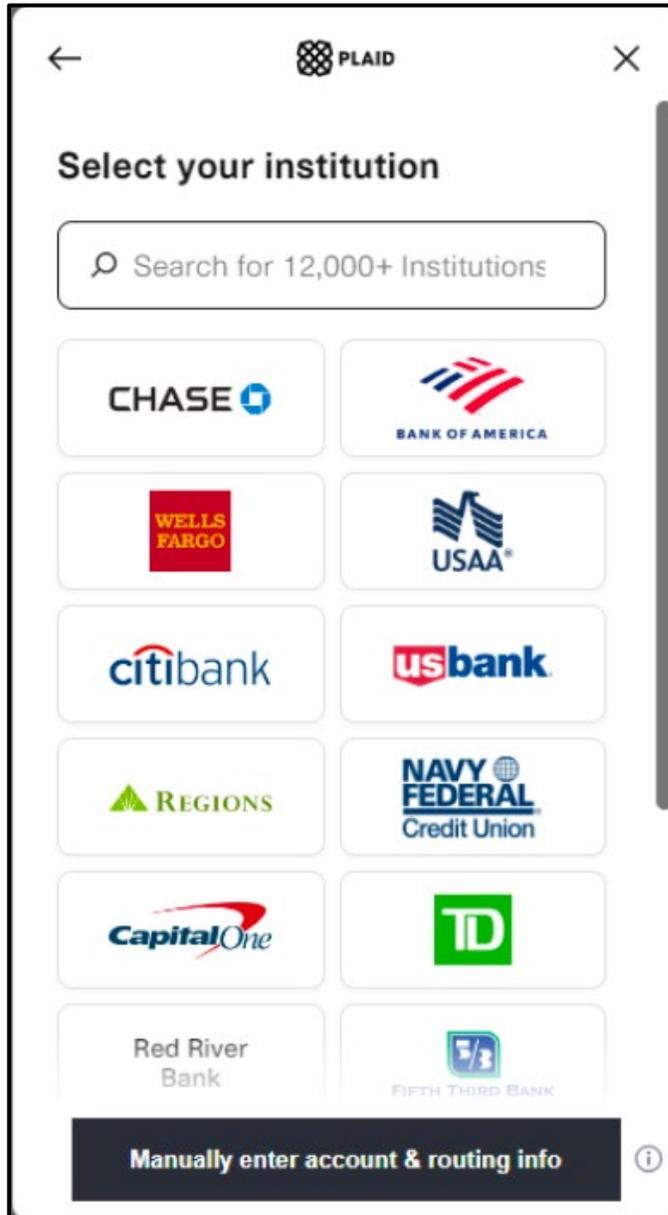
**Sign in**

Simulate error

**Clicking “Continue To Login” on the previous page 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.**

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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 Info"

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## Enter bank information

All fields are required

✓

✓

✓

✓

✓

✓

Checking  Savings

We will only use this information for verification.

[Authorize Account](#)

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

**When the information is completely entered, click “Authorize Account”**

# Renewal - ACH Usage

**Your bank info has been submitted**

We will make two small deposits into your bank account in 1-2 business days.

You will need these two deposit amounts to complete your payment.

Continue



**Clicking “Authorize Account” on the previous page will bring up a new box that shows next steps.**

**Clicking Continue will give a message that the batch was successfully created.**

**It will not change to Paid: Yes. Until all steps are completed and payment has been taken from the account.**

**An email will be sent to the email address used in the previous screen with a link.**

**Please keep the e-mail with the link.**

**In the next 1-2 days, two small amounts will be deposited in the bank account.**

**The link in the email can be clicked and then the small amounts entered there to verify the bank account.**

**Once that is done, the payment should go through without further action.**

# *Answers to FAQ's*

- ✓ Please make sure to clear your browser's cache or history.
- ✓ Please use your browser's InCognito or Private mode.

# *Resources*

## **MCC Unit / Member Renewal Page**

- Unit Renewal : [michiganscouting.org/unit-resources/unit-renewal/](https://michiganscouting.org/unit-resources/unit-renewal/)

## **MCC Member Renewal Page**

- Family / Individual Payment : [michiganscouting.org/renewal/](https://michiganscouting.org/renewal/)

- Unit Member Payment : [michiganscouting.org/unit-resources/unit-renewal/](https://michiganscouting.org/unit-resources/unit-renewal/)

MCC Pages have timelines, demonstration videos, etc... to help with your questions.

## **National Information on Unit and Membership Renewal**

[scouting.org/resources/unit-and-membership-renewal](https://scouting.org/resources/unit-and-membership-renewal)

**As a note: the renewal system updates often, so changes do occasionally take place!**

*QUESTIONS?*

*Contact your Unit or District  
Commissioner!*