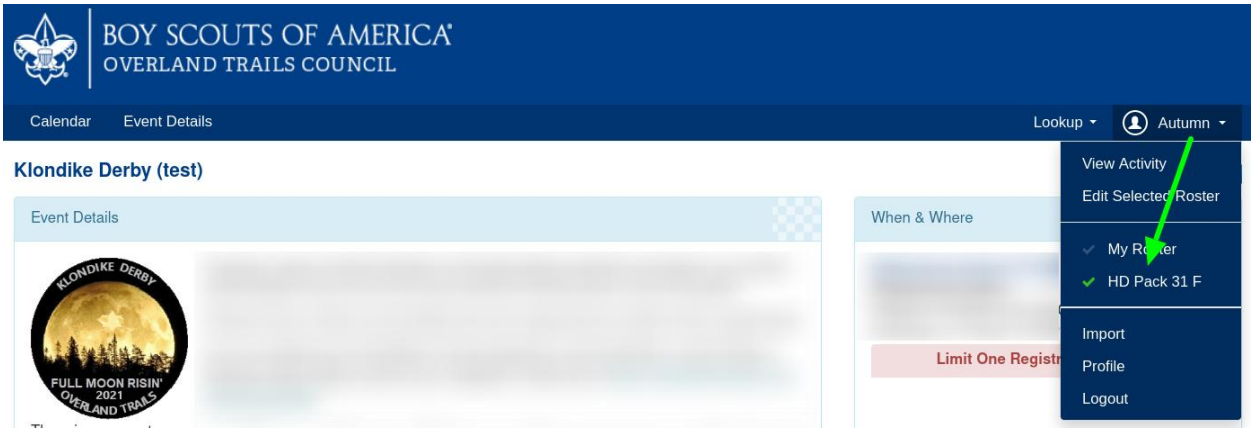
Instructions:

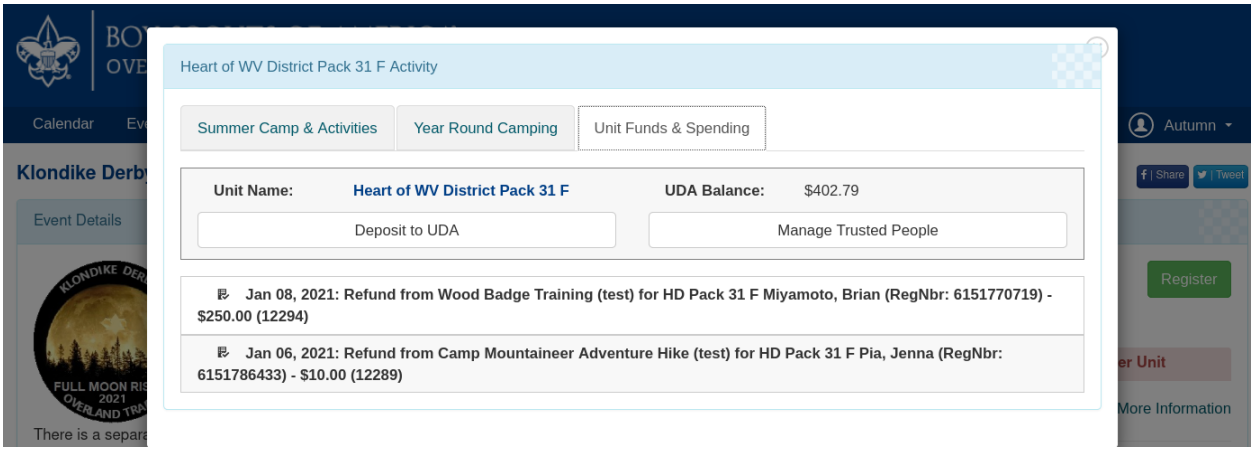
You will first need to create an account if you do not already have one. It should be linked to the email address that you received this email on. You can view the video linked below to learn how to create your account.

https://youtu.be/RJ03YmAR_ss?si=Yw-8wYSWug1Ph19t

Once your account is created and you are logged in, you will need to select your unit. A common step users miss is selecting their unit first from the drop down before clicking "View Activity".

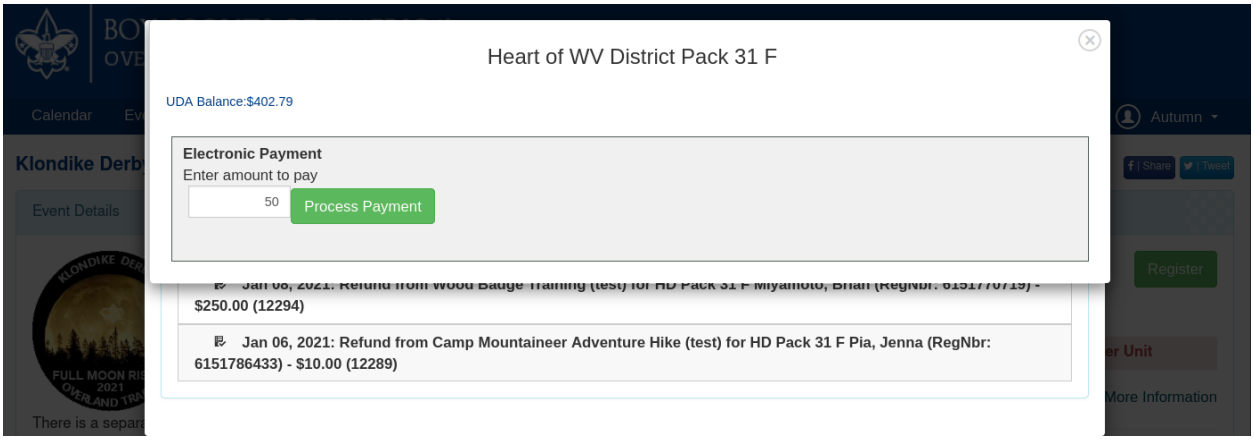


Once the unit is selected, click "View Activity" then a page will appear where you can see the units Scouting Event registrations, camp reservations, and Units Funds & Spending. Here they can see past UDA transactions. If they click the row, they can see more information about the transaction.



As the Controller, you'll see a button where you can deposit money to UDA, and a button where you can manage their trusted people. If you are not set as the controller, you will not see the second button.

Deposit To UDA If they click this button, a page will appear where they can enter the amount they want to pay. After that, click "Process Payment" and they can enter their payment information.



Manage Trusted People When the controller clicks this button, a page will appear where they can add / update / remove trusted people to the unit. To add a new trusted person, click the button, then enter their information. Once they save, the person will be added to the unit and they will have access to the unit's roster, units funds and spending tab, etc. They'll also be added to the Accounting / Administration / Units / Manage Units page. To edit a trusted person, click the pencil next to their name. To remove a trusted person, click the red dash.

