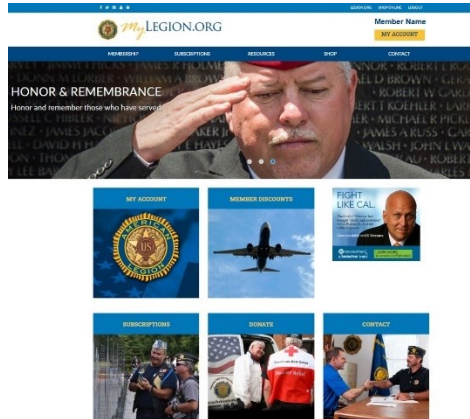


AMERICAN LEGION

MyLegion.org Step by Step Instructions for Registration, Membership Processing, Group Permissions and More!



For a complete overview, visit www.mainelegion.org.
MyLegion.org instructions are also made available in Maine American
Legion's By-Weekly Newsletter "The Leadership Ledger".

To subscribe to our Emails, click on the link "STAY CONNECTED! SUBSCRIBE TO OUR EMAILS"
located on www.mainelegion.org



RESOURCES TO HELP WITH YOUR MYLEGION.ORG ACCOUNT & REGISTRATION

HELP WITH ACCOUNT REGISTRATION

BEFORE YOU REGISTER, PLEASE READ

- Register using the email on your membership record. Registering with a different email will not include membership details or officer/committee activity.
- Do not register with a post, squadron, county, or district account. All MyLegion accounts are individual member accounts. Access to post and squadron membership management and online membership processing, reports and rosters are provided to members that hold an Adjutant or Commander position.
- Do not share e-mails. Only one email can be registered. The same email on multiple records will allow only one registration. Other accounts with the same email will not be allowed to register.
- To update or verify the email on your membership record contact your department headquarters.

REGISTER A NEW ACCOUNT

1. Go to myLegion.org and select “Register”
2. Enter email in the [Register window](#) and click “Next”. Register with the email address on your membership record. Registering with an email other than the one on your membership number will not include membership details or officer/committee activity.
 - i. Mobile No (Optional) – no functions at this time. Future enhancement.
 - ii. Two-Factor Authentication –not recommended unless you wish to add extra security each time you log in. Setting two-factor authentication requires the password and a security code emailed with each log in.
3. Enter your Last Name, First Name and check consents and click “Next”. [View](#)
4. Create your password in the [welcome window](#). - The email entered must be verified. The email is verified one of two ways.
 - i. Enter the OTP [sent to your email](#) and click “Finish Registration”. This is sent after step 2.
 - ii. Do not enter OTP and click “Finish Registration”. An [email will be sent](#) with a link to confirm and returns to the login page.
5. Click My Account from your myLegion home page view your membership information. Officers registering for post and squadron access will find that information on the My Account window.

VERIFY ACCOUNT - USER REGISTERED MESSAGE

1. Go to myLegion.org
 2. Click "Register"
 3. Enter your email in the [Register window](#) and click "Next". A [Verify Account](#) window opens.
 4. Leave this page open. Go to your email and retrieve the OTP (One Time Password).
 5. Enter the OTP and click "Verify"
 6. Create and verify your new password, be sure to include:
 - i. Uppercase Letter
 - ii. Lowercase Letter
 - iii. Number
 - iv. Symbol (!@#\$%^&*)
 7. Click Next and you will be logged in and your name displays in the upper right.
 8. Go to My Account to view membership details.
-

REGISTER FAQ

1. I didn't receive my temporary password.
 - i. Check your Junk mail of Spam
 - ii. Return to myLegion.org and "Register" to re-enter email in the registration window.

<https://mylegion.org/PersonifyEbusiness/Resources/Help/Help-Registration>

HELP - MY ACCOUNT

ADDRESS INFORMATION

ADD ADDRESS

Home > My Account > Addresses

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click "My Account" from myLegion Home
3. Go to [MY INFORMATION "Addresses"](#)
4. Click "[Add Address](#)"
5. Enter address and click "[Save](#)"

DELETE ADDRESS

Home > My Account > Addresses

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click "My Account" from myLegion Home
3. Go to [MY INFORMATION "Addresses"](#)
4. Click "[Delete](#)" to the right of the address
5. "Delete" in [Confirm Deletion window](#)

EDIT ADDRESS

Home > My Account > Addresses

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to [MY INFORMATION “Addresses”](#)
4. Click “[Edit](#)” to the right of the address to update
5. Enter updates and “[Save](#)”

MAIN ADDRESS

The main address is the address listed as your primary contact address. Unless specified, the main address is used in all mail correspondence.

EMAIL INFORMATION

Add Email Address

Home > My Account > Contact Information

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “Contact Information”.
4. “[Add New Email Address](#)”
5. Enter [Email location and address](#) and “Save”
 - i. Check Boxes (Optional)
 - i. Set as Main Email Address– UN and PW retrieval are sent to Main Email
 - ii. Include in Print Directory
 - iii. Include in Web/Mobile Directory
 - iv. Use for Digital Subscriptions

DELETE EMAIL

Home > My Account > Addresses

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “Contact Information”
4. Click “[Delete](#)” to the right of the address
5. “Delete” in [Confirm Deletion window](#)

EDIT EMAIL ADDRESS

Home > My Account > Contact Information

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account

2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “Contact Information”.
4. “[Edit](#)” to the right of the email to update
5. Update and “[Save](#)”
 - i. Check Boxes (Optional)
 - i. Include in Print Directory
 - ii. Include in Web/Mobile Directory
 - iii. Use for Digital Subscriptions

MAIN EMAIL ADDRESS

The email address listed as MAIN is also the email for account validation. Forgot username and password requests are sent to the main email. If you do not know your main email address, contact your Department Headquarters. An update to your email sends an [alert your account profile email has been updated](#).

EMERGENCY CONTACTS

Home > My Account > Emergency Contacts

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
 2. “My Account” from [myLegion Home](#)
 3. Go to [MY INFORMATION “Emergency Contacts”](#)
 4. Click “Add New Emergency Contact”
 5. Enter [contact information](#) and “Save”
-

EXTERNAL LOGIN ADD/UPDATE

Home > My Account > Contact Information (opens [self service window](#))

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
 2. Click “My Account” from myLegion Home
 3. Go to MY INFORMATION “UserName/Password”
 4. Select “[External Logins](#)” in Self Service account settings window
 5. Select the service to use as a log in.
-

MEMBERSHIP CARD

Home > My Account > Contact Information

1. Log in to your myLegion account at www.myLegion.org
2. No account – Register an account
3. Click “My Account” from myLegion Home
4. From the left menu select “Membership Card”
5. Click “View Membership Card” to open a PDF file of your membership card.

Don't have a card to print? myLegion only allows you to print a membership card for the current membership year. Expired members will not have card to print.

MEMBERSHIP DISCOUNTS

Home > My Account > Contact Information

1. Log in to your myLegion account at www.myLegion.org
 2. No account – Register an account
 3. Click “Member Discounts” from myLegion Home
 4. Select the discount program of interest. Contact information and discounts are provided.
-

MILITARY SERVICE

BRANCH OF SERVICE

BRANCH OF SERVICE - ADD

Home > My Account > Military Service

1. Login in to your mylegion account at www.mylegion.org.
2. No account – Register an account.
3. “My Account from mylegion Home.
4. Go to [MY INFORMATION “Military Service”](#)
5. Click “[Add Branch of Service](#)”
6. Select BOS from the dropdown menu and “[Save](#)”
7. Repeat for each BOS if you served in multiple.

BRANCH OF SERVICE - EDIT

Home > My Account > Military Service

1. Log in to your mylegion account at www.mylegion.org
2. No account – Register an account.
3. “My Account” from [mylegion Home](#).
4. Go to [MY INFORMATION “Military Service”](#)
5. Click “[Edit](#)” to the right of Branch of Service.
6. Make the necessary change and “[Save](#)”

BRANCH OF SERVICE - DELETE

Home > My Account > Military Service

1. Log in to your mylegion account at www.mylegion.org
2. No account – Register an account.
3. My Account” from [mylegion Home](#).
4. Go to [MY INFORMATION “Military Service”](#).
5. Click “[Delete](#)” to the right of Branch of Service.
6. “Delete” in [Confirm Deletion window](#).

CONFLICT - ADD

Home > My Account > Military Service

1. Log in to your mylegion account at www.mylegion.org.
 - i. No account – Register an account.
2. “My Account from [mylegion Home](#).
3. Go to [MY INFORMATION “Military Service”](#).
4. Click “[Add Conflict](#)”.
5. Select Conflict from the dropdown menu and “[Save](#)”.
6. Repeat for each Conflict if you served in multiple

CONFLICT - EDIT

Home > My Account > Military Service

1. Log in to your mylegion account at www.mylegion.org
2. No account – Register an account.
3. “My Account” from mylegion Home
4. Go to [MY INFORMATION “Military Service”](#)
5. Click “[Edit](#)” to the right of Conflict.
6. Make the necessary change and “[Save](#)”

CONFLICT - DELETE

Home > My Account > Military Service

1. Log in to your mylegion account at www.mylegion.org
2. No account – Register an account.
3. “My Account” from mylegion Home
4. Go to [MY INFORMATION “Military Service”](#)
5. Click “[Delete](#)” to the right of Conflict.
6. “Delete” in [Confirm Deletion window](#).

PAID UP FOR LIFE (PUFL)

PURCHASE A PUFL MEMBERSHIP THROUGH YOUR MYLEGION ACCOUNT.

Home > Membership > Renew Membership

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Select “[Renew Now](#)” button from TAL MEMBERSHIP SUMMARY
 - i. Amount due appears in MY ORDER BALANCE “Pay Now”. Follow the link to Renew from the Pay Balance page.
4. Review membership information and [save](#) any updates.
5. Review membership details and select PUFL preference. (Full purchase or Time Pay)
6. “Pay Now”

PASSWORD INFORMATION

Forgot Password

1. In the Login/Register window select “Forgot Password”
2. Enter your username and “Submit”. A confirmation window will appear to check your email to reset your password.
3. Open your email and click on the link to reset your password. This email is from American Legion Identity Provider.
4. Reset your password. Enter new password and confirm password. Click “Reset”
5. Password has been successfully updated message appears.

PASSWORD REQUIREMENTS

Passwords must be at least 8 characters and contain one non-alphanumeric character (i.e., ! or \$) and at least one digit (number).

UPDATE PASSWORD FROM MY ACCOUNT

Home > My Account > Contact Information ([opens Self Service window](#))

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “Username / Password”.
4. Go to “Password” in Self Service account settings window.
5. Enter [Current PW, New PW and Confirm New PW](#). “Update Password”
 - i. Current PW is required. If you do not know the current password, log out and use [Forgot Password](#).

PHONE NUMBER

ADD PHONE NUMBER

Home > MyAccount > Contact Information

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “[Contact Information](#)”
4. “Add New Phone Number” Enter phone type, location, number and optional preferences boxes.
 - i. Set as Main Phone Number
 - ii. Do Not Call
 - iii. Include in Print Directory
 - iv. Include in Web/Mobile Directory
5. [“Save”](#)

EDIT PHONE NUMBER

Home > MyAccount > Contact Information

1. Log in to your myLegion account at www.myLegion.org

- i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Go to MY INFORMATION “[Contact Information](#)” Select “Edit” to the right of the number
4. Enter updates and “[Save](#)”

SMS VERIFICATION.

SMS is a text messaging service component of most telephone, internet, and mobile device systems. It uses standardized communication protocols to enable mobile devices to exchange short text messages. This feature does not currently function.

WHY DIDN'T I RECEIVE A SMS CODE?.

Phase 2 – Not available at this time.

REGISTER A MYLEGION ACCOUNT

1. Go to myLegion.org and select “Register”
2. Enter email in the [Register window](#) and click “Next”
 - i. Mobile No (Optional) – no functions at this time. Future enhancement.
 - ii. Two-Factor Authentication –not recommended unless you wish to add extra security each time you log in. Setting two-factor authentication requires the password and a security code emailed with each log in.
3. Enter your Last Name, First Name and check consents and click “Next”. [View](#)
4. Create your password in the [welcome window](#).
5. The email entered must be verified. The email is verified one of two ways.
 - i. Enter the OTP [sent to your email](#) and click “Finish Registration”. This is sent after step 2.
 - ii. Do not enter OTP and click “Finish Registration”. An [email will be sent](#) with a link to confirm and returns to the login page.
6. Click My Account from your myLegion home page to view your membership information. Officers registering for post and squadron access will find that information on the My Account window.

REGISTER FAQ

1. I didn't receive my temporary password.
 - i. Check your Junk mail of Spam
 - ii. Return to myLegion.org and “Register” to re-enter email in the registration window.
-

RENEW MEMBERSHIP

RENEW 1-YEAR MEMBERSHIP THROUGH YOUR MYLEGIONACCOUNT.

Home > Membership > Renew Membership

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account

2. Click “My Account” from myLegion Home
3. Select “Renew Now” button from TAL MEMBERSHIP SUMMARY
4. Review membership information and “Save” any updates.
5. Review membership details select “1 year membership”
 - i. Auto Renew – Check box to set up automatic renewal. This authorizes National Headquarters to charge the credit card on file at the beginning of each membership term. The American Legion membership year begins July 1 and charges are applied within the next 2 weeks.
 - ii. Future Renewal Notices by Email – All future renewal notices will be emailed to the main email address on file.
6. [“Pay Now”](#)
7. Enter [credit card information](#) and “Pay Now”
8. Receive [receipt](#) for your records.
9. Print membership card in [MEMBERSHIP “Membership Card”](#)

Amount due also appears in [MY ORDER BALANCE. “Pay Now”](#) to proceed to Pay Balance page and click on the link to complete your renewal.

SERVICE OFFICER INFORMATION

Home > My Account > Contact Information

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. From myLegion Home go to Resources from top menu and select “Find a Service Officer”

SUBSCRIPTIONS

MANAGE AMERICAN LEGION SUBSCRIPTIONS

Home>My Account>OptIn/Out

All subscriptions are sent to the main email address on file.

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Select “E-newsletters” from left menu.
4. [“Edit”](#) for Opt In/Out information
5. Select [subscriptions](#) to receive and “Save”.

CAN I HAVE MY E-NEWSLETTER SENT TO A DIFFERENT EMAIL?

Yes.

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Add an alternate email address. MY INFORMATION Contact Information.

4. Select "E-newsletters" from left menu.
 5. "Edit" for Opt In/Out information.
 6. Check eNewsletters to highlight and edit listing. Check subscription title and select EMAIL-ALTERNATE from pulldown menu.
-

TWO FACTOR AUTHENTICATION.

Two-factor authentication is an extra layer of security to ensure that you're the only person who can access your account, even if someone knows your password. This extra security measure requires you to verify your identity using a randomized code we'll send you each time you attempt to log in. Applying this feature is available when you first create your account. If you do not have two-factor setup, but would like to add:

1. Select "UserName/Password" from the left menu in MY ACCOUNT.
 2. Select "Two-factor Authentication" in Self Service account settings window.
 3. Select "Add Authenticator App" from the left menu in MY ACCOUNT.
 4. Select "Two-factor Authentication" in Self Service account settings window
 5. Configure authenticator app
 6. Reset authenticator key
 7. Close Window and return to MY ACCOUNT.
-

USERNAME INFORMATION FORGOT USERNAME

1. In www.mylegion.org Login/Register window< select "Forgot Username"
2. Enter your Email and "Submit". A confirmation window will appear to check your email to reset your password.
3. Open your email and click on the link to reset your username. This email is from American Legion Identity Provider.
4. Enter Email and New Username. "Change UserName".
 - i. Email is required. Main Address on the member's record.
5. Password has been successfully updated message appears.

USERNAME REQUIREMENTS

None

UPDATE USERNAME FROM MY ACCOUNT

Home > My Account > Contact Information (opens Self Service window)

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click "My Account" from myLegion Home
3. Go to "My Account" from myLegion Home
4. Go to MY INFORMATION "Username / Password" to open the [Profile Self Service window](#)
5. EnterNewusername. "Save"

- i. What if I update the email address, too? The email address in Profile is also the MAIN email on record. This email is used to request username and password.
6. A message displays that the Profile has been updated. Exit Self Service window.
7. Next login, use the new profile username.

<https://mylegion.org/PersonifyEbusiness/Resources/Help/Help-My-Account>

KNOWN ISSUES

Use the link below to view common issues and their status. If you are still having trouble with an issue that is marked as resolved, email cs2@legion.org or contact Department Headquarters at 207-873-3229.

<https://mylegion.org/PersonifyEbusiness/Resources/Help/Help-My-Account>

MYLEGION.ORG MEMBERSHIP PROCESSING/GROUP PERMISSION INSTRUCTIONS

ASSIGN GROUP PERMISSION

Home > My Views>Assign Group Permissions

1. Log into MyLegion and go to My Account.
2. Select group from MyGroups menu to access Group Profile
3. Go to "View Members"
4. Search the member to assign permission and click on their name to open member profile.
5. From the member's profile, select "Assign Group Permissions" from left MY VIEWS panel.
6. Select "Edit" in Management Settings
7. Check permissions to grant and "Save"
 - i. Online Group Manager. This is the minimum permission requirement. It provides access view members and a quick link to member email addresses. Selecting this option only results in view only access and records cannot be updated. It also provides access to online membership tools in View Members -- Global Member Search -Group Attributes - Reports/Labels - and Officer Materials.
 - ii. Edit Individual Profile. Check Edit Individual Profile to grant authority edit member information.
 - iii. Edit Group Profile. Adds the My View menu while in Group Profile.
 - iv. Register or order for a group. Allows member to process online membership. Add, transfer, and add new members.
 - v. Identify Group Manager. ADJUTANTS AND COMMANDERS ONLY

EMAIL MEMBERS

Home > My Views > Group Profile > Members

This feature may require set up of browser-based email preferences. Your email client such as gmail.com or yahoo.com provides help documentation for this set up.

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from the left MY VIEWS menu.
3. From View Members list select member or group of members to email.
 - i. Email all members
 - i. select all records by checking the box to the left of Member ID
 - ii. from Actions pulldown, "Send Email"
 - ii. Email selected members
 - i. select desired records by checking the box to the left of Member ID
 - ii. from Actions pulldown, "Send Email"
4. Email browser will open with emails selected in bbc. (blind copy)

GLOBAL MEMBER SEARCH

Home > My Views > Group Profile > Global Member Search

Search a member that is not member of your group. This search method requires you to have the member's membership ID# or Name and Current Post/Squadron. Limited

information is provided to allow verification of membership, status, and post/squadron they are associated with.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Global Member Search” from the left MY VIEWS menu.
3. Select Lookup Option
 - i. Global Member Search by Member ID
 - ii. Global Member Search by Last Name and Post Number
4. Enter required search options and “View Report”
5. Return to Group Profile page: Click top page breadcrumb to “Group Profile”

GROUP INFORMATION

Group = Post, Squadron, County, District, Department and Detachment. The My Groups menu displays the group you are located.

GROUP ATTRIBUTES / SERVICES - ADD

Home > My Views > Group Profile > “group” Services

Selections will be visible on Legion.org Resources “Find a Post”

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Group Attributes/Services” from the left MY VIEWS menu.
3. Check applicable attributes and “Save”
4. Uncheck box and “Save” to remove

GROUP EMAIL - ADD

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Contact Information” from the left MY VIEWS menu.
3. Select “Add New Email Address”
4. Enter the emaillocation, address, and preferences.
 - i. Set as Main Email Address. Only one main email address can be listed. The current main email address on file is replaced when selected.
5. “Save”

GROUP FAX - ADD

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Contact Information” from the left MY VIEWS menu.
3. Click “Add New Fax Number”
4. Enter the location, number and preferences.
 - i. Set as Main Fax. Only one main fax can be listed. The current main fax on file is replaced when selected.
5. “Save”

GROUP MESSAGE - ADD

Home > My Views > Group Profile > “group” Message

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Group Message” from the left MY VIEWS menu.
3. Click Edit to the right of the Message area to open message box.
4. Enter message and “Save”

GROUP PHONE - ADD

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Contact Information” from the left MY VIEWS menu.
3. Click “Add New Phone Number”
4. Enter the phone type, location, number, and preferences.
 - i. Set as Main Phone Number. Only one main phone number can be listed. The current main phone number on file is replaced when selected.
 - ii. Do Not Call
5. “Save”

GROUP PHOTO - ADD

Home > My Views > Group Profile > “group” Message

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Group Message” from the left MY VIEWS menu.
3. Click “Add” on the photo image
4. Select “Choose File” and browse the photo or image. Supported: gif, jpeg, jpg, png
5. Click “Upload”
6. “Save”

GROUP WEBSITE - ADD

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Contact Information” from the left MY VIEWS menu.
3. Click “Add New Website Address”
4. Enter the website name, address and preferences.
 - i. Set as Main Website. Only one main website can be listed. The current main website on file is replaced when selected.
5. “Save”

MATERIALS – MANUAL, BROCHURES, SPEECHES BROCHURES

Home > My Views > Group Profile > Officer Manuals

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Brochures” from the left MY VIEWS menu.
3. Click on the brochure title to open as a PDF. Save or Print

OFFICER MANUALS

Home > My Views > Group Profile > Officer Manuals

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Officer Manuals” from the left MY VIEWS menu.
3. Click on the manual title to open as PDF. Save or Print

SPEECHES

Home > My Views > Group Profile > Suggested Speeches

1. From your My Account page, enter My Groups to access Group Profile
 2. Go to “Brochures” from the left MY VIEWS menu.
 3. Click on the speech title to open as a PDF. Save or Print
-

MEMBER MANAGEMENT

Home > My Views > Group Profile > Members > Member Profile

ADDRESS - ADD

Home > My Views > Group Profile > Members > Member Profile > Addresses

1. From your My Account page, enter My Groups to access Group Profile
2. Click “View Members” from left menu “View Members”
3. Search the member and click on their name from the list to view Member Profile
4. Click “Addresses”
5. Click “Add Address”
6. Enter address “Save”

ADDRESS - DELETE

Home > My Views > Group Profile > Members > Member Profile > Addresses

1. From your My Account page, enter My Groups to access Group Profile
2. Click “View Members” from left menu “View Members”
3. Search the member and click on their name from the list to view Member Profile
4. Click “Addresses”
5. Select “Delete”
6. You will be asked to confirm. Select “Delete”

ADDRESS - EDIT

Home > My Views > Group Profile > Members > Member Profile > Addresses

1. From your My Account page, enter My Groups to access Group Profile
2. Click “View Members” from left menu “View Members”
3. Search the member and click on their name from the list to view Member Profile
4. Click “Addresses”
5. Select “Edit”
6. “Save”

ADDRESS - MAIN

The main address is the address listed as your primary contact address. Unless specified, the main address is used all mail correspondence.

CONTINUOUS YEARS - EDIT

Home > My Views > Group Profile > Members > Member Profile >Name & Demographics

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Name & Demographics"
5. Click "Edit" in Demographics section.
6. Update and "Save"

DECEASED MEMBER – UPDATE MEMBER STATUS TO DECEASED

Home > My Views > Group Profile > Members > Member Profile >Name & Demographics

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Name & Demographics"
5. Click "Edit" in Demographics section.
6. Check Deceased and "Save"

EMAIL ADDRESS - ADD

Home > My Views > Group Profile > Members > Member Profile > Contact Information

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. "Add New Email Address"
6. Enter Email location and address and "Save".
 - i. Check Boxes (Optional)
 - i. Set as Main Email Address– UN and PW retrieval are sent to Main Email
 - ii. Include in Print Directory
 - iii. Include in Web/Mobile Directory
 - iv. Use for Digital Subscriptions

EMAIL ADDRESS - DELETE

Home > My Views > Group Profile > Members > Member Profile > Contact Information

Email addresses can only be deleted if more than one is listed on the account. One primary address must be on file to have a MyLegion account. To delete all email addresses on a record, contact the member must contact National Customer Service.

1. From your My Account page, enter My Groups to access Group Profile

2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Select "Delete"
6. Click "Delete" in delete confirmation window

EMAIL ADDRESS EDIT

Home > My Views > Group Profile > Members > Member Profile > Contact Information

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Select "Edit"
6. Check preferences if applicable and "Save"
 - i. Check Boxes (Optional)
 - i. Include in Print Directory
 - ii. Include in Web/Mobile Directory
 - iii. Use for Digital Subscriptions

EMAIL ADDRESS - MAIN

The email address listed as MAIN is also the email for account validation. Forgot username and password requests are sent to the main email. If you do not know your main email address, contact your Department Headquarters. Updates to your email sends an alert your account profile email has been updated.

NAME - EDIT

Home > My Views > Group Profile > Members > Member Profile > Name & Demographics

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Name & Demographics"
5. Click "Edit" in Name section.
6. Enter updates and "Save"

PHONE NUMBER - ADD

Home > My Views > Group Profile > Members > Member Profile > Contact Information

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. "Add New Phone Number"
6. Enter phone type, location, number, and optional preferences boxes.
 - i. Set as Main Phone Number
 - ii. Do Not Call
 - iii. Include in Print Directory
 - iv. Include in Web/Mobile Directory

7. "Save"

PHONE NUMBER- EDIT

Home > My Views > Group Profile > Members > Member Profile > Contact Information

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Enter updates and "Save"
 - i. Don Not Call
 - ii. Include in Print Directory
 - iii. Include in Web/Mobile Directory
6. "Save"

PHONE SMS VERIFICATION.

SMS is a text messaging service component of most telephone, Internet, and mobile device systems. It uses standardized communication protocols to enable mobile devices to exchange short text messages. This feature does not currently function.

PRINT A MEMBERSHIP CARD

Post and squadron group leadership can print a current membership card for Legion and Sons of the American Legion members.

1. your My Account page, enter My Groups to access Group Profile.
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Membership Cards" and click on the link to view and print card image.

PROCESS MEMBERSHIP – ONLINE TRANSMITTAL TRANSMITTAL – RENEW MEMBERS

Home > Membership > Post Transmittal

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Process Membership" from the left MY VIEWS menu.
3. Click "Add/Modify Transmittal"
4. Post Transmittal window opens.
5. Search the member to renew and check the box to the left of the member to renew.
 - i. No search results:
 - i. The member is already paid, in a pending batch, or transferred out of your post/squadron. Results in this search only provide members eligible for renewal.
 - ii. The member has expired more than 2 years. Select Add/Transfer Member to continue.
6. Review post transmittal summary that updates with amount due.
 - i. Dues amount incorrect? Contact your department headquarters.
7. Repeat with each member to renew.

- i. Saving the batch allows you to exit post transmittal and return to submit later. All transmittals are to be submitted within 14 days.
8. View the members in the batch click “List Selected”
9. Click “Finalize”
10. Add Payment information or select the saved bank account and “Pay Now”.
 - i. Authorization checkbox required.
11. Print or Save Receipt

TRANSMITTAL – ADD NEW MEMBER

Home > Membership > Post Transmittal

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Process Membership” from the left MY VIEWS menu.
3. Click “Add/Modify Transmittal”
4. Post Transmittal window opens.
5. Click “Add/Transfer Member” to view add new member.
 - i. New member – never been a TAL member or SAL member. Enter contact information and demographics and “Save”
 - ii. Current or former member. Use this option if the member of your post is expired for greater than 2 years and does not display on your renewal list, or when processing a new Legion member that is already a current SAL member. Enter ID# and Last Name and click “Continue”.
6. View the members in the batch click “List Selected”
7. Click “Finalize”.
8. Add Payment information or select the saved bank account and “Pay Now”.
 - i. Authorization checkbox required.
9. Print or Save Receipt.

TRANSMITTAL – TRANSFER MEMBER

Home > Membership > Post Transmittal

NOTE: Online transfers require renewal in the same transaction. If the member is paid for the current membership year and would like to transfer to your post/squadron, complete a Member Data Form and mail to state headquarters.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Process Membership” from the left MY VIEWS menu.
3. Click “Add/Modify Transmittal”
4. Post Transmittal window opens
5. Click “Add/Transfer Member”
6. Enter Member ID# and Last Name (required) and “Continue”
7. Verify member information, make any updates, and “Save”
8. View the members in the batch click “List Selected”
9. Click “Finalize”
10. Add Payment information or select the saved bank account and “Pay Now”.
 - i. Authorization checkbox required.
11. Print or Save Receipt.

RENEW AN EXPIRED MEMBER NOT ON POST TRANSMITTAL LISTING

The post transmittal listing includes members with eligible renewal years current minus

1.To renew members that have let their membership expire greater than one year:

1. Select “Add/Transfer Member”.
2. Process as a Current or former member.
3. Enter the member’s ID# and Last Name and “Continue”.
4. This action adds the expired member to your transmittal. Click “Save” with each update.

TRANSMITTAL HISTORY

Home > Membership > Transmittal History

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Transmittal History” from the left MY VIEWS menu.
3. Table displays with summary of transmittal history. Select Transmittal Number to view members in the transmittal.

TRANSMITTAL PAYMENT INFORMATION – HOW DO I ENTER?

Payment information is entered when finalizing the transmittal. When finalizing, click Pay Now and the banking account window will open to enter your bank account and routing number. If you receive an error while entering payment information, please confirm the routing and account information with your financial institution for ACH payments.

- **How to Find Routing Number on a Check**

Look in the lower left-hand corner of the check where routing numbers are located. Look for an icon on the check. The icon is a character is from the BankerScriber MICR font.

Identify the first nine numbers. **All routing numbers are nine numbers.**

- **How do you identify a Routing Number on a Check?**

The easiest place to find your bank's routing number is to look at your paper checks. The check will typically have the 9-digit routing number down on the bottom left of the check. It will be in a sequence of three numbers printed in MICR (magnetic ink character recognition) form.

- **How many numbers are in a bank account number?**

The account number works in conjunction with the routing number. While the routing number identifies the name of the financial institution, the account number-usually between eight and 12 digits -identifies your individual account.

- **How long is a standard bank account number?**

The most common length for bank account numbers is 9, 12, or 10 digits. Although they range from 4 to 17 digits long. I have a large database of valid numbers and there's no pattern that I can see to the "account number".

TRANSMITTAL PAYMENT INFORMATION – HOW DO I UPDATE?

Bank information can be updated when finalizing the transmittal. The Transmittal Payment window has a link to Update Account Information.

REGISTERED MEMBERS

Home > My Views > Group Profile > Registered Members

This area is not fully developed.

View a listing of all members that have created a myLegion member account.

REPORTS / LABELS

CONSOLIDATED REPORTS – CPR AND CSR– EDIT / SAVE / FINALIZE

1. Click “Edit Reports” or “View / Edit Reports” from the left menu. View dashboard. The dashboard with Consolidated Report options is restricted to Post and Squadron Adjutants.
2. MY CONSOLIDATED REPORTS window will open. This window provides information for Open and Closed reports. Post Adjutants have access to Post and Squadron reports. Click “Edit” to open the report.
3. In Preview and Final Steps, click “Edit” to open the report fields to enter data.
4. Report information provides field boxes to include data. The number located at the lower right indicates the maximum characters allowed. Tab to go from one field to the next or scroll and click. The report is no longer completed in sections. It is one continuous form. Located the bottom of the form are buttons to “Save as Draft”, “Next” or “Cancel”.
 - i. Save As Draft – saves draft and allows you to return and make future entries.
 - ii. Next – provides “Submit Final” button to finalize.
 - iii. Cancel

To print the report, click “Print Friendly View” link that displays the report questions and answers. Another print link appears. Click “Print”. This report can be saved as a PDF or sent to your output printer.

DECEASED REPORT

Home > My Views > Group Profile > Reports / Labels

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select “Current Roster”.
4. Set parameters. Begin with selecting your group. Set Last Paid Year, Status “**Deceased**”, Mailing Status, Membership Type and “View Report”.
5. The report generates. From the export pull down menu export the document to the desired application.

DISTRICT / COUNTY POST ROSTER LISTING

Home > My Views > Group Profile > Reports / Labels > Post Roster – Listing

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Click “Post Roster Listing” from COUNTY AND DISTRICT REPORTS area.
4. Select District/County from pulldown menu.
5. Check post/squadron. Select one, multiple of All.
6. Select last paid year(s).
7. Select Status.
8. Select Membership Status.
9. Click View Report. From the export pull down menu export the document to the desired application.

EXPIRED MEMBER REPORT

Home > My Views > Group Profile > Reports / Labels

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select “Current Roster”.
4. Set parameters. Begin with selecting your group. Set Last Paid Years that are not current, Status, Mailing Status, Membership Type and “View Report”.
5. The report generates. From the export pull down menu export the document to the desired application.

FIND MEMBERS IN MY AREA

Home > My Views > Group Profile > Reports / Labels

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select “Find Members In My Area”.
4. Set parameters for members to find. **Enter the zip code first.** Next enter last paid year. And “View Report”
5. The report generates. View Report. From the export pull down menu export the document to the desired application.

About this report:

Includes headquarters members and expired member meeting search parameters.

LABELS – 3/10

Home > My Views > Group Profile > Reports / Labels

Available for Posts and Squadrons.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select the 3x10 label option.
4. Set group, last paid year and click “View Report”
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

MEMBER DUES HISTORY

Home > My Views > Group Profile > Reports/Labels> Member Dues History

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select Member Dues History
4. Set parameters. Enter ID# and Organization (TAL or SAL) and “View Report”
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

MEMBER ONLINE RENEWALS

Home > My Views > Group Profile > Reports / Labels

Available for Posts. Create a report to view members that have renewed online to your group. Member online renewal is limited to Legion members only.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select Member Online Renewal.
4. Set parameters. First select group, next set the date range using the calendar icons and "View Report"
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

PAID MEMBERS BY POST

Home > My Views > Group Profile > Reports / Labels

Available for Districts and Counties. This report may take longer to generate data.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select Paid Members By Post.
4. Set Parameter. First select District/County. Next select the post and last paid year.
5. Click "View Report"

POST/SQUADRON CURRENT ROSTER

Home > My Views > Group Profile > Reports / Labels

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Current Roster".
4. Set parameters. First select your group. Next set Last Paid Year, Status, Mailing Status and "View Report".
5. The report generates. View Report. From the export pull down menu export the document to the desired application.

About this report:

- Includes members of the group meeting search parameters.
- Last Paid includes Current Year and 2 previous years.
- Undeliverable mail status results in the member not receiving renewal notices, TAL magazine or any mailing from National or Department.
- Use this roster to generate a Deceased, Un-renewed and Undeliverable reports.

POST/SQUADRON HEALTH STATUS (DISTRICT AND COUNTY)

Home > My Views > Group Profile > Reports / Labels

Available for Districts and Counties only. Track post and squadron online membership processing activity, CPR reporting, and mailing status.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Post/Squadron Health Status".
4. Select group and membership year. Click View Report.
5. From the export pull down menu export the document to the desired application.

PROJECT STAY ACTIVE

Home > My Views > Group Profile > Reports / Labels > Stay Active

Available for Posts, Squadrons, Districts and Counties. Find members that have recently moved into your area and connect with them to see if they would like to transfer to your post.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Project Stay Active".
4. Select group and set date range. Click View Report.
5. From the export pull down menu export the document to the desired application.

RENEWAL LETTER

Home > My Views > Group Profile > Reports / Labels

Create a personalized letter inviting members to renew. Letter includes member and post information.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Group". This step populates the group commander name and title. This can be updated by typing text in boxes.
4. Select "Sort By".
5. Click View Report.
6. From the export pull down menu export the document to the desired application.

RENEWAL LABELS

Home > My Views > Group Profile > Reports / Labels

Create a personalized letter inviting members to renew. Letter includes member and post information.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Group". This step populates the group commander name and title. This can be updated by typing text in boxes.
4. Select "Sort By".
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

ROSTER UPDATES

Home > My Views > Group Profile > Reports / Labels

Available for Posts and Squadrons.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select “Roster Updates”.
4. Select group and set date range. Click View Report.
5. From the export pull down menu export the document to the desired application.

About this report:

Includes all updates made to a member’s record, including transfer in and out information.

UNDELIVERABLE REPORT

Home > My Views > Group Profile > Reports / Labels

Available for Posts, Squadrons, Districts and Counties. Undeliverable mail status results in the member not receiving renewal notices, TAL magazine or any mailing from National or Department.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Reports/Labels” from the left MY VIEWS menu.
3. Select “Current Roster”.
4. Set parameters. First select your group. Next select Last Paid Year, Status, Mailing Status set to “**Undeliverable**”, Membership Type and “View Report”.
5. The report generates. From the export pull down menu export the document to the desired application.

VIEW MEMBERS ROSTER

Home > My Views > Group Profile > Members

Available for Posts, Squadrons, Districts and Counties.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “View Members” from the left MY VIEWS menu.
3. The roster appears on the Group Profile window.
 - i. Print/Save full roster
 - i. select all records by checking the box to the left of Member ID
 - ii. from Actions pulldown, “Export Full Roster” or “Print Roster”
 - ii. Print/Save selected records
 - i. select desired records by checking the box to the left of Member ID
 - ii. from Actions pulldown, “Export Selected Records”

Viewing the list will not display all records if greater than 2000. To view all members, export the list using the Actions menu.

TRAINING REQUESTS

The Training White Paper project was presented at the Spring & Fall meetings (2017), which resulted in the creation of the 21st Century Committee that defines our training methods. In summary, the leadership decided National should provide materials online for departments, districts, and posts to conduct their own local trainings as much as possible.

Respond to myLegion Training Requests using the text below.

National will provide materials online for departments, districts, and posts to conduct their local trainings as much as possible.

Online training sessions, accompanying PowerPoints and Q&A summaries are available at <https://www.legion.org/training/training-tuesdays> for download and to use at the local level. If these do not meet your need, contact National Member Engagement & Training Coordinator at legiontraining@legion.org.

VIEW MEMBERS

Home > My Views> Group Profile > Members

View members opens the group roster with search options to locate a specific member or group of members. For more information about managing a member's record go to

MEMBER MANAGEMENT

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "View Members" from the left MY VIEWS menu.
 - i. Search using search options.
 - ii. Select Member's Name to open more information.
 - iii. Select Member's Email to open an email from your provider.