

Welcome to this training presentation of MyLegion.org. This presentation is a comprehensive training session on the new MyLegion platform released April 2021.

Topics of discussion include how to:

• Register an account. All MyLegion accounts are registered with the email on your member record.

 Manage your account. As a member of The American Legion Sons of The American Legion or a dual member, you can manage your membership account online. Become familiar with navigating your MyLegion account to view updated contact information and demographic information, manage subscriptions, view discounts, set up auto-renew, print your membership card, and other member-only tools.

• This presentation will also include how to access MyLegion leadership tools. You will learn how to navigate the administrative side of MyLegion to manage post and squadron membership information, view reports, access materials and process memberships, along with how to assign others permission to use administrative tools.



To get started with myLegion, the first step is to register an account.



MyLegion is a secure website and requires registration. On any device that provides internet access, from your web browser, go to www.myLegion.org. A link to this page is also available on The American Legion's national site, legion.org.



<1> MyLegion is the web application for American Legion and Sons of the American Legion that provides membership details, dues status and membership management.

<2> Members can renew online and set up for auto renewal

- <3> access subscriptions online including The American Legion Magazine
- <4> view member-only discount codes
- <5> have giving opportunities
- <6> and resources for post and squadron administrators

Officers seeking Post and squadron membership for member management resources and online membership processing will create an individual member account and transition to the administrative side of MyLegion through their individual MyAccount log in.



All MyLegion accounts are to be registered with the email address on your membership record.

<1> One MyLegion account provides access to all your membership. All accounts are individual registered with the primary email address on the member record. Membership details for both The American Legion and Sons of the American Legion are included along with any administrative access provided to adjutants and commanders.

<2> Post and Squadron membership is accessed through your individual MyLegion account. Registering with a post or squadron email stores that email on your member record. It is not necessary to use a group email to access post and squadron membership. Administrative access is through the individual and not the group.

<3> The Email used during registration must be on your membership record on file at National HQs. Registering with an email not listed as your primary email will not provide access to membership details or leadership resources.



Members with leadership roles will register with their individual email.

Why do you have to register as an individual if all you are seeking are leadership tools such as online membership processing, access to rosters, reports, and membership management.

<1> Registering individual accounts provides enhanced security. The previous version of MyLegion only provided one account for administrative duties. If others needed access, log in credentials were shared. Now that access to leadership tools is through individual accounts, those needing access can be assigned by an administrative officer.



The previous version of MyLegion had separate accounts for the resources needed to manage membership. Now MyLegion is one account for all. MyLegion provides one login for all your needs.

<1> The first function of MyLegion is serves as a member account. It provides members access to their personal account to renew, donate, print a membership card, view discounts and other member only benefits. After your leadership term expires you will still have access to your membership without having to re-register.

<2> Administrative tools are provided automatically to American Legion and Sons of The American Legion Adjutants and Commanders. These positions are also referred to as "Administrative Officers" of MyLegion. Access is provided and removed in real time as reporting of officers from the Officer's Certification form is entered. Now that administrative tools are through your individual account, there is no need to contact previous officers or contact MyLegion support to provide temporary usernames or passwords.

Please note that registering with your own email as an officer DOES NOT display your personal email on post directories and publications.



To register an account, go to www.mylegion.org. On the home page select Register. If you are not sure if you have already registered an account, go ahead and click register. You will receive a message that User is registered and sent a one-time password to verify your email address and complete the registration.

| The American Legion | | | | | | | |
|--|---|--|--|--|--|--|--|
| Register a MyLegion Account | | | | | | | |
| Enter the email address on your membership record. | 🔞 The American Legion | | | | | | |
| No Email? www.Outlook.live.com | Register Email Address Mobile No (Optional) | | | | | | |
| Contact department or national to add email prior to registering an account. | Two Factor Authentication Next Skip | | | | | | |
| | C2011, The American Legist | | | | | | |

Enter the email address on your membership record.

An email is required to register.

<1> If you do not have an email address, free sites are available such as outlook.live.com.

<2> Create an email and contact your department or national headquarters prior to registering an account.

| The American Legion | |
|---|---|
| Register a MyL | egion Account |
| Registering with an email address not on your member record will not provide correct member details or permissions. | Kegister Email Address Mobile No (Optional) Two Factor Authentication Next Skip |
| | 02011, The American Legur |

Registering with an email address not on your member record will not provide member details or permissions.

<1> Mobile number can be entered and used in future enhancements to allow verification via your mobile phone. 2-Factor Authentication is an optional security log in option.

| The American Legion | |
|--|-------------------------------|
| Register a MyL | egion Account |
| Two-factor authentication is an extra layer of security to ensure that you're the only person who can access your account even if | () The American Legion |
| 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 | Register myemail@gmail.com |
| login. Applying this feature is available when you first create your account. | Mobile No (Optional) |
| <u>Every Log-in Requires</u> Username and Password 2nd Log-in with code sent via Email | Next Skip |
| It can be added or removed later Through your account. | C3211, The American Lagor |

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. It can be added or removed later through your account.

Click "Next" once the email is entered.



Enter your last name and first name. Address is optional. Selecting an address type opens an address widow.

<1> MyLegion is a secure web application that stores membership information on your member record. Updates to contact information through MyLegion will be stored in The American Legion's National membership database. This application allows users, in your MY ACCOUNT, to store credit card information to pay membership dues and online giving.

<2> For more information on how data is stored and used, please review our Privacy Policy

(https://www.legion.org/privacy)

<3> Click "Next". This action will email you a One Time Password to finish the registration.

| Welcome myemail@gmail.com | Password Requirements: 1. Uppercase Letter 2. Lowercase Letter 3. Number 4. Symbol (Im#\$%^&*) |
|---------------------------|--|
| ser Name * | 4. Symbol (:@#\$70 &) |
| word * Confirm | Password * |
| An One Email | Time Password has been sent to your email to verify account ail One Time Password (Optional) |
| kip for Now | Finish Registratio |

The welcome window appears.

The username defaults to your email address. You can update the username in this window or keep it as displayed. When creating a username, try to use something unique and not generic.

<1> Create the password by entering it 2 times. Password requirements include 1 Uppercase letter, 1 Lowercase letter, 1 number and 1 symbol.

<2>Before you finish the registration, return to your email to retrieve the one time password sent from The American Legion Identity Provider and enter in the OTP field. Have you email open to retrieve the code and then Finish Registration.



Emails already registered will receive a message.

<1> User Registered. A one-time password has been sent to your email to verify account.

<2> Retrieve the one-time password from the email included in the message.

<3> Do not close this window. Have your email already open if you have trouble with this step.

<4> The password expires in 5 minutes. If you are not able to retrieve the password and enter in that time frame, return to the registration window and begin again.

<5> Why are you required to take this verification step? Now that myLegion is registered with an email address, verification links are required, to ensure you have access to that email and we have a clear communication with you as a member.



If you do not receive an email to complete your registration, check your junk mail or spam.



During registration, log in credentials are created. Let's review how to manage your username and password.

| | can Legic | N |
|--------|-------------|---|
| Forgot | Userna | ame or Password |
| | 🛞 THE AM | erican Legion |
| | Login | Signup |
| | Username | |
| | Password | |
| | L | ogin |
| | Remember Me | Request OTP Forget Password? Forget Uanthime? |
| | in Linkedin | € Pacificia C2011, The American Laport |

The login page offers links for forgotten usernames or passwords. Selecting either of the options will send a link to the registered email.

To update the password, the username is required. If you have forgotten both, begin with forgot username.

Requesting a one-time password also sends an email with a onetime password to log into your account.

| | | | 5 | LECON ORG SHOP OF | IUNE LOGOUT | |
|---|---|---|----------------------|---|---|--|
| 1 my | Legion.or | G | | MY | Stacy Sample | |
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES SH | OP. | CONTACT | |
| | Home + My Account | | | | | |
| MY ACCOUNT | MY CONTACT INF | ORMATION | | TAL MEMBERSH | IIP SUMMARY | |
| HY INFORMATION Nerre & Demographics Milliary Service Contact Information Addresies Emergency Contacts Utername / Presword MENBERSHIP Membership Datals Membership Datals | MY SUBSCRIPTIO The American Lagion M | vy Sangle IN Pernsylvaria St anapolis, IN 46204-1129 mer (317/655-5555 EXT 5555 all stacysampletest@outbook.com NS lagastre 0/2002 | Edt Edt Desais | Status: Paid Thru Date: Member Post: Member Number: View Details SAL MEMBERS Status: Paid Thru Date: | Active 12/31/2021 1 Year Membenship Indexs Peet D495 HIP SUMMARY Active 12/31/2021 | |
| Committees SUBSCRIPTIONS Dispatch | Delivery: Print Status: Activ The American Legion M | e Lagazine | Details | Member Post: | 1 Year Membership Indiana Squadron 0495 | |
| Mugazine PURCHASES Purchase History | Delivery: Print Status: Activ The American Legion D | e koatch | Deals | View Details | LANCE | |
| Pay Open Orders Donation History Saved Oredit Cards CONTACT INFORMATION | Expires 12/3 Delivery: Print Status: Activ | 1/2020 | | Your Account s balance due at | hows no this time. | |
| National Headquarters | The American Legion M | lagazine | Details | | | |
| Post | Expres: 11/3 | 5/2020 | | | | |

While logged into MyLegion, update account login credentials by going to Username/Password. This link opens a self-service window that shows your current username and main email associated with your account.



Let's review the MyLegion home page.



The myLegion Home page identifies the name entered during registration, located above the MY ACCOUNT button.



Your account provides links to Legion.org and pulldown menus to navigate from Legion.org and MyLegion.org. Legion.org is the public website for The American Legion National Headquarters.

Registering with the email on your membership record will associate your MyLegion account with membership details. People that are not members can also create a MyLegion account, however any member-only options such as subscriptions and discounts codes will not be available.

<1> Membership links include Join options, Renewal for members of The American Legion, Paid Up for Life information and links to purchase a paid up for life membership, along with Frequently asked questions about membership eligibility.



Membership in The American Legion includes The American Legion Magazine. View TALM from subscriptions, set up online E-Newsletter options, and sign up for The American Legion Dispatch.



Online giving opportunities can be set up through a MyLegion account. The give menu provides information for planned giving, vehicle donations and corporate sponsorships. Questions about giving to American Legion charities are answered in frequent questions.



Resources helps you find a post or accredited service officers with step-by-step help documentation to assist with MyLegion tools for members and leadership.



The Shop link navigates to National Emblem Sales, and <1> Contact re-directs to legion.org's National HQ directory.



Member only discount codes are located in MyLegion.org.



To view membership details and manage your account click on My Account. <1>

Leadership seeking post and squadron membership will access that information through My Account.



My Account provide information on file at Department and National Headquarters. This first page provides the registered individual membership details, subscriptions and resources.

<1>Member type is located in membership summary. Member post describes your payment type. 1 year renewal means your membership is based on annual renewal. Paid Up For Life and Honorary Life is included in the Member Post description with the paid through date above.

<2> My Contact information displays the main address, phone and email on record and is used as the primary contact for membership subscriptions, renewal notices, and all correspondence.

<3> Some SAL members will notice their membership ID has changed and wonder why. Previously Legion and Sons of the American Legion membership was stored on two separate databases. During the conversion, they were combined to one, therefore, creating duplicate records with the same ID#. As a result, all Sons members with an ID# equal to an existing Legion member, was assigned a new number. <4> Adjutants and Commanders have an additional My Groups menu. This transitions to the administrative side of MyLegion.

| @ my | LEGION. | ORG | | | Stacy Sample |
|-------------------|--------------------------|---|-----------|------|--------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| | Home > My Account = | Name & Demographics | | | |
| ACCOUNT | NAME | | | | Edit |
| INFORMATION | Deafay | | | | |
| me & Demographics | First Name: St | tacy | | | |
| Itary Service | Middle | | | | |
| dresses | Last Name: Sa | ample | | | |
| ergency Contacts | Suffix: | | | | |
| ername / Password | Credentials | | | | |
| IBERSHIP | | | | | |
| mbership Card | DEMOGRAPH | ICS | | | Edit |
| mbership Details | Birth Date: 10 | 0/19/1967 | | | |
| ember Discounts | Gender: Fe | emale | | | |
| mmittees | Job Function. | | | | |
| SCRIPTIONS | Job Title: | | | | |
| patch | Preferred U Currency: | nited States Dollar | | | |
| | | | | | |

The My Account page allows you to add, update and delete demographic information on your record.

| Edit Name Here - My Acteur - Here & Demographic AMME | NAME AND DEMOGRAPHICS |
|--|---------------------------------------|
| Hens - My Acceut - Name & Demographics NAME * Anguind Perfue Select Fast Name Sample Suffue Suffue S | Edit Name |
| NAME *Acquired Factoriand Methic Select | ie > My Account > Name & Demographics |
| Alegand Pete Selet Sele | ME |
| Prefice Select S | |
| Select v Fire Name | refuc |
| First Name: Staty Model Image: State: State: State: Codential: Credential: ESQ Image: < | Select |
| taxy Mddle * Last Name Safet Safet Credentiah 0 005 6 600 6 600 | irst Name: |
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| * Lat Name 5ardis 5ardis Safet: | liddle: |
| Sample Sample Sample Stett Notame: Credentials 0 005 6 5Q 6 5Q | ast Name: |
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| Nidrame | Select |
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| 0005 | redentials |
| - ESQ | DDS |
| - MD | □ ESQ |
| - | D MD |
| L PHD | PHD |

Name "edit" updates your name, including nickname, suffix, prefix and credentials such as DDS, ESQ, MD or PHD. After making updates in this section click Save.

| N | AME AND D Edit Der | EMOGRAPH nographics | ICS | |
|----------------------------|-----------------------|------------------------|-----|---|
| DEMOGRAPHICS | | | | |
| Birthdate | | | | |
| Month: | Day: | | | |
| Oct 🗸 | 19 | ~ | | |
| Year: | | | | |
| 1967 🗸 | | | | |
| Gender: | | | | |
| Female | | | | ~ |
| Job Function: | | | | |
| Select | | | | ~ |
| Job Title: | | | | |
| | | | | |
| Preferred Currency: | | | | |
| USD - United States Dollar | | | | ~ |
| Deceased: | | | | |
| Save Cancel | | | | |

Demographics include date of birth, gender, job function, job title, preferred currency and displays deceased status. With every section you update, always Save.

| 1 my | LEGION.O | RG | | | Stacy Sample |
|---|--------------------------|------------------|------------------------|------|---------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| MY ACCOUNT | Home > My Account > Mili | tary Information | | | |
| MY INFORMATION | BRANCH OF SERV | /ICE | | | |
| Name & Demographics Military Service | Miltary Branch: | USA | | | Edit Delete |
| Contact Information Addresses | Add Branch of Service | | | | |
| Emergency Contacts | CONFLICT | | | | |
| Username / Password | Conflict: | OTHER | | | Edit Delete |
| Membership Card | Add Conflict | | | | |
| Member Discounts Committees | ARE YOU RETIREE | MILITARY? | | | |
| SUBSCRIPTIONS | | | No records to display. | | |
| Dispatch | Are you retired? | | | | |

Military service provides branch of service, conflict and retirement information. More than one branch of service or conflict can be listed on your membership record. Using the Add, Edit or Delete links you can manage this information.

Are you retired military? Record that on your record. Let your leadership know your retired.

| | LEGIOLICI | | | | Stacy Sample |
|--|-------------------------|-------------------|-----------|------|---------------|
| 1 my | LEGION.OI | RG | | | MY ACCOUNT |
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| MY ACCOUNT | Home > My Account > Con | ntact Information | | | |
| MY INFORMATION | PHONE | | | | |
| Name & Demographics Military Service | Phone | | | | Edit Delete |
| Contact Information | Cell | | | | |
| Addresses Emergency Contacts Username / Password | Add New Phone Number | ss Main | | | |
| MEMBERSHIP | EMAIL | | | | |
| Membership Card Membership Details | Alternate | | | | Edit Delete |
| Member Discounts | stacysampletest@outloc | ok.com Main 🛛 | | | |
| Committees | Home | | | | Edit Delete |
| SUBSCRIPTIONS | myemail@yahoo.com | | | | |
| Dispatch | Add New Email Address | | | | |
| E-newsletters Magazine | | | | | |
| magazine | | | | | |

Contact information allows you to add, update and delete phone and email information.

The email set as "main email" is associated with your profile. The main email displays in MY CONTACT INFORMATION and Username/Password profile. It is also the email used for account username and password reset links.


Addresses allows you to add an alternate address and set address preferences. Information set as Main is the primary contact information. National HQs, Department HQs and other American Legion and Sons of the American Legion leadership use main contact information for mail, phone and email correspondence.

Only one main contact can be on file. Adding an address with the Main Address preference will replace the existing main address.

| 1 my | Legion.o | RG | | | Stacy Sample |
|--|------------------------|---|---|------|---------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| | Home > My Account > Em | ergency Contacts | | | |
| MY ACCOUNT | EMERGENCY CON | ITACTS | | | |
| Name & Demographics Military Service Contact Information | Add New Emergency Cont | act | No records to display. | | |
| Addresses Emergency Contacts Username / Password | | Home > My Account > | Emergency Contacts | | |
| MEMBERSHIP Membership Card Membership Details Member Discounts Committees SUBSCRIPTIONS | | Contact Name: Relationship: Phone Type: Phone Namber: Comments: Phone/y: | Bes Friend State Col 555-555 555 Waars medical bacolet 1 | | Edit Delete |
| Dispatch E-newsletters Magazine | | Add New Emergency (| Tentact | | |

Emergency Contacts is a new feature. Add an emergency contact to your account. This information is available to your leadership and can be useful if participating at an American Legion event, conference or convention.

| | Username | MY IN e/Passw | YOUL A NFORMATIC rord – Self-s | ACCO DN ervice W | indow | |
|---|--|------------------|--|---|--|---------------------------|
| 1 MyL | EGION.ORG | 186 | OWDER SHOPONINE LODOUT Stacy Sample MY ACCOUNT | Compared and a set of the se | merican Legion | Alefia StacySamplet — Log |
| MEMBERSHIP MY ACCOUNT | SUBSCRIPTIONS GIVE RESOUR | CES SHOP | CONTACT | Profile Password External listins | Profile Demane StacySample | |
| MY INFORMATION Name & Demographics Military Service Contact Information Addresses Emergency Contacts Usemame / Password | MY CORIACE DISORDANCE Construction of the second s | Este | Status: Active Part Thru Dene: 12/20201 Member Not 1995 Member Nation: 1995 Member Nation: 1995 Member Nation: 1995 | Two-factor authentication | stary ampletes tigoatbook.com Send verification enail Pane auster broken Authorstates broken Authorstates Gate | |
| MEMBERSHIP Membership Card Membership Details | MY SUBSCRIPTIONS The American Legion Magazine Expires 11/00/2022 Delivero Proc. | 5 Dessis | AL MEMBERSHIP SUMMARY There are no memberships to display | | | |
| Member Discounts Committees SUBSCRIPTIONS | Status: Active The American Legion Magazine Expires: 31/30/2021 | Details | YORDER BALANCE | | | |
| Dispatch E-newsletters Magazine | Delvery: Print Status: Active The American Legion Dispatch | Details | balance due at this time. | | | |
| PURCHASES Purchase History Pay Open Orders | Dipires 12/31/0020 Delivery: Print Status: Active The American Lance Manaker | Densis | | | | |
| Donation History Saved Credit Cards | Expires: 11/30/2020 | | | | | |

To update account login credentials, go to Username/Password. This link opens a self-service window that shows your current username and main email associated with your account.

| | MY INFORMATION Update Username | N e |
|---|--|----------------------------|
| 🔞 Тне / | American Legion | Hello StacySample! Log out |
| Profile | Profile | |
| Password | StacySample | |
| | Email | |
| External logins | | |
| External logins Two-factor authentication | stacysampletest@outlook.com | |
| External logins Two-factor authentication | stacysampletest@outlook.com Send verification email Phone number | |

To update your login credentials, enter the new information and Save.

The username does not have to be an email address.

The email address listed in the self-service window is the main email on record and updates your contact information. Updating the email in Username/Password will direct all future forgot username and passwords to this email.

When creating usernames and passwords, always use unique credentials.

| | MY INFORMATIC Update Passwor | rd |
|---|---------------------------------|----------------------------|
| (6) The A | American Legion | Hello StacySample! Log out |
| Self service Change your account settin Profile | ©S Change password | |
| Password | Current password | |
| External logins | New password | |
| | | |
| Two-factor authentication | Confirm new password | |

To update your password in the self-service window you must know your current password. If you have logged in with a saved password and do not know it, you can log out and request a one-time password. This will email you a password reset link.

If you have your current password, enter it with the new password and click 'Update Password'.

| | MY INFORMA External Lo | TION gin | |
|--|--------------------------------|----------------------------|---|
| 🍈 THE A | MERICAN LEGION | Hello StacySample! Log out | |
| Self service Change your account settin | 5 | | 1 |
| Profile | Add another service to log in. | | L |
| Password | Microsoft Google LinkedIn F | acebook | L |
| External logins | | | L |
| Two-factor authentication | | | L |
| | | | |
| | | | |
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Like many other web applications, myLegion users can log in using other online identities as a single sign on process. Allowing fewer passwords to remember.

| 🛞 THE A | American Legion | Hello StacySample! Log out |
|--|--|----------------------------|
| hange your account settin Profile Password | Two-factor authentication Authenticator app | |
| External logins Two-factor | Add authenticator app | |

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.

If you set up 2 factor authentication, you can disable through self service.



The membership area lets members print their membership cards.



If a member is a dual member, both Legion and SAL cards can be printed. Only current membership cards are available. If you do not have a link to print your card, you first need to pay current dues. Once dues are paid, the card is available to print.

| 1 my | Legion.o | RG | | | Adam Sample |
|---|------------------------|--------------------------|--------------------------------------|-------------------------------|----------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| MY ACCOUNT | Home > My Account > Me | mbership Details | | | |
| MY INFORMATION | CURRENT MEMBE | ERSHIP | | | |
| Name & Demographics Military Service | 1 Year Membership Fic | orida Post 0273 | | | ~ |
| Contact Information | Member Post. 1 Year | Membership Florida Post | 0273 | | |
| Addresses | End Date: 12/31 | /2021 | | | |
| Emergency Contacts | Status: Active | | | | |
| Username / Password | I want to auto renew | w my membership and auth | orize that my credit card be charged | prior to the start of members | hip each year. |
| MEMBERSHIP | Save | | | | |
| Membership Card | | | | | |
| Membership Details | | | | | |
| Member Discounts | FUTURE MEMBER | SHIP | | | |
| Committees | | and and the | | | |
| SUBSCRIPTIONS | | | No records to display. | | |
| Dispatch | | | | | |
| E-newsletters | | | | | |
| Magazine | | | | | |
| PURCHASES | | | | | |
| Purchase History | | | | | |
| Pay Open Orders | | | | | |
| Donation History | | | | | |
| Saved Credit Cords | | | | | |

In membership details members can view current memberships and future memberships. The member detail includes your post or squadron state and number, membership end date, and current status.

| Mar | MAGE YOUR ACCOUNT | |
|-------------------------|--|---|
| | Setup Auto Renewal | |
| Home > My Account > Mem | bership Details | ٦ |
| CURRENT MEMBEI | RSHIP | |
| 1 Year Membership India | ana Post 0186 🗸 🗸 | |
| Member Post: 1 Year N | fembership Indiana Post 0186 | |
| End Date: 12/31/2 | 2021 | - |
| Status: Active | | _ |
| I want to auto renew | my membership and authorize that my credit card be charged prior to the start of membership each year. | |
| FUTURE MEMBERS | HIP | |
| | No records to display. | |
| | | _ |
| | | |
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Membership details has a checkbox to add auto renew the beginning of each membership year.

Members set up for auto renewal will have their credit cards charged by the 2^{nd} week of July annually. The American Legion's membership campaign runs from July 1 - June 30.

| MEMBERSHIP DETAILS Setup Auto Renewal Provide Credit Card | |
|---|---|
| Home > My Account > Membership Details | |
| CURRENT MEMBERSHIP | |
| 1 Year Membership Indiana Post 0186 | ~ |
| Member Post: 1 Year Membership Indiana Post 0186 | |
| End Date: 12/31/2021 | |
| Status: Active | |
| C) least to axis mere immembership and authorise that my credit card be charged prior to be start of my "Non-control (th or how are credit) can of the with us, which is resulted to set up your membership to authorize you on ort unat to have a credit card on file with us, you will need to set up your membership to automatic memory. | embership each year. matically renew at this time. If ally renew when you pay for your hoce you provide your credit card |
| Entormation, you wai weet to intern in the to those setting up you'r membership to automatical memor hear | e provide creat card information |
| | |

Checking the box gives you a link to set up your credit card information if you do not already have one saved.

| MEMBERSF Setup Auto Add Ne | II P DETAILS 5 Renewal w Card |
|---|--|
| Home > My Account > Saved Credit Card | |
| V Add a New Card | |
| We Honor: Credit Card Number: Name on Card: Expiration Date: Year: | Card Billing Address |
| Security Code: Add New Card Cancel | |

Enter your credit card information and "Add New Card"

| Setup Auto Renewal | |
|---|--------------------------|
| ame > My Account > Membership Details | |
| CURRENT MEMBERSHIP | |
| 1 Year Membership Indiana Post 0186 | ~ |
| Member Post: 1 Year Membership Indiana Post 0186 | |
| End Date: 12/31/2021 | |
| Status: Active | |
| I want to auto revew my membership and authorite that my credit card be charged prior to the start: Your membership will be charged to your MASTER_CARD credit card ending in ***0015 that express on 04/2022. To view, edit or add a credit card; please go (**Monage My Saved Credit Cards.* Save | of membership each year. |
| | |

Checking the box describes the credit card number that will be charged with your next renewal. Select "Save" to save your future renewal.

To add or edit credit card information click on "Manage My Saved Credit Cards". <1>

| Add a New Card We Honor: Image: Im |
|--|
| Add a New Card We Honor: Credit Card Number: Name on Card: |
| We Honor: Interview Interv |
| * Expiration Date: * Month: * Year: |
| Security Code: Save this Credit Card Information? |
| Pay Now |

Enter the credit card information, check the box to save credit card information and Pay Now.

| 1 Year Membership Indiana Post 0500 | * | | | | | |
|--|------------------|--|--|--|--|--|
| Member Post: 1 Year Membership Indiana Post 0500 | | | | | | |
| End Date: 12/31/2021 | | | | | | |
| Your membership will be charged to your MASTER_CARD credit card ending in ****001: expires on 04/2031. To view, edit or add a credit card, please go to *>Manage My Saved Credit Cards." | 5 that PURCHASES | | | | | |
| Save | Purchase History | | | | | |
| | Pay Open Orders | | | | | |

To update credit card information click Manage My Saved Credit Cards or use "Saved Credit Cards" from the left menu. <1>

To cancel auto renew, uncheck the box and "Save". <2>



The American Legion offers exclusive discount programs for members of The American Legion and Sons of the American Legion. Discount provider information and codes are only available in myLegion.org member accounts.



Discount codes are found only when logged into myLegion. Select the area of interest to view provider contact information and exclusive discount codes.



Through MyLegion you will find discount codes only available to members.

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| Addresses Emergency Contacts | Position: | Commander | | | |
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Any officers maintained by Department and National HQs are located in Committees. The page lists any past, future and current positions on file. The positions displayed in this area are post, county, district, state, and national leadership positions reported to National HQ. All leadership positions are reported through your department headquarters. If you have held a position that is not listed, contact your department headquarters. Only department and national staff can update officer and committee positions.

This member is a post commander. Post adjutants and commanders have a My Groups menu. My Groups is the administrative side of myLegion.



Dispatch is an American Legion National Headquarters monthly print newsletter that provides post, district and department leaders with news relevant to membership, post activities and national American Legion news. Complimentary copies of Dispatch are provided to department leadership, district commanders and post adjutants, and committee/commission chairpersons.

There is a monthly Digital Dispatch e-newsletter sent directly to subscribers' email inboxes. The e-newsletter features headlines with clickable links to the full stories on the Digital Dispatch web page, <u>www.legion.org/dispatch</u>.



E-newsletters allows you to opt in or out of online subscriptions. To add or modify online subscriptions go to Edit.



Check the box to select individual subscriptions or check the box next to Enewsletters to select all. Unless specified these subscriptions will be emailed to the main email address on file.

<1> You can request online newsletters to be sent to a different email. Set up a 2nd email address through Contact Information. Return to opt in and out from E-newsletters. Check the subscription and assign the alternate email address. Save changes and return to home page.



Members receive a 12-month free subscription to The American Legion Magazine. This publication has gone digital. Current and past issues are located your My Account subscriptions menu.

Expired members will receive an Access Denied message. Access to online magazine requires active American Legion, Sons of the American Legion membership, or paid subscription.



The purchase history shows history of payments made for renewals and donations.



Pay Open Orders is the same as what displays in MY ORDER BALANCE. The amount due includes post dues for your renewal. Online renewal for SAL members will be available in 2022. National is in the process of collecting data to activate this feature in the future.



Donation history records all online and mailed in giving. A date range search assists as you review your giving to American Legion programs and charities.



Saved credit cards allows you to store payment information for future renewals and donations.

Credit card information can be maintained through myLegion in the Saved Cred Card area. Add, update or remove the credit card when needed.



Both the myLegion home page and the My Account page, at the top of the page, have areas for Membership, Subscriptions, Giving, Resources, Shop National Emblem Sales and Contact information.

Legion.org is a public page and selecting options from this menu exits your myLegion account.

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When your membership becomes eligible for renewal, a Renew Now button appears. The amount due displays in My Order Balance. Select either Pay Now or Renew Now to proceed.

Legion members can renew online with a credit card and is only available for Legion members. Future enhancements will include online renewal for members of the Sons of the American Legion.

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Check the box for your renewal order to open Payment Information if not already saved. Pay Now to finish your renewal.

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My Subscriptions displays subscription details including title, start, expiration dates, and delivery.



The next part of this presentation will focus on the administrative side of MyLegion. This area is called MyGroups and is accessed through the individual account of adjutants and commanders.



My Groups is the administrative side of myLegion.

<1> Adjutants and Commanders will have a MyGroups menu. These positions are Administrative Officers for MyLegion and by default provided post and squadron membership.

<2> My Groups includes membership details and management tools for Legion and Sons of the American Legion members.

<3> Rosters

<4> Reports and labels

<5> Online Membership Processing

<6> Group Attributes and contact information.



Groups are defined as Post, Squadron, County, District and Detachment. Adjutants and Commanders and have My Groups by default and it is accessed their member account.

Administrative officers have authority to assign permission to others. Group administrators are members that do not hold an administrative officer position but have been provided permission to a group.



With each group, Adjutants and Commanders will also have a <1> Leadership group. Leadership groups provides a listing of the officers reported. It is not the group to select to manage membership, view reports and process membership.

Reporting of officer's continue to go through your department headquarters using the Officer Certification form. Officer updates cannot be made through MyLegion.


Permissions will vary per group and can even differ per officer.

Post and Squadron administrative officers have full online group manager access to post and squadron group profile, member management, online membership processing, reports, and labels. At this time ,only post adjutants have access to consolidated reports. This is only for the 2021-2021 reporting year.

Administrative officers can assign permission to other individuals with full or partial access Minimum

permissions allows access viewing the membership roster.

| ADMINISTRATOR | PERMISIONS |
|---|---|
| District Adjutant District Commander | Group Profile: Posts in District View Member Current Listings Member Management Reports and Labels (in development) Consolidated Reports* |
| County Adjutant County Commander | Group Profile: Posts in County View Member Current Listings Member Management Reports and Labels (in development Consolidated Reports* |
| Group Administrator | Permissions assigned by Administrative officer Minimum: View Members, print/export roster |

District and County includes access to all posts assigned to the group. These group administrative officers can generate membership listings and manage membership. Reports and labels are currently in development.

Administrative officers can assign permission to other individuals with full or partial access Minimum permissions allows access to view membership roster.

| Consolidated Reports* | Detachment Adjutant Detachment Commander | Group Profile: All Squadrons in Detachment View Member Current Listings Membership Management Online Membership Processing |
|--|---|---|
| Group Administrator Permissions assigned by Administrative officer | Group Administrator | Consolidated Reports* Permissions assigned by Administrative officer |

Detachment adjutants and commanders have full online group manager access to all squadrons in their detachment. Group profile and member management, online membership processing, reports, and labels.



This member is a post adjutant. While in his MyLegion account, he has a MyGroups menu. Post Adjutant have access to both post and squadron membership. Therefore, he will have the following groups menu. <1>

- <2> Post
- <3> Post Leadership
- <4> Squadron
- <5> Squadron Leadership

Clicking on the group will navigate you to the administrative side of MyLegion. You may have to click twice. Please watch for the spinner indicating the page is loading.

Post Administrative Officers are the only leadership with both Post and Squadron Membership.

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Leadership group displays the officers on file with contact information.

<1> The actions menu allow to print a listing, send emails, or export. Reappointment is restricted. All officers are reported through the department headquarters.

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Administrative tools are located in Group Profile and entered through My Groups. Navigation back to this dashboard is done by clicking on My Groups, or select Group Profile.

If you have access to more than one group, always note the group name indicated on the My Group menu.

The left hand "My Views" menu provides membership processing tools, member profiles, reports and labels, group information and officer materials.

Group profile is contact information on file for your post, squadron, county, district or detachment.

The group profile dashboard allows updates to contact information and publication uploads through Group information.

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Group contact information allows administrators to update contact information including phone, email and fax. Information set up as Main is listed on directories and used for correspondence to group leadership.

Additional phone numbers, email addresses, and fax numbers can be entered and can be viewed by department and national leadership.

Use the Add, Edit or Delete options to update group contact information.

Officer certification and post data forms are not available online and are sent to the department headquarters.



Group attributes can assist others interested in The American Legion and Son of the American Legion by providing contact information about your group in American Legion's find a post tool, or in printed directories published by your department.

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To record these attributes, go to Group Attributes / Services. To add or remove click "Edit". <1>

Check the attributes and "save"



Group message includes adding, editing and deleting an image and message for your group.

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Add a photo of your post building, commander, or other image identifying your post. Post a brief message about meetings, special events or programs your post supports. It is important that if posting a message to keep it current. Images and messages published in this area are seen by your members and others that are using Legion.org's Find a Post.

Supported files are gif, jpeg, jpg and png.

| 1 2 2 2 9 | | | | LEGION OR | G SHOP ONLINE LOGOUT | |
|--|---|------|-----------|--|-------------------------------|--|
| 🛞 My | LEGION.OR | G | | | David Sample MY ACCOUNT | |
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT | |
| MYVIEWS MEMBERSHIP PROCESSING PROCESSING Process Membership Transmittal Hatters MEMBERS Were Meeters Reports / Labels Galad Members Search Galad Members Search Galad Members Context Galad Members Context Information Publish Newsletter | Waxaaa Waxaa Dentee Hara gott mensus for Hotor Dentee Harbor Provinced Dentee Harbor Provinced Dentee Harbor Provinced Dentee Harbor Provinced Metsacate | age | odas O | EXAMPLE Hand the the state of the state in the state of the state of the state in the state of the state of the state EXAMPLE | egdene NG Maner Regdene | |

To add an image, choose the file and upload. Once an image is added you can delete or replace by uploading a new image to replace it.



Group message allows you to publish additional information about your group. This information is seen by your members and people using the American Legion post locator.

Click Edit to add, update or delete text.

| MEMIERRINP SUBSCRIPTIONS CVC RESOLUCES SHOP CONTR Here 5 by dates 1 Carp Holes + Dat Maxage Minimum Michael Networks ENTER MESSAGE Beasering agent meetings to date revelopments |
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Type the message and "save".



Published newsletter allows administrators to publish a flyer, or newsletter for members of your group.



Attachments uploaded in this area display as the group profile dashboard and multiple attachments can be uploaded.

After creating the document go to Add New Attachment. In the add window choose the file to attach. The document type options include Charter and Miscellaneous.

A brief comment box allows you to make a note about the attachment. Attachment information is displayed on your Group Profile dashboard. You can use this comment to view date or as a reminder when to update or delete. Once all information is entered, click Save. <1>

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|-----------------------------|--------------------------|--------------------------------|-----------|------------|----------------------------|
| 🎯 My I | LEGION.O | RG | | | David Sample MY ACCOUNT |
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| MY VIEWS | Home > My Views > Group | p Profile > Publish Newsletter | | | |
| MEMBERSHIP PROCESSING | | | | | |
| Process Membership | ATTACHMENTS | | | | |
| Transmittal History | Upload newsletter or oth | her files. | | | |
| MEMBERS | Miscellaneous | | | | Delete |
| View Members | MemorialDaySpeech20 | 21.pdf | | | |
| Reports / Labels | Document Dates: 5/16/ | /2021 | | | |
| Global Member Search | Comments: Memorial D | lay Speech | | | |
| GROUP INFORMATION | Add New Attachment | | | | |
| Group Attributes / Services | | | | | |
| Group Message | | | | | |
| Contact Information | | | | | |
| Publish Newsletter | | | | | |
| MATERIALS | | | | | |
| Officer Manuals | | | | | |
| Brochures | | | | | |
| Suggested Speeches | | | | | |

After saving, attachment information and details can be seen on the group dashboard. When uploading documents online it is important to maintain and keep information current. Delete outdated publications routinely.



Contact information and attributes are published on The American Legions' public website under Resources Find A Post. This resource now includes Squadron lookup with squadron group information.



Officer materials include post, squadron and district manuals and guides.



Select the title to link to publications on Legion.org to download.



Brochures are national publications related to Americanism and Children & Youth services.



Every year The American Legion provides speeches to use as a guideline during events and observances. These speeches can be downloaded in the myLegion Group Profile only.

Navigating in myLegion is a new experience for users familiar with the old myLegion site. Breadcrumbs on the page will display to help you understand what section of myLegion you are located. Clicking on the page you would like to do redirects the page. To return to your group membership (post, squadron, county and district), click on Group Profile. Another option is to click on My Groups.

Return to the Group Profile by clicking the Group Profile breadcrumb. Return to your account using the MY ACCOUNT button.



MyLegion offers online membership processing for posts and squadrons.



Transitioning to the administrative side of MyLegion provides a left menu option for Process Membership. You can also access membership processing through View Members. Both options open the member listing.

| | IVIE | | Group Pi | ofile > | Member | es s | ອາເດ | J | |
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| ome > My View | i > Group Profile > Member i > | bers | | | | | | | |
| My Account | My Groups IN Po | ost 0495 🗸 | | | | | | | |
| Detai | ls for: IN Post 0 |)495 | | | | ٧e | mber | ⁻ Li | ist |
| Last Nam First Nam Email: Member I | е: | | City: State/Province: Country: Paid Through Year: | | Post/Sc V V | uadron Nur r Status: | nber: | ~ | |
| Actions: Exp | irt Full Roster | Go | | | 1 2 3 4 5 | 678 | Add/M | lodify Tran | nsmittal |
| Member | ID Name | Post/Squadron Number | Location | Undeliverable | Contact Information | Branch | Conflict/War Era | Continuous Years | Paid Through |
| 1234567 | 19 Sample, Andy | American Legio | n IN 700 N Pennsyhai | na St | email@yahoo.com | | VIETNAM | 35 | 2022 |
| 1234567 | 19 Sample, Bonnie | American Legio | n IN 700 N Pennsylvai | na St | emai@yahoo.com | USA | OTHER | 1 | 2021 |
| 1234567 | J9 Sample, Chancell | Post 0100 Ior American Legio | n IN 700 N Pennsylvai | na St | emai@yahoo.com | USA | VIETNAM | 45 | 2021 |
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| 1234567 | 9 Sample, Edward | Post 0100 American Legio | n IN 700 N Pennsylvai | 5206 na St | email@yahoo.com | USN | www | 52 | 2022 |
| 1234567 | 9 Sample, Frances | Post 0100 American Legio | n IN 700 N Pennsybai | 5206 as St Undeliverab | (317) 555-5555 email@vahos.com | USA | PANAMA | 4 | 2020 |
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| 234507 | o sampel, Geon | Post 0100 | Indianapolis. IN 4 | 5206 | (317) 655-6555 | CON | - choren_ood | | LUEI |
| 12.34567 | a sample, Helen | American Legio Post 0100 | n IN 700 N Pennsylvai Indianapolis, IN 4 | na St 5206 | email@yahoo.com | USAF | LEBANON_GRENADA | . 11 | 2021 |
| | A9 Sample, Isabella | American Legio Post 0100 | n IN 700 N Pennsylvai Indianapolis IN 4 | na St S206 | emai@yahos.com | USAF | KOREA | 12 | 2021 |
| 1234567 | | American Legio | n IN 700 N Pennsylvai | na St | email@yahoo.com | USAF | VIETNAM | 8 | 2021 |
| 1234567 | 19 Sample, John | Deet 0100 | Televise instantial and the second seco | | | | | | |
| 1234567 1234567 1234567 | 19 Sample, John 19 Sampke, Kevin | Post 0100 American Legio | n IN 700 N Pennsyhai | 1a St | (317) 555-5555 emai@yahoo.com | USCG | VIETNAM | 1 | 2021 |

The member list includes all members with a last paid years for current year, minus 2. <1> Notice in this listing we are viewing the roster that displays the Paid Through Year and not the renewal year.

The member list allows you to search members, export roster, or send emails. Do not check names in view members to renew. The checkboxes in view members is for export purposes only and does not add members to a transmittal batch.

Proceed to post transmittal. Click Add/Modify Transmittal. <2>

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|--|--------------|---------------|---------------------|-----------------|----------------|----------------|-------------------------|------------------------------|---------------------|
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| | 0 12 | 3456789 | Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 1 | V Pennsylvania St India | napolis IN 46204 | 2020 |
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| | | | | | | | | | |

The transmittal will display a summary that includes transmittal status, number of cards, and per capita allocations. The total amount will include national and department only. These amounts do not display until a member is added to the batch.

<1> The listing in post transmittal only displays names of members eligible for current renewal and one previous year. The renewal year column is the year of eligible renewal. Paid members will not display in this listing. Let's begin with a renewal.

| | MEN | | HIP > POS | PROCES | SING | |
|-------------------------------|---|-----------------|----------------|--|------------------|----------------------|
| Home > Membership | > Post Transmittal My Groups OH Post 0360 | | | | R | lenew |
| POST TRAN | ISMITTAL | | Act | ual | | |
| Status : | OPEN | Per Capitas | 1 | | | |
| Card Count : | | \$0.00 | - | | | |
| Department : | | \$0.00 | \$18 | 3.50 | | |
| Post : | | \$0.00 | \$9. | 00 | | |
| Total amount due | e today : | | ±0 | | | |
| Member First Nar Member Id | me | \angle | \$2 | 7.50 | | |
| Search Clear All | | | | | | |
| Add/ Iranster Member | Desece 10 anvita | | | | Sa | ive Finalize |
| | | _ | _ | | List Selected | Export to CSV BPrint |
| Select Member | Id Member Name | Email Address | Phone | Address 200 N Denney America Status | | Renewal Year |
| 12345678 | Sample, Frances | emangyahoo.com | (047) 555 5555 | 700 N Perinsylvania St India | apons in 46204 | 2021 |
| 128456/8 | 59 Sample, Mary | email@yahoo.com | (317) 555-5555 | roo N Pennsylvania St Indial | apons in 46204 | 2021 |
| 12345678 | 39 Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St India | napolis IN 46204 | 2022 |
| 12345678 | 39 Sample, Steven | email@yahoo.com | | 700 N Pennsylvania St Indian | napolis IN 46204 | 2020 |
| 12345678 | 39 Sample, Steven | email@vahoo.com | | 700 N Pennsylvania St India | apolis IN 46204 | 2021 |

To renew a member, search the member and click in the box to the left of their renewal year. <1> The member is added to the batch and summary re-calculates. <2>

The total amount due equals the department and national per capita only. <3>

The Save button allows the transmittal to be saved and finalized on a later date. Transmittals are to be finalized within 14 days from the date opened.

| THE AM | THE AMERICAN LEGION | | | | | | |
|--|-------------------------------|---|---|-------|------------|---|---------------------|
| No | Pend | ing | Rene | wa | al E | rror | |
| There is no pending renewa | I member exists in this post. | | | | | | |
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| Member First Name Member Id Search Clear All | | | Member Last N | ime | maruschock | | |
| Add/ Transfer Member | d Member Name | Б | mail Address | Phone | Address | Save Finalize ● List Selected ② Export to CSV ⊖Print Renewal Year | |
| Add/ Transfer Member | | | | | | List Selected Deport to CSVBPrint Save Finalize | |
| | | | | | | | The American Legion |

An error message will occur if searching a current paid member. This search only provides results for members with an eligible renewal year.



Members who have let their membership expire for longer than one year do not display in the post transmittal listing. To renew those members, begin with Add/Transfer Member. <1> The eligible renewal year for these members is current year only.

Members that would like to pay past dues to reinstate continuous years, may pay those dues, but they cannot be processed online. Contact department headquarters to submit past dues.

| THE AMERICAN LEGION | |
|---|----------------------------|
| | |
| Home > Membership > AddorTransferMember | |
| New member- never been a TAL member or SAL member Current or former member | |
| Cancel | |
| | |
| | C2011, The American Legion |

Select current or former member and "Continue" <1>

| () The American Legion | | | | |
|---------------------------------|--------------------------|--|--|--|
| | | | | |
| Home > Membership > TransferMer | nber | | | |
| Transfer-in Existing Member | | | | |
| * Member ID: | 351969454 | | | |
| * Last Name: | Vickers | | | |
| Continue Cancel | | | | |
| | | | | |
| | | | | |
| | CORT. The American Legan | | | |

The database conversion resulted in member ID# changes. Most affected are SAL members whose IDs were reassigned. If an error occurs, contact department or national headquarters to verify the correct member ID#.

Attempting to add members, will also provide a member exists message with the correct member number.

Enter the member ID#, Last Name <1> and Continue.
| tere * Mendership * Post Timumital Mrk Groups OP EN Per Capitas 2 Status: OPEN Per Capitas 2 Card Count: S000 S18.00 S18.00 Post: S000 S18.00 S5.00 Post: S000 S5.00 S5.00 Total amount due today: S55.00 S55.00 S55.00 Verter for Status Status Status Status Member for Status Status Status Status Status Status | | MEN | | SHIF SHIP > F | P PR | OCESS ANSMITTAL | NG | |
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| 123456789 Sample, Mary email@yahoo.com (317) 555-5555 700 N Pennsylvania St Indianapolis IN 46204 2021 123456789 Sample, Steven email@yahoo.com 700 N Pennsylvania St Indianapolis IN 46204 2021 | 12345678 | 9 Sample, Mary | email@yahoo.com | (317) 555-55 | 55 700 | N Pennsylvania St Indianapolis I | N 46204 | 2022 |
| 123456789 Sample, Steven email@yahoo.com 700 N Pennsylvania St Indianapolis IN 46204 2020 | 12345678 | 9 Sample, Mary | email@yahoo.com | (317) 555-55 | 55 700 | N Pennsylvania St Indianapolis I | N 46204 | 2021 |
| | 12345678 | 9 Sample, Steven | email@vahoo.com | | 700 | N Pennsylvania St Indianapolis I | N 46204 | 2020- |
| | .2343070 | o campio, storen | citian <u>aeyanoo.com</u> | | 100 | ter onnoynama or mulanapolio i | | 2020 |

This action adds the expired member to your transmittal.

| Card Count: 2 National: \$18.50 \$37.00 Department: \$9.00 \$18.00 Part: \$2.50 \$5.00 Total amount due today: \$55.00 \$5.00 Member First Name Member Last Name vickers Member I Scarch: Clear All Scarch: Clear All Save: Finalizo Add Transfer Member: Delete Transmittal Save: Finalizo a 000331969454 Libby Vickers Mickers@legion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 11 Save: Enal Address Save: Save: Finalizo Kdd/ Transfer Member: Delete Transmittal Save: Save: Finalizo Save: Enal Address Phone Address Revessal Year a 000331969454 Libby Vickers Mickers@legion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 14 Save: Enal Address Finalizo Save: Finalizo | Card Count: 2 National: \$18.50 \$37.00 Department: \$9.00 \$18.00 Pest: \$2.50 \$5.00 Total amount due today: \$55.00 \$5.00 Member First Name Member Last Name vickers Member for thanse Scarch Clear All Add/ Transfer Member Delete Transmittal Save Final @ 000351969454 Libby Vickers Nickers@legion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 I of 11 | | Per Capitas | Actual | |
|--|--|---|---------------------------|---|--|
| Netional: \$18.50 \$37.00 Department: \$9.00 \$18.00 Post: \$2.50 \$5.00 Total amount due today: \$55.00 Member First Name weiters Member First Name weiters Member First Name Save Member Hotel Save Statch Clear All Member Kid Member Kid Member Kid Member Kid Statch Clear All Statch Clear All Member Kid Member Kides Member Kide Member Kides Statch Clear All Statch Clear All Member Kide Member Kides Member Kide Member Kides Outgett Transmittal Finalize Statch Outgett Transmittal Member Kide Member Kides Statch Member Kides Statch Member Kides Statch Member Kides Member Kides Member Kides Statch Member Kides Member Kide </td <td>Netional: \$18.50 \$37.00 Department: \$9.00 \$18.00 Post: \$5.00 \$55.00 Total arround due today: \$55.00 Member First Name Member Last Name vickers Member First Name Member Last Name Vickers Member H Output to today: Source Final Seatch Clear AB Nember Name Email Address Renewal Year 2 000351969454 Libby Vickers Michreißlegion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 11 Starter Member Source Source Final Add/ Transfer Member Delete Transmittal Source Final</td> <td>Card Count :</td> <td></td> <td>2</td> <td></td> | Netional: \$18.50 \$37.00 Department: \$9.00 \$18.00 Post: \$5.00 \$55.00 Total arround due today: \$55.00 Member First Name Member Last Name vickers Member First Name Member Last Name Vickers Member H Output to today: Source Final Seatch Clear AB Nember Name Email Address Renewal Year 2 000351969454 Libby Vickers Michreißlegion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 11 Starter Member Source Source Final Add/ Transfer Member Delete Transmittal Source Final | Card Count : | | 2 | |
| Department: \$9,00 \$18.00 Post: \$2.50 \$5.00 Total amount due today: \$55.00 Member First Name Member Last Name vickers Member Last Name vickers Starting | Department: \$9,00 \$18.00 Post: \$2.50 \$5.00 Total amount due today : \$55.00 Member Fish Name Member Last Name vickers Member Id Member Last Name vickers Scarch Clear All Clear All Save Final Add/ Transfer Member Delete Transmittal Pione Address Renewal Year 2 000351969454 Libb Vickers Mexies@legion.org 700 N. Pennylvania St. Indianapolis, IN 46205 2022 1 of 1 Jl Save Final Add/ Transfer Member Delete Transmittal Save Final | National : | \$18.50 | \$37.00 | |
| Port: 52.50 55.00 Total amount due today: 555.00 Member First Name Member Last Name Statumer First Name Member Last Name Member First Name Member Last Name Statumer Member Delete Transmittal Statumer Member Delete Transmittal Member Id Member Name Member Id Member Name Eleter Member Id Member Name Plone Address Plone Address Plone Address Plone Statumer Name Plone Address Plone Address Plone Address Plone Statumer Name Plone Address Plone Address Plone Statumer Name Plone Noters Plone Statumer Name Plone Noters Plone Noters Plone Noters Plone Noters Plone Noters Plone | Pest: 52.50 55.00 Total amount due today: 555.00 Member First Name wickers Member First Name wickers Member Id Member Id Start-h Clear All Add/ Transfer Member Delete Transmittal Bester Id Member Id add/ Transfer Member Delete Transmittal Bester Id Member Id Add/ Transfer Member Delete Transmittal Bester Id Member Id Add/ Transfer Member Delete Transmittal Bester Id Member Id Id Id <t< td=""><td>Department :</td><td>\$9.00</td><td>\$18.00</td><td></td></t<> | Department : | \$9.00 | \$18.00 | |
| Total amount due today: \$55.00 Member First Name Member Last Name Member First Name Veckers Member di Scarch Scarch Clear All Add/ Transfer Member Delete Transmittal Good Starge All Member Name Elect Member Ki Q 000315969454 Libby Vickers Micharg@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 Loft H Save Finalize | Total amount due today: \$55.00 Member First Name | Post : | \$2.50 | \$5.00 | |
| Member First Name Member Last Name vickers Member ki Member Last Name vickers Member ki Member Ki Save Finalize Gleter Transmittal Member ki Save Finalize 000351969454 Lbby Vickers Mederside (Save) Renewal Year 1 of 1H Save Finalize Medd/ Transfer Member Delete Transmittal Save Finalize | Member First Name Member Last Name vickers Member Id Scarch Cear All Add/ Transfer Member Delete Transmittal Save Final elect Member Id Member Name Email Address Phone Address Renoval Year g 000331969454 Libby Vickers Vickers@legion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1H Save Final | Total amount due today : | | \$55.00 | |
| Member Id Scarch Clear All Add/ Transfer Member Delete Transmittal Save Finalize elect Member Id Member Name Email Address Phone Address Renewal Year 2 000351969454 Lbby Vickers Mickers@legon.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1H Save Finalize dd/ Transfer Member: Delete Transmittal Finalize | Member Id Sarech Clear All Add/ Transfer Member Deleter Transmittal Sarech elect Member Id Member Name Email Address p 000331969454 Libby Vickers Ivickers@legion org 1 of 1H • List Selected@ Export to CSV Add/ Transfer Member Deleter Transmittal • List Selected@ Export to CSV | Member First Name | | Member Last Name vickers | |
| Search Clar All Mdd/ Transfer Member Delete Transmittal | Scarch Clear All Add/ Transfer Member Delete Transmittal Delete Transm | Member Id | | | |
| Stoarch Clear All Add/ Transfer Member Delete Transmittal elect Member Mame Mathematic Meders@legion.org Point Mamber Delete Transmittal | Search Clear All Add/ Transfer Member Delete Transmittal Select Member Id Member Id Member Name Email Address Phone Add/ Transfer Member Member Name Clear Signer Id Member Name Clear Signer Id Member Name Member Id Member Siglegion org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1H Sigle Transmittal | | | | |
| Add/Transfer Member Id Delete Transmittal Enable Vickers Phone Address Phone Address Renewal Year a 000331969454 Libby Vickers Ivickers@legion.org 700 N. Pennsylvania St. Indianapoliti, IN 46206 2022 1 of 1 N Add/Transfer Member Delete Transmittal Delete Transmittal Final Address Renewal Year Save Finalize | Add/Transfer Member / Delete Transmittal Constraints / Delete Tran | Search Clear All | | | |
| Add/ Transfer Member Deleter Transmittal Save Finalize Made/ Transfer Member Deleter Transmittal Image: Save Save Save Save Save Save Save Save | Add/Transfer Member Delete Transmittal Add/Transfer Member Delete Transmittal | | | | |
| List Selected (D) Export to CSV (Print telect Member Id Member Name Email Address Renewal Year g 000351969454 Libby Vickers Mickers@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1 H Exat Selected(D) Export to CSV Print Save Finalize | List Selected @ Export to CSV @ leict Member Id Member Name Email Address Phone Address Renewal Year 000351969454 Libby Vickers Ivickers@legion.org 700 N. Pennylvania St. Indianapolis, IN 46206 2022 1 of 1 N | Add/ Transfer Member Delete Transmittal | | | Save Finalize |
| Velocity Member Name Email Address Phone Address Renewal Year g 000351969454 Libby Vickers Mickers@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1 H • List Selecter@legion • List Selecter@legion • Finalize | elect Member Ki Member Kame Email Address Phone Address Renewal Year g 000351969454 Lbby-Vickers Mickers@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1 H Add/ Transfer Member Delete Transmittal Delete Transmittal Delete Transmittal Delete Transmittal | | | | List Selected Report to CSV Print |
| 2 000351969454 Libby Vickers Mickers@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1 H Add/ Transfer Member Delete Transmittal Finalize Finalize | 2 000351969454 Libby Vickers Mickers@legion.org 700 N. Pennsylvania St. Indianapolis, IN 46206 2022 1 of 1 M Add/ Transfer Member Delete: Transmittal Delete: Tra | elect Member Id Member | r Name Email Address | Phone Address | Renewal Year |
| 1 of 1 H | 1 of 1 M | 000351969454 Libby Vi | ckers lvickers@legion.org | 700 N. Pennsylvania St. Indianapolis, IN 4620 | 2022 |
| List Selecter@Export to CSV@Print Add/Transfer Member Delete Transmittal Save FinalIze | Add/ Transfer Member Delete Transmittal Delete Transmittal Delete Transmittal | | | | |
| Add/Transfer Member Delete Transmittal Save Finalize | Add/Transfer Member Delete Transmittal Save Final | 101114 | | | ● List Selected Export to CSV Print |
| Jave Thanke | Save Tina | Add/ Transfer Member Delete Transmittal | | | Savo |
| | | | | | Jave Tittanze |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Searching this expired member in Post Transmittal displays one year renewal only.

Return to the full list by clearing the search. <1>

| | MEMBERSHIP PROCESSING MEMBERSHIP > POST TRANSMITTAL | | | | | | | | |
|------------|--|----------------------|-----------------|----------------|-----------------|-------------|-------------------------|----------------------|--------------|
| POS | ST TRANS | SMITTAL | | | | | Ado | l Mer | nber |
| Sta | tus : | OPEN | Per Capitas | | Actual | | | | |
| Car | d Count : | | | | 2 | | | | |
| Nat | tional : | | \$18.50 | | \$37.00 | | | | |
| Dep | partment : | | \$9.00 | | \$18.00 | | | | |
| Pos | t: | | \$2.50 | | \$5.00 | | | | |
| Tot | al amount due t | oday : | | | \$55.00 | | | | |
| Men Men | nber First Name nber Id | | | | Member Last Nar | ne | | | |
| Sea | Clear A | r Delete Transmittal | | | | | œ۱ | Save ist Selected | Finalize |
| Selec | t Member Id | Member Name | Email Address | Phone | Addres | 55 | | | Renewal Year |
| | 123456789 | Sample, Frances | email@yahoo.com | | 700 1 | V Pennsylva | ania St Indianapolis II | 46204 | 2021 |
| 2 | 123456789 | Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 M | V Pennsylva | ania St Indianapolis I | 46204 | 2020 |
| | 123456789 | Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 1 | V Pennsylva | ania St Indianapolis II | V 46204 | 2021 |
| | 123456789 | Sample, Steven | email@vahoo.com | | 700 1 | V Pennsylva | inia St Indianapolis II | V 46204 | 2020 |
| | 102456790 | Comple Stoven | | | 700 1 | Deserved a | nia Chladiananalia II | 46204 | 2021 |
| - | 123450705 | sample, steven | emanoyanoo.com | | 7001 | v rennsylva | inia St indianapolis ir | N 40204 | 2021 |
| U | 123456789 | Sample, Zachariah | email@yahoo.com | | 700 1 | V Pennsylva | ania St Indianapolis I | 46204 | 2020 |
| | | Comple Zechenish | amail@uahaa.com | | 700 1 | Dopportu | nia St Indiananalia II | 46204 | 2024 |

Add a new member or transfer a member using the Add/Transfer Member button. <1>



<1> Select "new member – never been an American Legion or Sons of the American Legion member.

| Address Error? www.zip-codes.com/state/va.asp or https://tools.usps.com/go/ZipAction_input Saves member to transmittal. | THE AMERICAN LEGION | |
|---|--|--|
| Address Error? www.zip-codes.com/state/va.asp or https://tools.usps.com/go/ZipAction_input Saves member to transmittal. | | Home > Membership > AddMember |
| Saves member to transmittal. Advent bra 3 • Core 9 core • Core • core | Address Error? www.zip-codes.com/state/va.asp or https://tools.usps.com/go/ZipAction_input | * Regulated * Rest Name: Middle Ivibia: * Lant Name: Soffie: |
| | Saves member to transmittal. | Adees Line 3 |

When adding a new member enter as much member information as possible. Fields with an asterisk are required. To enter a foreign address, use the pulldown menu to select the appropriate option.

If you receive an error message about invalid city, state or zip please use zip code verification from the United States Postal Service to verify the correct address, city, state and zip. Entries that do not meet USPS standardization will receive an error.

After all the information is entered, click Save <1> to add the member to the transmittal batch.

| 🔞 Тн | e American Le | GION |
|--|-----------------------|--|
| Home > Membership > A | dd Aember | Add Member - Error |
| Required | | * Dogwirod |
| First Name: Middle Initial: | Libby | Requireu |
| * Last Name: | Vickers | A sustamor exists with matching datails 0002E10404E4 |
| Suffix: | Select | A customer exists with matching details.000551707454 |
| Date of Birth: | Month V Day Vear V | |
| Gender: | Female | |
| * Country: | United States Change | Individual create an account prior to |
| * Address Type: | Work 🗸 | |
| Job Title: | | joining and was assigned this ID. No |
| Company Name: | | membership details are attached. |
| Address Line 1: Address Line 2: | 700 N Pennsylvania St | |
| Address Line 3 | | مستغنيه محمد والمعمدا والمعاملات والمعالمين |
| * City: | Indianapolis | individual's details match an existing |
| * State: | Indiana 🖌 | record. Previous expired or member |
| * Zip Code: | 46206 | of another post or squadron. |
| Phone: | EXT | |
| Email: | lvickers@legion.org | |
| Branch of Service: | Unknown | |
| * Conflict: | Unknown | |
| Save <u>case</u> | | c2011, The American Lagor |

An error message may occur "A Customer exists with matching details with the member ID#" When adding a member, this message appears for the following reasons:

<1> The individual created a MyLegion account prior to joining. MyLegion does allow individuals to create an account prior to becoming a member. It assigns them an ID# however their account has no membership details or access to discount codes and member only resources. This ID# will not change and become the individual's permanent membership ID#.

<2> The message will also appear if the individual is an expired member not included in the post transmittal list, or the member is a member of another post.

Make note of the member ID#. Return to post transmittal and process as current or former member. Cancel to return to the post transmittal page.

| My Account | | | | | |
|--|---|---|----------------|--|----------------------------|
| | My Groups IN Post 0495 | | | | |
| POST TRAI | NSMITTAL | | | | |
| Status : | OPEN | Per Capitas | Actual | | |
| Card Count : | | | 2 | | |
| National : | | \$18.00 | \$36.00 | | |
| Department : | | \$16.50 | \$33.00 | | |
| Post : | | \$8.00 | \$16.00 | | |
| Total amount du | e today : | | \$70.00 | | |
| Member First Na | me | | Member La | st Name | |
| Member Id | | | | | |
| Search Cest A | er Delete Transmittel | | | Sove Finalize | o CSV D Print |
| Select Member | Id Member Name | Email Address | Phone | Address F | tenewal Year |
| 12345678 | 9 Sample, Frances | email@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| | 9 Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St Indianapolis IN 46204 | 2022 |
| 12345678 | Comple Man | email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| 12345678 12345678 | sample, mary | | | 700 N Pennsylvania St Indianapolis IN 46204 | 2020 |
| 12345678 12345678 12345678 12345678 | 9 Sample, Steven | email@yahoo.com | | | |
| 12345678 12345678 12345678 12345678 12345678 | 9 Sample, Steven 9 Sample, Steven | email@yahoo.com email@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| 12345678 12345678 12345678 12345678 12345678 12345678 | Sample, Mary Sample, Steven Sample, Steven Sample, Zachariah | email@yahoo.com email@yahoo.com email@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 700 N Pennsylvania St Indianapolis IN 46204 | 2021 2020 |

Return to Add/Transfer Member <1>

| THE AMERICAN LEGION | |
|---|----------------------------|
| | |
| Home > Membership > AddorTransferMember | |
| New member- never been a TAL member or SAL member Current or former member | |
| Continue Cancel | |
| | |
| | 1 |
| | 02011, The American Legion |

Add this member as a current or former member.

| () THE AMERICAN LE | GION |
|---------------------------------|----------------------------|
| | |
| Home > Membership > TransferMen | nber |
| Transfer-in Existing Member | |
| * Member ID: | 351969454 |
| * Last Name: | Vickers |
| Continue Cancel | |
| | |
| | |
| | |
| | C2011, The American Legist |

Enter the ID# and last name. <1> This information is required.

| THE AM | erican Legic | DN | |
|---|---|----------------------------------|---------------------------|
| Enselier in Deators Control Construct Const Const Construct Construct | gMenter Libry Vickers International Concernation Vertex States Concernation | Saves member to the transmittal. | |
| Phone Eranit * Browch of Farch Cardinc: Savet | L DT V hvideningligen og V Udravan V Udravan V | | C2011, The American Legon |

Demographics entered during MyLegion registration will populate. Update any information needed and Save to add the member to the transmittal.

| | IV | | | IP > POST | | | G |
|-------|--|---|---|----------------|---|---|----------------------|
| POS | ST TRAN | SMITTAL | | | | Transf | er |
| Sta | tus : | OPEN | Per Capitas | Actual | | | |
| Ca | rd Count : | | | 2 | | | |
| Na | tional : | | \$18.50 | \$37.00 | | | |
| De | partment : | | \$9.00 | \$18.00 | | | |
| Por | .t : | | \$2.50 | \$5.00 | | | |
| Tot | al amount due | today : | | \$55.00 | | | |
| Mer | nber First Nam | ne 🗌 | | Member | Last Name | | |
| Mer | wher Id | | | | | | |
| Add | ' Transfer Memb | Delete Transmittal | | | | Save | Finalize |
| Selec | t Member k | d Member Name | Email Address | Phone | Address | Car Selected () copo | Renewal Year |
| | 35000123 | LastN, First Name | email@yahoo.com | | 700 N Pennsylvania St Indi | anapolis IN 46204 | 2021 |
| • | 123456789 | Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St India | anapolis IN 46204 | 2022 |
| | | Sample, Mary | email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St Indi | anapolis IN 46204 | 2021 |
| | 123456789 | | | | | | |
| | 123456789 123456789 | Sample, Steven | email@yahoo.com | | 700 N Pennsylvania St Indi | anapolis IN 46204 | 2020 |
| 2 | 123456789 123456789 123456789 | Sample, Steven Sample, Steven | email@yahoo.com email@yahoo.com | | 700 N Pennsylvania St India 700 N Pennsylvania St India | anapolis IN 46204 anapolis IN 46204 | 2020 2021 |
| | 123456789 123456789 123456789 123456789 | Sample, Steven Sample, Steven Sample, Zachariah | email@yahoo.com email@yahoo.com email@yahoo.com | | 700 N Pennsylvania St India 700 N Pennsylvania St India 700 N Pennsylvania St India | anapolis IN 46204 anapolis IN 46204 anapolis IN 46204 | 2020 2021 2020 |

To transfer a member, payment must be processed with the transaction. Members that are current and request a transfer are submitted to department headquarters. Online membership processing requires a payment with each record processed.

To transfer a renewing member, select Add/Transfer Member. <1>

| THE AMERICAN LEGION | |
|---|----------------------------|
| Transfer Member Member must renew in same transaction | |
| Home > Membership > AddorTransferMember | |
| New member- never been a TAL member or SAL member Current or former member | |
| Continue Cancel | |
| | |
| | C2011, The American Legion |

Select current or former member and continue.

| THE AMERICAN LEGION | |
|---|---|
| Image: Second | Hanne - Manadordade Sample - Sample Ander - Sample - Sample - Sample Ander - Sample - Samp |
| | Save Gent |

Enter the member ID# and last name.

Update any information needed and Save. This saves the member to the batch.

| POST TRANSMITTAL | IDERSHIP | >F031 | TRANSMITTAL | |
|--|--|--|---|----------------|
| | | | | |
| State: OPEN Card Count: Department: Department: Post: Total amount due today : Member First Name Member Id | Per Capitas \$18.50 \$9.00 \$2.50 | Actual 3 \$55.50 \$27.00 \$7.50 \$82.50 | ne | palizo |
| Select Member Id Member Name | Email Address | Phone Ar | ddress | APrint al Year |
| 35000123 LastN, First Name email | il@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| 2 123456789 Sample, Mary email | il@yahoo.com (317 | 7) 555-5555 | 700 N Pennsylvania St Indianapolis IN 46204 | 2022 |
| 123456789 Sample, Mary email | il@yahoo.com (317 | 7) 555-5555 | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| 123456789 Sample, Steven email | il@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2020 |
| 123456789 Sample, Steven email | il@vahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |
| 123456789 Sample Zachariah | il@vahoo.com | | 700 N Pennsylvania St Indiananolis IN 46204 | 2020 |
| 123456789 Sample, Zachariah emai | il@yahoo.com | | 700 N Pennsylvania St Indianapolis IN 46204 | 2021 |

The Summary recalculates with the amount due.

To remove members from the transmittal, uncheck the box next to the name. To delete the whole transmittal, select "Delete Transmittal".

View the members in the transmittal using the List Selected icon. <1>

| | MEM | | SHI RSHIP > | P PROCESS POST TRANSMITTAL | SING | |
|-------------------------------------|--|---|----------------|---|----------------------|--------|
| Home > Memb | ership > Post Transmittal | | | | | |
| My.Accourt | My Groups IN Post C | 0495 | | | | |
| POST TR | RANSMITTAL | | | | | |
| Status : Card Count | OPEN t: | | Per Capitas | Actual 3 | | |
| National : | | | \$18.50 | \$55.50 | | |
| Departmen Post - | it : | | \$16.50 | \$49.50 | | |
| Total amou | nt due today : | | \$10.00 | \$30.00 \$105.00 | | |
| Member Id | Member Name | Email Address | Phone | Address | Renewal Year | |
| 350000123 123456789 123456789 | ADDED MBR Sample, Mary TRANSFERRED MBR | email@yahoo.com email@yahoo.com email@yahoo.com | (317) 555-5555 | 700 N Pennsylvania St Indianapolis IN 46204 700 N Pennsylvania St Indianapolis IN 46204 700 N Pennsylvania St Indianapolis IN 46204 | 2022 2022 2022 | |
| | | | | | Go Back | Finali |
| | | Тн | | RICAN LEGION | | į |

After reviewing the transmittal finalize or go back to add more members.

| | ECheck information |
|--|--|
| RANSMITTAL PAYMENT | |
| Add new eCheck | 1355 |
| Bonk Routing Number: What's this Bonk Routing Number: What's this Number: What's this Bonk Account Number: What's this | 12 2 2 2 0 5 9 312 3 5 55 000 5 5 8 8 8 8 8 Routing Number Check Account Number |
| Re-enter Bank Account Namber: Checking Checking Checking | |

Payment information was not transferred to the new interface and must be entered when finalizing the transmittal. Enter the routing and bank account information.

How do you identify a Routing and Account Number on a Check? <1>

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. All routing numbers are 9 digits. The most common length for bank account numbers is 9, 12, or 10 digits. Although they range from 4 to 17 digits long. The account number works in conjunction with the routing number. While the routing number identifies the name of the financial institution, the account number identifies your individual account.

Foreign posts and squadrons can process membership with a credit card. Online membership processing is designed for payment to be processed with a post or squadron account and not with individual credit cards.

The only payment method for US posts is eCheck. Enter the bank account information, authorize the one-time charge by clicking the checkbox and Pay Now.

This information will be stored for future transmittals. Entering new payment information holds future transmittal from finalizing until the first transmittal completes. This is to ensure all subsequent transmittals have valid bank information.

If you receive an error when entering payment information, contact your financial institution to verify ACH payment account information.

| | MEMBERSHIP PROCESSING MEMBERSHIP > POST TRANSMITTAL PAYMENT | |
|--------|---|--|
| Home > | Mendenship - ParaframmittalPayment | |
| TRAN | SMITTAL PAYMENT | |
| PAYM | ENTINFORMATION | |
| ~ | Select a Swed Bank Account O Bank Routing Humber: 074903670 Account Humber: ****0114 Account Hyp : Checking Checking | |
| • | By Clicking the Submit button below, I authorize the American Lagion to make a one-time charge on 7/7/2021 for the amount of 35.00. | |
| Upda | to Account Information | |
| Pay | Now | |
| | | |
| | | |

The next time a transmittal is finalized, the information is stored.

Stored bank information can be updated. <1> Click the link to Update Account Information to re-enter.

| RANSMITTAL PAYMEN | r | | | |
|---|---------------------------|--|------------------------|--|
| otal Selected To Pay: \$39.00 | | | | |
| AYMENT INFORMATIO | N | | | |
| V Add new eCheck |) | | | eCheck Billing Address |
| * Required * Bank Routing Number: * Re-enter Bank Routing | | What's this | | eCheck Billing Address PO Box 398 Fultondale, AL, 35068-0398, USA |
| Number: * Bank Account Number: * Re-enter Bank Account | | What's this | | |
| Number: * Account Type: | Checking 🗸 | • | | |
| Account Holders Full Name: | | | | |
| By Clicking the Submit amount of 39.00. | button below, I authorize | the American Legion to make a one-time charg | e on 7/21/2021 for the | |

<1> Add the new eCheck information, check the authorization box and Pay Now.

If you receive an error when entering payment information, contact your financial institution to verify ACH payment account information.

| 1 MyLEC | GION.ORG | | | David Sample |
|--|---|---|--|--|
| MEMBERSHIP | SUBSCRIPTIONS | RESOURCES SH | НОР | CONTACT |
| lome > Membership > ThankYou | | | | |
| HANK YOU! RECEIPTS PROC | ESSED ARE: 4406098 | | | |
| Print Transmittal Summary | | | | |
| | Í | | | |
| The American I | THE AMI | ERICAN LEGION | devoted to mutual helpfulne | 55. |
| The American I Programs | THE AMI Lagion was chartered and incorporated by Core Services | ERICAN LEGION Members | i devoted to mutual helpfulner Media | 55. |
| The American I Programs BASEBALL | THE AMI BENEFITS CENTER | ERICAN LEGION Member John The Arkenscan Legion | i devoted to mutual helpfulne: Media THE AMERIC | 85 DAN LEGION MAGAZINE |
| The American I Programs BASEBALL BOYS STATE / MATION | THE AMI Edgion was chartered and incorporated by Com Services BENEFITS CENTER CAREER CENTER | ERICAN LEGION were in 1010 as a patriotic veterana organization Members JOIN THE AMERICAN LEGION REVEW MEMBERSHIP | i devoted to mutual helpfulner Media THE AMERIC BASIC TRAIN | 55. SAN LEGION MAGAZINE NING |
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Finalization of a transmittal produces a receipt number. This is notification the transmittal has been received and is in process. While in pending status, cOUNTS are added to the National Target Date membership reports and are immediately available for Departments to add to their membership reports. Legion members do not receive renewal notices and it prevents them from renewing online that creates duplicate payments.

To view the transmittal summary, and print the receipt, click Print Transmittal Summary.

| | | Page: 1 of 1 |
|-----------------|---|--------------------|
| | 0495 Leo F Welch, Jr | |
| | # Cards: 3 Total Amount: \$105.00 Status: Marked For Posting Charge per member: \$35.00 Date Submitted: 07/01/2021 Invoice #: 2103060001 | |
| Members in this | Batch | |
| Member ID# | Name | Membership Year |
| 123456789 | B. Sample (Renewal) | 2022 |
| 123456789 | New Member Name | 2022 |
| 123456789 | Transfer Member Name | 2022 |
| | | |

Print or Save this document for your records. This information is also available anytime in your transmittal history.



Transmittal history currently includes all transmittal submitted or in process since April 1, 2021.



Transmittal History is located in the left menu of your group profile.



It includes reference number, membership year, status, members submitted and amount.

Set date ranges to search for previous history.

| О ТН | ie Amerio | can Legion | | |
|-------------|--|--|----------------------|----------------------------|
| | Т | ransmittal His | story | |
| | | | Page: 1 of 1 | |
| | | 0495 Leo F Welch, Jr | | |
| | | # Cards: 3 Total Amount: \$105,00 Status: Marked For Posting Charge per member: 335,00 Date Submitted: 03/06/2021 Invoice #: 2103060001 | | |
| | Members in this | Batch | | |
| | Member ID# | Name | Membership Year | _ |
| | 000201176033 000202421581 000401859682 | Robert A Basso Richard B Ashmore Group Administrator | 2022 2022 2022 | |
| | | | | 22011, The American Legion |

Clicking on the transmittal number opens details including members in the batch, amount and status.



Important information to know about online membership processing.

<1> Payment information was not converted from the previous interface. After finalizing the first transmittal, a hold will prevent a 2nd submission until the first transmittal completes. This hold is to ensure payment information in stored correctly and to prevent multiple declines in the event the first transmittal is declined. Finalizing a transmittal prior to the first one completing will result in an error message.

<2> Declined transmittal will require new bank information to be entered prior to submitting the next batch.

<3> Current processing time is 3-9 days. Unlike the previous version, the new MyLegion will update transmittals once approved by the financial institution.

<4> There is a \$10,000 batch limit per transmittal. Amounts higher than that should be broken down to separate transmittals that meet the limit.

<5> Transmittals are to be finalized within 14 days. Members pay their dues with the expectation they will be removed from future renewal notices, receive their membership card in a timely manner, and receive their magazine. When posts do not transmit in the allotted time frame, they run the risk of upsetting their members and making them not want to belong. Open transmittals not submitted in 14 days will receive a reminder to submit and are deleted if no action is taken. All members in the transmittal will have to be re-entered.



MyLegion provides other administrative tools such as, member management, rosters, reports, and labels.

| 1 my | LEGION.O | RG | | | David Samp |
|---|--|-------------------------|---|--------------------------------------|------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| | Home > My Views > Group | o Profile | | | |
| MY VIEWS | My Account My | Groups IN Post 0391 | ▼ | | |
| CONSOLIDATED REPORTS | | O Need He | Ip? View MyLegion.org Hel | Documentation | |
| View / Edit Reports | J | Thank you fo Please | r your patience as we comp review known issues and | lete our migration. their status, | |
| MEMBERSHIP PROCESSING Process Membership Transmittal History MEMBERS | CONSOLIDAT Consolidated repor | ED REPORTS | the following: | | |
| View Members Reports / Labels | Post Adjutants Squadron Adjutants Click "Edit Reports" | to view and edit your o | consolidated reports. | | |
| GROUP INFORMATION | Edit Reports | | | | |
| Group Message Contact Information | ATTACHMENTS | | | | |
| Publish Newsletter | Upload newsletter or ot | her files. | | | |
| MATERIALS | | | No records to display. | | |
| Officer Manuals Brochures | Add New Attachment | | | | |

Rosters and reports are generated in My Groups. The My Groups menu identifies the membership group to be managed. <1>

The left menu option has a link for Reports and Labels. <2> Consolidated reports <3> are also located on the left menu.

<4> View Members provides the current membership listing. This is also the location to view and manage membership records.

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The member list includes all members with a last paid years for current year, minus 2. <1> Notice in this listing we are viewing, the roster displays Paid Through Year and not the renewal year.

The member list allows you to search members, export roster, or send emails.

To view additional member information, update or delete, click on the member's name. <2>

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| Paid Thru Date: 12/31/2021 | Active | SAL MEM. Status: |
| Member Post: 1 Year Membership Ohio Squadron 0360 | Active 12/31/2021 | SAL MEM Status: Paid Thru T |

Viewing a member displays the members name and ID# along with main contact information. <1>

Address, email, and phone can be updated using edit links to the right. To update a member's name, use the left menu Name and Demographics.

Contact information will also display a photo image if uploaded by the member. You can also upload a picture for a member using the Add link where the photo will be located.

| | Home * My views * Group Profile * Members * Member Profi | | |
|--|--|----------------------------------|--|
| MYVIEWS | My.Account My Groups OH Post 0360 | | |
| NAVIGATION | Viewing: Sample, Edward {Member ID | 000111222333} | |
| Back to View Members | CONTACT INFORMATION | | |
| MEMBER INFORMATION | Edward Sample | F-40 | |
| Name & Demographics Addresses | 5745 Lee Road Indianapolis, IN 46206 | Eur | |
| Military Service | Email: | Edit | |
| Emergency Contacts | Add edwardsample@outlook. 555-555-5555 | com | |
| Paid Up For Life Assign Group Permissions | MEMBERSHIP SUMMARY | | |
| | Statue | Evolved | |
| | Paid Thru Date: | 12/31/2020 | |
| | Member Post: | 1 Year Membership Ohio Post 0360 | |
| | Member Number: | 000111222333 | |
| | SAL MEMBERSHIP SUMMARY | | |
| | Status: | Active | |
| | Paid Thru Date: | 12/31/2021 | |

Membership summaries appear below contact information. Status is Active for members paid and Expired for unpaid members. <1>

All membership are annual and paid through the end of December. The paid through date provides the membership year the member is paid.

| | Home > My Views > Group Profile > Members > Mer | iber Profile | |
|---|---|--------------------------------------|----|
| MYVIEWS | My Account My Groups OH Post 0360 | v | |
| NAVIGATION | Viewing: Sample, Edward {Memb | per ID 000111222333} | |
| Back to View Members | CONTACT INFORMATION | | |
| MEMBER INFORMATION Name & Demographics Addresses | Edward Sample 5745 Lee Road Indianapolis, IN 4 | Edit | |
| Military Service Contact Information Emergency Contacts | ■ Add Email: ■ Add Email: ■ Comparison of the state of | utlook.com Edit | |
| Paid Up For Life Assign Group Permissions | MEMBERSHIP SUMMARY | | |
| | Status: | Active | |
| | Paid Thru Date: | 12/31/2022 | |
| | Member Post: | Post Transfer Ohio Post 03 | 60 |
| | Member Number, | 000111222333 | |
| | SAL MEMBERSHIP SUMMARY | | |
| | Status: | Active | |
| | Paid Thru Date: | 12/31/2021 | |
| | Member Post: | 1 Year Membership Ohio Squadron 0360 | |

Member Post shows the post paid and type of payment. This member renews annually. If the member is paid up for life, or honorary life, the details are in the description. <1>

<2>A member transferred who have paid current dues to their previous post, post reads Post Transfer.

| | Home > My Views > G | roup Profile > Members > Member Profile | | |
|---|---------------------|---|------------------|--|
| MYVIEWS | My Account | My Groups OH Post 0360 | | |
| NAVIGATION | Viewing: San | Viewing: Sample, Edward {Member ID 000111222333} | | |
| Back to View Members | CONTACT INFO | | | |
| MEMBER INFORMATION Name & Demographics Addresses | | Edward Sample 5745 Lee Road Indianapolis, IN 46206 | Edit | |
| Military Service Contact Information Emergency Contacts Paid Up For Life | @Add | Email: <u>edwardsample@outlook.com</u> 555-555-5555 | Edit | |
| Assign Group Permissions | MEMBERSHIP | SUMMARY | | |
| | Status: | | Active | |
| | Paid Thru Date: | 1 Year Membersh | 12/31/2022 | |
| | Member Number: | | 00111222333 | |
| | SAL MEMBERS | HIP SUMMARY | | |
| | Status: | | Active | |
| | Paid Thru Date: | | 12/31/2021 | |
| | Member Post: | 1 Year Membership Ohi | io Squadron 0360 | |

MyLegion combined The American Legion and Sons of the American Legion databases into 1. As a result, Sons members may notice a member ID change **for the following reasons.**

Members that belong to both The American Legion and Sons of The American Legion are known as Dual members. Their exiting SAL number is now their Legion number, providing 1 ID for both memberships.

If a squadron member possessed an ID# that was reassigned by a Legion member, the SAL member was assigned a new number starting with 35.

| Me | embership Managemen | t | |
|--|---|------|--|
| MY VIEWS NAVIGATION Back to View Members Members (MFORMATION Name & Demographics Addresses Mitary Service Contact Information Emergency Contacts Pail Up For Life Assign Group Permissions | Home > My Views - Group Phofile > Mendbers > Mendber Phofile My Groups MH Phot 0350 Home = = = = = = = = = = = = = = = = = = = | | |
| | Sove Cent DEMOGRAPHICS 8/19/1966 Bitth Date: 8/19/1966 Gendet: Male | Edit | |

Name and Demographics has two sections. The first is name. Names can only be updated in this area. Update and Save. Scroll down to review demongraphics.

| MYVIEWS | My Account My Groups OH Post 0360 | |
|---|---|---|
| NAVIGATION | Viewing: Sample, Edward {Member ID 000111222333} | |
| Back to View Members | DEMOGRAPHICS | |
| Name & Demographics Addresses Military Service Contact Information Emergency Contacts Paid Up For Life Assign Group Permissions | Birbdate Month: Day: Cot Star Star Star Star Star Star Star Star | > |
| eck the box mark member ceased and VE. | Deceased: Carcel | × |

Demographics displays date of birth, gender, job information, currency preference and is where you go to mark a member deceased. To flag a member deceased, check the box next to deceased.

Click Save to store changes.
| MY VIEWS | Home > My Views > Group Profile > Members > Member Profile My Account My Groups OH Post 0360 Viewing: Sample. Edward (Member ID 0001117 | 223333 | | |
|--|---|---|---|--------------------------------------|
| Back to View Members | MAIN ADDRESS (HOME) | | | |
| Address Military Service Contact Information Emergency Contacts Paid Up For Life Assign Group Permissions | Edward Sample 5745 Lee Rd Indianapolis, IN 46216-2063 Include in Print Directory Include in Web/Mobile Directory | Here > My Account > Addresse ADD ADDRESS * Accounty: * Address Type: * Full Name: * Address Line 1: Address Line 2: Address Line 3: * City; | s United States Change Home Stacy Sample | |
| | Add Address | * State: * Zip Code: | Select Make this my Main Include in Print Dir Include in Web/Mo | Address ectory obile Directory |

Add an address to the member's record. <1> Enter address and Save. To replace the primary mailing address, check "Make this my Main Address". The primary email address listed on a member record determines the address communications are sent to members from all Leadership levels, including renewal notices, campaigns and membership information.



When 2 addresses are on file, the delete option is enabled. One main address is required.

| Me | embership Management | |
|--|---|---------------|
| | Home × My Views × Group Profile × Members > Member Profile Modesant Machinerer Chill Bert 0320 | |
| NAVIGATION Back to View Members | Viewing: Sample, Edward {Member ID 000111222333} BRANCH OF SERVICE | |
| MEMBER INFORMATION | Miltary Branch: USA | Edit Delete |
| Addresses Military Service Contact Information | Add Branch of Service CONFLICT | |
| Emergency Contacts Paid Up For Life Assign Group Permissions | Conflict: LEBANON_GRENADA | Edit Delete |
| | ARE LOTING ARE YOU RETIRED MILITARY? Retired Milkery | |
| | Are you referent? Yes Are you referent? Yes: 2020 | > |
| | Save Cricel | |
| | · · · · · · · · · · · · · · · · · · · | |

Military Service includes branch of service, conflict and retirement information.

This information can be corrected using Edit, deleted, or add another. Many of our members served in multiple conflicts and branches of service. MyLegion now allows multiple selections to be stored on the member record.

Through MyLegion members can add if they are retired with a date of retirement. <1> This provides the date the member retired from the military.

| | Home > My Views > Group Profile > Members > I | fember Profile | | |
|---------------------------|--|--|--|---------------------------------|
| MYVIEWS | My Account My Groups OH Post 0 | 160 v | | |
| NAVIGATION | Viewing: Sample, Edward {Me | nber ID 000111222333} | | |
| Back to View Members | PHONE | | | |
| MEMBER INFORMATION | Phone | | | Edit |
| Name & Demographics | Home | | | |
| Military Service | (555) 555-5555 Main | | | |
| Contact Information | Add New Phone Number | | | |
| Paid Up For Life | | | | |
| | | | | |
| Assign Group Permissions | EMAIL | Add New Email Address | | |
| Assign Group Permissions | EMAIL | Add New Email Address * Required | | |
| Assign Group Permissions | EMAIL Home mylegion@legion.org Main@ | Add New Email Address * Required * Email Location: | Select | ~ |
| Assign Group Permissions | EMAIL Home mylengionsiblegion.org Main@ Add New Email Address | Add New Email Address * Required * Email Location: * Email Address: | Select | ∨ dress |
| Assign Group Permissions | EMAIL Homo mykegionilitegion.org Add New Email Address | Add New Email Address * Required Email Location: Email Address: | Select Set as Main Email Ad Include in Print Direc | dress tory |
| Assign Caroup Permissions | EMAIL Home mylegion@legion.org Add New Email Address | Add New Email Address * Required * Email Location: * Email Address: | Select Set as Main Email Ad Include in Print Direc Include in Web/Mobi Directory | dress tory le |
| Assign Caroup Permissions | EMAIL Home mylegion@legion.org Add New Email Address | Add New Email Address * Incruined * Email Location: * Email Address: | Select Set as Main Email Ad Include in Print Direc Include in Web/Mobi Directory Use for Digital Subsc | dress tory le riptions |

Contact information includes phone number and email address.

<1> Phone information can be updated using, edit, delete or add.

<2> Email addresses can be added or edited. If one email is on file, no delete option will be available. If a member replaces their email, select edit. Member's that would like to have a secondary email on their record can add up to 2 additional emails.

<3> When adding an email, the location options are Alternate, Home and Work. An email for each of these locations can be stored. When setting preferences, confirm with the member what address should be listed as the main email. Main email addresses are associated with the member's MyLegion account. All password and username communications are sent to the main address. Check preferences and Save.

| | Home × My Views × Group Profile × Members × Member Profile | |
|--|--|---------------|
| MY VIEWS | My Account My Groups OH Post 0360 | |
| Back to View Members | PHONE | |
| MEMBER INFORMATION | Phone | Edit Dele |
| Name & Demographics Addresses | Home | |
| Military Service | (555) 555-5555 Main@ | |
| Emergency Contacts | Add New Phone Number | |
| Paid Up For Life Assign Group Permissions | EMAIL | |
| | Alternate | Edit Delete |
| | myemail@gmail.com Main@ | |
| | Home | Edit Delete |
| | mylegion@legion.org | |
| | | |

<1> 2 emails are now on file with the one added listed as main. The delete option is now available to delete the previous email, or it can remain as a secondary email address if valid. It is required to have one main email on record.

| Ме | mbershi | p Management |
|---|---|-------------------------------|
| | Home > My Views > Group Profile > Memb | sers × Member Profile |
| MY VIEWS NAVIGATION Back to View Members | My Account My Groups OH Viewing: Sample, Edward EMERGENCY CONTACT | 4Member ID 000111222333) S |
| MEMBER INFORMATION Name & Demographics Addresses | | No records to display. |
| Mitary Service Contact Information Emergency Contacts Paid Up For Life Assign Group Permissions | Add New Emergency Contact | Add Emergency Contact |

Emergency contact information is a new feature allowing members to provide who to contact in case an emergency arises.

<1> Members can store on their member record emergency contact name, relationship, phone number with comments. This information can be seen by department and national staff in case of an emergency if the member attends events and conventions or local activity of The American Legion or Sons of The American Legion.

| | Home > My Views > Group Profile > Members > Member Profile | |
|---|--|--|
| MY VIEWS | My Account My Groups OH Post 0360 | |
| NAVIGATION | Viewing: Sample, Edward {Member ID 000111222333} | |
| Back to View Members | | |
| MEMBER INFORMATION | Tell Us About Yourself | |
| Name & Demographics Addresses Military Service Contact: Information Emergency: Contacts Paid Up For Life Assign Group Permissions | Bender State | Ansation and the second secon |
| | and indiced revise wholes. Meeting constraines models that is used in consets in Weining and indiced and Beethever (in the American Language and the Section of Conset and Section (Conset) (Con | amini hana. sodiki presidina zelizi Ingilia odiki engana de odukateda cherinat |

Paid up for life link allows you to assist your member with the online application.

<1> Generating through the review of the members account provides amount due for PUFL membership. Selecting Pay Now navigates to a payment page

| Membership Ma | nage | men | t |
|--|----------------------|--|---|
| Home - Pay Now | | | |
| PAYMENT FOR: One Post 0300 Edward Sample 5745 Lee Road, Indianapolis, IN 46206 | \$1,025.00 | Summary Items (1): Tax: Shipping: Add Coupon or Prom | \$1,025.00 \$0.00 \$0.00 o Code: |
| Your Information: | | TOTAL: | \$1,025.00 |
| IRLING ADDRESS: OF Here Vir Workingtow St 215 N Wardingtow St New Farsh, CH-45357 3153 Use a samet address: Address address | | Subm | R |
| Payment Information: | | | |
| V Add a New Card | | | |
| Vite Honor: | Card Billing Address | | |
| | | | |
| Submit | | | |

Enter credit card information and submit.



Group access by default is provided to adjutants and commanders. Other officers, may also need access. Group permission can be assigned full or restrictive access to group membership information and management.

| | | | | LEGIONLONG SHOP | INUNE HELP LOGOUT |
|---|--------------------------|-------------------------------------|---|---|-------------------|
| 1 my | Legion.oi | RG | | | David Sample |
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| | Home > My Views > Group | Profile | | | |
| MYVIEWS | My Account My | Groups OH Post 0360 | v | | |
| MEMBERSHIP PROCESSING Process Membership | | Need He Thank you fo Please | Hp? View MyLegion.org Help or your patience as we compl e review known issues and t | Documentation ete our migration. heir status. | |
| Transmittal History | | | | | |
| MEMDERS | ATTACHMENTS | | | | |
| Reports / Labels | Upload newsletter or oth | ner files. | | | |
| Global Member Search | Miscellaneous | | | | Delete |
| GROUP INFORMATION | MemorialDaySpeech202 | 21.pdf | | | |
| Group Attributes / Services | Document Dates: 5/16/ | 2021 | | | |
| Group Message | Comments: Memorial D | ay Speech | | | |
| Contact Information | Add New Attachment | | | | |
| Autorised reewspecture | Had new Assemblent | | | | |
| MATERIALS | | | | | |
| Officer Manuals | | | | | |
| Brochures | | | | | |

To assign an individual permission to access group profile begin in the group and go to View Members.



Click on their name to open member profile.

| 🛞 My | LEGION.ORG | | David Sample | • |
|---|---------------------------------------|---|--------------|---|
| MEMBERSHIP | SUBSCRIPTIONS GIVE | : RESOURCES SH | OP CONTACT | |
| | Home > My Views > Group Profile > Men | nbers > Member Prolite | | |
| MYVIEWS | MeAccount My Groups IN | Post 0495 | | |
| NAMESTICAL | Viewinz Viewinz, Member | | | |
| Back to View Members | | | | |
| MEMBER INFORMATION | CONTACT INFORMATION | | | |
| Name & Demographics | Member Viewing 5745 Lee Rd | Edit | | |
| Addresses Military Service | Indianepolis, IN 4 | 46216-2063 | | |
| Contact Information | Email testondrio | gin@gmail.com Edit | | |
| Emergency Contacts Paid Lip For Life | | | | |
| Assign Group Permissions | | | | |
| | MEMBERSHIP SUMMARY | | | |
| | Status: | Active | | |
| | Paid Thru Date: | 12/31/2020 | | |
| | Member Number: | a new real/density industa feet 04/5 | | |
| | | 000111222 | | |
| | SAL MEMBERSHIP SUMMAI | RY | | |
| | Status: | Active | | |
| | Paid Thru Date: | 12/31/2021 | | |
| | Member Post: | 1 Year Membership Indiana Squadron 0495 | | |

After searching the member, in member profile go to Assign Group Permissions <1>



The recommended settings to provide the same access to view and edit membership information, reports, membership processing and other resources available to the Administrative Officer are as follows:

Online Group Manager. <1> This is the minimum permission requirement. It provides access to <u>export and print electronic membership roster</u> <2> and a quick link to member email addresses. It does not give access to additional member information not listed on the roster to view or edit.

Edit Individual Profile <3> grants authority to view and edit additional member information not on the roster.

Edit Group Profile <4> provides access to online membership tools in View Members — Global Member Search –Group Attributes - Reports/Labels – Process Membership. and Officer Materials.

After the desired management settings are assigned, Save them and the permission will be assigned to the members myLegion account.



There are a few additional group permissions that are focused on future enhancements.

Register or Order for a Group provides permission to make purchases, donations and register events on behalf of the group with the payment information saved on the account. This permission is for future enhancements purposes only.

The last setting to check is Identify Group Manager. This permission provides this member to add or edit other online group managers with full administrative rights. If you do not want this member to make group permissions do not check this box.



Permissions added will display. The next time the member logs into their myLegion account, that member will have access to the Group and only that group.

For example, this Legion member has been assigned post access but does not get group selections for Leadership or Squadron.

To return to Post membership select My Groups.

The My Account button will return you to your personal membership and exits Group Profile.

| | | | what if th | e person is i | not a m | iember (| of m | y grou |) ? | |
|-------|--|-----------------|----------------|--|--------------|-----------------------|---|---------|------------|--------------------------|
| Actio | Last Name: First Name: Email: Member ID: ns: Export Full | Searc Roster | h <u>Clear</u> | City: State/Province: Country: Paid Through Year: | | Post Men V V | /Squadron nber Status eliverable: | Number: | Add/Modi | v ▼ fy Transmittal |
| Disp | laying 1-1 of 1 | | | | | | | | | |
| _ | Memberito | Name | Number | Location | Underwerable | Information | Dranch | Era | Years | Year |
| - | 000352012537 | Vickey | 0391 | 46216 | | | Unknown | Onknown | 0 | |
| Displ | laying 1-1 of 1 | | | | | | | | | |

Permissions can be provided to individuals not part of the group. As an example, an auxiliary or sons member assists the post and needs access to reports and resources.

You must first add them to your group listing. Go to Add/Modify transmittal and add the member. Do not submit the member and select delete transmittal after adding. That clears out the individual in the batch but it adds them to your listing to assign permissions.

The individual will not have membership details.



Reports play a vital role when tracking membership. The next part of this presentation will review reports available.

| MEMBERSHIP | LEGION.OR | G | | | David Sample |
|--|----------------------------|-------------------|------------------------|------|--------------|
| MEMBERSHIP | | | | | MY ACCOUNT |
| | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
| | Home > My Views > Group P | rofile | | | |
| MYVIEWS | My.Account My Gr | pups FL Post 0273 | ~ | | |
| MEMBERSHIP PROCESSING | ATTACHMENTS | | | | |
| Process Membership Transmittal History | Upload newsletter or other | files. | | | |
| MEMBERS | | | No records to display. | | |
| View Members Reports / Labels Global Member Search | Add New Attachment | | | | |
| GROUP INFORMATION | | | | | |
| Group Attributes / Services Group Message | | | | | |
| Contact Information Publish Newsletter | | | | | |

Rosters and reports are generated through View Members.

| | | Viev | v Mem | be | r - Ro | ost | er | | |
|---|--|--|--|----------------|---|--|--|---|---|
| iome > My Views | > Group Profile > Memb | ers | | | | | | | |
| | | | | | | | | | |
| My Account | My Groups IN Pos | st 0495 | | | | | | | |
| Details | s for: IN Post 0 | 495 | | | | | | | |
| | | | | | | | | | |
| Last Name: | | | City: | | Post/Squar | fron Numbe | er: | | |
| First Name: Email: | | | State/Province: | | Member St | atus: | | ~ | |
| Member ID | | | Paid Through Year: | | v onderrend | ure. | | • | |
| Actions: Export Displaying 1-20 of | Full Roster | Go | | | | | Add/N | Andify Tran | |
| | 261 | | | | 1 2 3 4 5 | 6 7 8 | 9 10 View A | | smittal |
| Member ID | Name Po | ost/Squadron L umber | ocation Un | deliverable Co | 1 2 3 4 5 ontact Information | 6 7 8 Branch | 9 10 View A | II < < Continuous Years | Paid Throug Year |
| Member ID 123456789 | Name Po Name Na Sample, Andy | American Legion Post 0100 | ocation Un IN 700 N Pennsylvaina St Indianapolis. IN 46206 | deliverable C | 1 2 3 4 5 ontact Information email@yahos.com | 6 7 8 Branch | 9 10 View A ConflictWar Era VIETNAM | Continuous Years 35 | > > Paid Throug Year 2022 |
| Member ID 123456769 123456789 123456789 | Name Pc Name No Sample, Andy Sample, Bonnie | American Legion Post 0100 American Legion Post 0100 | ocation Un IN 700 N Pennsylvaina St Indianapolis, IN 4506 IN 700 N Pennsylvaina St Indianapolis, IN 4506 | deliverable Co | 1 2 3 4 5 ontact Information email@yahos.com email@yahos.com (317) 555-5555 | 6 7 8 Branch USA | 9 10 View A Conflict/War Era VIETNAM OTHER | Continuous Years 35 1 | Paid Throug Year 2022 2021 |
| Member ID 123456789 123456789 123456789 | Name Po Name No Sample, Andy Sample, Bonnie Sample, Chancellor | American Legion Post 0100 American Legion Post 0100 American Legion Dest 0100 | ocation Un IN 700 N Pennsylvaina St Indianapolis, IN 45206 IN 700 N Pennsylvaina St Indianapolis, IN 45206 IN 700 N Pennsylvaina St Indianapolis, IN 45206 | deliverable C | 1 2 3 4 5 ontact Information email@yahos.com (317) 65-655 email@yahos.com | 6 7 8 Branch USA USA | 9 10 View A ConflictWar Era VIETNAM OTHER VIETNAM | II < < Continuous Years 35 1 45 | Paid Throu Year 2022 2021 2021 |
| Member ID 123456789 123456789 123456789 123456789 123456789 | Name Pc Name No Sample, Andy Sample, Bonnie Sample, Chancellor Sample, David | American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion | ocation Un IN 700 N Pennsylvaina St Indianaoolis, IN 46206 IN 700 N Pennsylvaina St Indianaoolis, IN 46206 IN 700 N Pennsylvaina St Indianaoolis, IN 46206 IN 700 N Pennsylvaina St | deliverable Co | 1 2 3 4 5 ontact Information email@vahoe.com email@vahoe.com (311 555-555 email@vahoe.com email@vahoe.com | 6 7 8 Branch USA USA | 9 10 View A ConflictWar Era VIETNAM OTHER VIETNAM VIETNAM | II < < Continuous Years 35 1 45 27 | > 2 Paid Throu Year 2022 2021 2021 2021 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 | Name Pc Na Sample, Andy Sample, Bonnie Sample, Chancellor Sample, David Sample, Edward | American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 | Coation Un Indianacolis, IN 46205 IN 700 N Pennsylviania St Indianacolis, IN 46206 IN 700 N Pennsylviania St Indianacolis, IN 46206 IN 700 N Pennsylviania St Indianacolis, IN 46206 IN 700 N Pennsylviania St Indianacolis, IN 46206 | deliverable Cr | 1 2 3 4 5 ontact Information email@vahoe.com (311) 565.5656 email@vahoe.com email@vahoe.com email@vahoe.com | 6 7 8 Branch USA USA USA USA | 9 10 View A Conflict/War Era VIETNAM OTHER VIETNAM VIETNAM VIETNAM | I I < | > > Paid Througy Year 2022 2021 2021 2021 2021 2021 2021 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 123456789 | Name Pc Na Sample, Andy Sample, Bonnie Sample, Chancellor Sample, David Sample, Edward Sample, Frances | American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion | N 700 N Pennsylvaira St Indianacolis, N 44205 700 N Pennsylvaira St | deliverable Cr | 1 2 3 4 5 ontact Information email@vahoe.com (311) 565-5555 email@vahoe.com email@vahoe.com (311) 555-5555 email@vahoe.com | 6 7 8 Branch USA USA USA USN USA | 9 10 View A ConflictWor Era VIETNAM OTHER VIETNAM VIETNAM VVIII PANAMA | I I < | Paid Througy Year 2022 2021 2021 2021 2022 2020 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 | Name Pc. Name Pc. Sample, Andy Sample, Bonnie Sample, Chancellor Sample, Chancellor Sample, Edward Sample, Frances Sample, Frances Sample, Geoff | American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion | Acation Un N 700 N Pernsylvana S Indianacolis, N 46206 N 700 N Pernsylvana S N 700 N Pe | deliverable Cr | 1 2 3 4 5 ontact Information email@vahoe.com (11) 565-5556 email@vahoe.com email@vahoe.com (11) 555-5556 email@vahoe.com email@vahoe.com email@vahoe.com | 6 7 8 Branch USA USA USA USA USA USA | 9 10View A ConflictWar Era VIETNAM OTHER VIETNAM VIETNAM VIETNAM VIETNAM VIETNAMA PERSUNLGULF | II I < | Paid Througher 2022 2021 2021 2021 2022 2020 2020 202 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 | Sample, Andy Sample, Andy Sample, Bonnie Sample, Chancellor Sample, Chancellor Sample, Edward Sample, Frances Sample, Geoff | American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion Post 0100 American Legion | Acation Un N 700 N Pernsylvana S Indianación, N 4506 N 700 N Pernsylvana S N 700 N Pernsylvan | deliverable Cr | 1 2 3 4 5 ontact Information email@vahoe.com en31@vahoe.com en31@vahoe.com email@vahoe.com (317) 555-555 email@vahoe.com (317) 555-555 email@vahoe.com | 6 7 8 Branch USA USA USA USA USA USA | 9 10 ConflictWar Era VIETIVAM OTHER VIETIVAM VIETIVAM VIETIVAM VIETIVAM PANAMA PERSIANL_GULF LEBANION_GREINADA | II < | Smittal Paid Throug Year 2022 2021 2021 2021 2022 2021 2022 2021 2022 2021 2021 2021 2021 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 | Name PR Sample, Andy Sample, Bonnie Sample, Chancellor Sample, Edward Sample, Frances Sample, Geoff Sample, Helen Sample, Helen | American Legion Post 0100 American Legion | contine Un TOO N Pernsylvana St Induanacia, N 4206 Induanacia, N 4206 Induanacia, N 4206 N Too N Pernsylvana St Induanacia, N 4206 TOO N Pernylvana St Too N Pernylvana St Induanacia, N 4206 N TOO N Pernylvana St Induanacia, N 4206 N TOO N Pernylvana St Induanacia, N 4206 N TOO N Pernylvana St N N TOO N Pernylvana St N | deliverable Co | 1 2 3 4 5 contact Information email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com | 6 7 8 Branch USA USA USA USN USA USAF USAF | 9 10 - View A ConflictWar Exe VIETNAM VIETNAM VIETNAM VIETNAM VIETNAM PANAMA PERSUN GULF LEBANON GRENADA KOREA | II < | > > Paid Througy Year > 2022 2021 2021 2021 2022 2021 2021 2021 2021 2021 2021 2021 2021 2021 |
| Member ID 123456789 | Name PR Sample, Andy Sample, Bonnie Sample, Chancellor Sample, Chancellor Sample, Chancellor Sample, Geoff Sample, Geoff Sample, Helen Sample, Isabella | American Legion Post 0100 American Legion | Acaton Ul Province Statements St Indianacolis, N 44206 N 700 N Pernsylvana St N 700 N Pernsylvana St Indianacolis, N 44206 N 700 N Pernsylvana St | deliverable C | 1 2 3 4 5 ontact Information mail@vahos.com oral@vahos.com oral@vahos.com email@vahos.com email@vahos.com email@vahos.com email@vahos.com email@vahos.com email@vahos.com email@vahos.com | 6 7 8 Branch USA USA USA USN USN USAF USAF | 9 10 View A ConflictWar Ess VIETNAM VIETNAM VIETNAM VIETNAM VIETNAM PANAMA PERSAN_GULF LEBANG_GRENADA KOREA VIETNAM | II I < | Smittel Paid Throug Year 2022 2021 2021 2021 2021 2022 2021 2021 2021 2021 2021 2021 2021 2021 2021 |
| Member ID 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 123456789 | Name Pic Sample, Andy Sample, Bonnie Sample, Chancellor Sample, Chancellor Sample, Frances Sample, Geoff Sample, Rebert Sample, Rebert Sample, Geoff Sample, John | Amber Landron Landron Marken Lego Amber Part 0100 American Lego Part 0100 Amer | Antiparticity of the second se | deliverable Cr | 1 2 3 4 5 email@value.com email@value.com email@value.com email@value.com email@value.com email@value.com | 6 7 8 Branch USA USA USA USA USA USAF USAF USAF | 19 - Vee A ConflictWar Ex VIETNAM OTHER VIETNAM VIETNAM VIETNAM VIETNAM PERSAN_GULF LEBANION_GRENADA KOREA VIETNAM | II 26 Continuous 35 1 45 27 52 4 1 1 12 8 1 12 8 | > Paid View Paid View View View View View View View View |

The Detail listing in view members includes data for current membership year, minus 2. Using the search and filter tools, this listing allows you to create a current roster, expired, undeliverable, and deceased listing from one location. Deceased membership is for the last 2 paid years.

| | Paid | Current Y | 'ear. Minu | s 2 D |)ocoscod | 200 | 1 Evpirod | | |
|--|---|--|---|------------------------------|---|--|--|---|--|
| | | | | υ <u></u> , υ | receased | and | i Expireu | | |
| | | | | | | | | | |
| Home > My Views | > Group Profile > Member | 3 | | | | | | | |
| My Account | My Groups IN Post | 0495 🗸 | | | | | | | |
| O Detell | | 05 | | | | | | | |
| U Detall | 5 TOP: IN POST 04 | 75 | | | | | | | |
| | | | | | | | | | |
| Last Name | | Ci | ty: | | Post/Squar | iron Numb | er: | | |
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<2> Select the Action and click Go. The next step is determined by the action selected. Export options allow you to send the listing to an Excel, Word or CSV document. The action to "print" creates a PDF document.

Print, export or save the roster, using the Actions pulldown. Records must be selected prior to prompting an Action.

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Microsoft help will provide instructions to set your account up to email members. You can add a gmail account to Microsoft Outlook, and manage it in Outlook, to view and manage all of your email in one place.

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Additional reports are available in Reports/Labels. <1>



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Filtering options display to define who you want included in your labels. <2> Select the last paid year or multiple years. That action activates the sort option. <3> Designate if you want your labels sorted by last name or zip code.

View Report to continue. <4>

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To create a listing of HQs post member information, begin in Reports and Labels – Find Members in My Area. <1>

This report provides contact information for members in your headquarters post only within a designated area defined by zip code.

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When using this report, the zip code must be entered first. <1> Only zip codes within your group's state is included. This report is not to be used to locate members in other departments. You can select a few zip codes or all. It may take a few minutes to generate the zip code list. After the zip codes have been selected you can select last paid year and "View Report". <2>

| Horr | | Percents / Labels > Fi | ind Members in my Area | | | | | | | |
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The report generates and is sorted alphabetically. It includes contact information on file at national headquarters. This listing can be exported to save or print using the export icon. <1>

This report can be used for revitalization. Contact these members and ask them to transfer.



Members that renew online can be identified using the Member Online Renewals Report. <1>

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| 🔘 My I | EGION.ORG | | | | David Sample MY ACCOUNT |
| MEMBERSHIP | SUBSCRIPTIONS C | IVE | RESOURCES | SHOP | CONTACT |
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| Group Attributes / Services | | | | | |
| Group Message | | | | | |
| Contact Information | | | | | |
| Publish Newsletter | | | | | |
| MATERIALS | | | | | |
| Officer Manuals | | | | | _ |
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| Suggested Speeches | | | | | 3 |

This report provides date range parameters. <1> Using the small calendar icons, select the date range and View Report. <2>

| MEM | IBER Of | NLINE | RENEV | VALS | | | | | |
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| Member 0 | Online Renewa | als | | | | | | | |
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| 1110301 | \$35,00 2 | 2020-07-08 | 2021 | 123430709 | Name | address 1 | | | city |

The report generates. The current report includes all online transmittals. The Amount paid defines if the member paid online or if the post submitted through MyLegion's online membership processing.

In this example, 2 paid amounts appear. <1> The paid amount reflects what was paid to National. Those with a paid amount of \$43 paid full dues using online renewal that includes post + department + national. Posts will receive their amount per member from their department. The members with amount paid of \$35 were submitted by the post in an online transmittal where the amounts withdrawn are department and national per capitas. This listing can be exported to save or print using the export icon. <2>



In addition to view members, a roster can be generated from reports and labels. <1>
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
|--|---|------------|-----------|---------------------------|-------------|
| ne > My Views > Group Profile | e > Reports / Labels > Post Current Roste | r | | | |
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| Current Roster - Listing Paid Year: | 🗸 Status | ~ | | | View Poport |
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| (Select All) | ;A | ctive | | Deliverable,Undeliverable | |
| 2022 | | Active | | ✓ Deliverable | |
| 2020 | |) Deceased | | Undeliverable | |
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When creating a roster, the membership included will be members of your group. District and county rosters will members of all posts assigned to their area.

Membership rosters include current year minus 2. Using filtering menus allow flexibility to the data included in the roster.

Last paid year <1> Status <2> And Mailing Status <3>

| @ m. | LEGION.O | RG | | | David Sample |
|--|--|------------------------------|-----------|---|--------------|
| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
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| 2021 2020 | | Deceased | | Undeliverable | |
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Using the filter options allows you to create a deceased listing. <1>

| MEMBERSHIP | SUBSCRIPTIONS | GIVE | RESOURCES | SHOP | CONTACT |
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and a undeliverable listing using mailing Status <1>

Create the report by clicking "View Report" <2>

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The roster includes status, paid year, contact information, conflict, continuous years, branch of service and membership type. Save or print the roster using the export icon.

| My LEGION.ORG | | | | | David Sample | |
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| Officer Manuals Brochures Suggested Speeches | Add New Attachment | | | | | |

Consolidated reports are also located on the left menu. CPRs and CSRs are restricted to Adjutants only. Commanders and assigned administrators do not have access to consolidated reports. Phase 2 of MyLegion will extend access to future reporting to all group administrators.

CPRs are closed for the current reporting year. To view submitted reports go to View / Edit reports. <1>

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Closed includes reports submitted for the last 2 years. Completed reports will remain in closed status for reference to view, save or print. Historical data will build with each submission year.



Online help is available from the Resources Menu. <click>

Step by step instructions for both member management and officer tools are located this area.



<1> Online resources includes a MyLegion Training video series to help users navigate and get the most out of the features and tools available at MyLegion.

<2> Other online help resources can help you set up your email client when sending an email to your group.

<3> Clearing cache maximizes speed and performance. If you spend a lot of time online or have been visiting websites for a long period, then you may build up a sizeable cache.



Your National support staff is available Monday through Friday, 8-4:30pm Eastern.