

RESOURCES TO HELP WITH YOUR MYLEGION.ORG ACCOUNT & REGISTRATION

HELP WITH ACCOUNT REGISTRATION

BEFORE YOU REGISTER, PLEASE READ

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

REGISTER A NEW ACCOUNT

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

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

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

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

HELP - MY ACCOUNT

ADDRESS INFORMATION

ADD ADDRESS

Home > My Account > Addresses

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

DELETE ADDRESS

Home > My Account > Addresses

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

EDIT ADDRESS

Home > My Account > Addresses

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

MAIN ADDRESS

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

EMAIL INFORMATION

Add Email Address

Home > My Account > Contact Information

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

DELETE EMAIL

Home > My Account > Addresses

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

EDIT EMAIL ADDRESS

Home > My Account > Contact Information

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

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

MAIN EMAIL ADDRESS

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

EXTERNAL LOGIN ADD/UPDATE

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

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

Home > My Account > Contact Information

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

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

MEMBERSHIP DISCOUNTS

Home > My Account > Contact Information

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

3. Click “Member Discounts” from myLegion Home
 4. Select the discount program of interest. Contact information and discounts are provided.
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PAID UP FOR LIFE (PUFL)

PURCHASE A PUFL MEMBERSHIP THROUGH YOUR MYLEGION ACCOUNT.

Home > Membership > Renew Membership

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

Forgot Password

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

PASSWORD REQUIREMENTS

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

UPDATE PASSWORD FROM MY ACCOUNT

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

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

ADD PHONE NUMBER

Home > MyAccount > Contact Information

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

EDIT PHONE NUMBER

Home > MyAccount > Contact Information

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

SMS VERIFICATION.

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

WHY DIDN'T I RECEIVE A SMS CODE?.

Phase 2 – Not available at this time.

REGISTER A MYLEGION ACCOUNT

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

6. Click My Account from your myLegion home page to view your membership information. Officers registering for post and squadron access will find that information on the My Account window.

REGISTER FAQ

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

RENEW 1-YEAR MEMBERSHIP THROUGH YOUR MYLEGIONACCOUNT.

Home > Membership > Renew Membership

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click "My Account" from myLegion Home
3. Select "Renew Now" button from TAL MEMBERSHIP SUMMARY
4. Review membership information and "Save" any updates.
5. Review membership details select "1 year membership"
 - i. Auto Renew – Check box to set up automatic renewal. This authorizes National Headquarters to charge the credit card on file at the beginning of each membership term. The American Legion membership year begins July 1 and charges are applied within the next 2 weeks.
 - ii. Future Renewal Notices by Email – All future renewal notices will be emailed to the main email address on file.
6. "[Pay Now](#)"
7. Enter [credit card information](#) and "Pay Now"
8. Receive [receipt](#) for your records.
9. Print membership card in [MEMBERSHIP "Membership Card"](#)

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

SERVICE OFFICER INFORMATION

Home > My Account > Contact Information

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

MANAGE AMERICAN LEGION SUBSCRIPTIONS

Home>My Account>OptIn/Out

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

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

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

Yes.

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click “My Account” from myLegion Home
3. Add an alternate email address. MY INFORMATION Contact Information.
4. Select “E-newsletters” from left menu.
5. “Edit” for Opt In/Out information.
6. Check eNewsletters to highlight and edit listing. Check subscription title and select EMAIL-ALTERNATE from pulldown menu.

TWO FACTOR AUTHENTICATION.

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

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

USERNAME INFORMATION

FORGOT USERNAME

1. In www.mylegion.org Login/Register window< select “Forgot Username”
2. Enter your Email and “Submit”. A confirmation window will appear to check your email to reset your password.

3. Open your email and click on the link to reset your username. This email is from American Legion Identity Provider.
4. Enter Email and New Username. "Change UserName".
 - i. Email is required. Main Address on the member's record.
5. Password has been successfully updated message appears.

USERNAME REQUIREMENTS

None

UPDATE USERNAME FROM MY ACCOUNT

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

1. Log in to your myLegion account at www.myLegion.org
 - i. No account – Register an account
2. Click "My Account" from myLegion Home
3. Go to "My Account" from myLegion Home
4. Go to MY INFORMATION "Username / Password" to open the [Profile Self Service window](#)
5. EnterNewusername. "Save"
 - i. What if I update the email address, too? The email address in Profile is also the MAIN email on record. This email is used to request username and password.
6. A message displays that the Profile has been updated. Exit Self Service window.
7. Next login, use the new profile username.

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

KNOWN ISSUES

Use the link below to view common issues and their status. If you are still having trouble with an issue that is marked as resolved, cs2@legion.org

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