



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.



THE AMERICAN LEGION

Register
www.mylegion.org



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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.



Why Register a MyLegion Account



- Membership details and management
- Renew online
- View and manage subscriptions
- Member discount codes
- Online giving opportunities
- Officer Management Resources for Posts and Squadrons



<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.



THE AMERICAN LEGION

Register a MyLegion Account

Register with the email address on your membership record.

- All accounts are individual.
- Post and Squadron membership is accessed through the individual MyLegion account.
- Email 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.



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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.



THE AMERICAN LEGION

Leadership

Why do I have to register with my own email address if I only want to use MyLegion for leadership responsibilities?

Enhanced Security



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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 diagram is titled "Leadership" and is part of a presentation from "THE AMERICAN LEGION". It features the organization's logo in the top left corner. The main heading is "Leadership", followed by the question: "Why do I have to register with my own email address if I only want to use MyLegion for leadership responsibilities?". Below this, the text states "One Account Includes All Access". The diagram itself consists of a large yellow circle on the left labeled "MyLegion.org". A red circle is connected to it by a horizontal line, labeled "Member Legion & SAL". To the right of the red circle are three blue ovals stacked vertically, labeled "Post", "Squadron", and "Detachment". To the right of these are three more blue ovals stacked vertically, labeled "District", "County", and "Detachment". A small speaker icon and the text "©2011 The American Legion" are located in the bottom right corner of the diagram area.

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

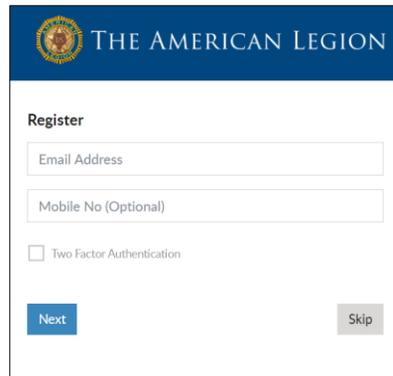
Register a MyLegion Account

- Enter the email address on your membership record.

No Email?

www.Outlook.live.com

Contact department or national to add email prior to registering an account.



The screenshot shows the registration page for The American Legion. It features a blue header with the logo and the text 'THE AMERICAN LEGION'. Below the header, the word 'Register' is displayed. There are two input fields: 'Email Address' and 'Mobile No (Optional)'. A checkbox labeled 'Two Factor Authentication' is present and unchecked. At the bottom, there are two buttons: a blue 'Next' button and a grey 'Skip' button.

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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.



Register a MyLegion Account

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

THE AMERICAN LEGION

Register

Email Address

Mobile No (Optional)

Two Factor Authentication

Next Skip



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.



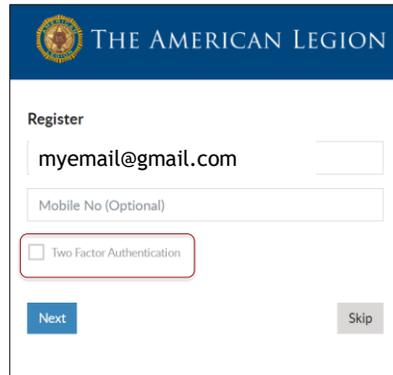
THE AMERICAN LEGION

Register a MyLegion 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 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 login. Applying this feature is available when you first create your account.

Every Log-in Requires
Username and Password
2nd Log-in with code sent via Email

It can be added or removed later
Through your account.



The screenshot shows the registration page for The American Legion. At the top is the logo and the text "THE AMERICAN LEGION". Below that is the heading "Register". There are three input fields: the first contains "myemail@gmail.com", the second is labeled "Mobile No (Optional)", and the third is a checkbox labeled "Two Factor Authentication" which is currently unchecked. At the bottom of the form are two buttons: "Next" (highlighted in blue) and "Skip" (greyed out). A small copyright notice "©2011, The American Legion" is visible in the bottom right corner of the form area.

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 Name and grant consents.
- 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.
- For more information on how data is stored and used, please review our Privacy Policy (<https://www.legion.org/privacy>)

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.

Create Username, Password, and complete Registration

THE AMERICAN LEGION

Welcome myemail@gmail.com

User Name *

myemail@gmail.com

Password *

Confirm Password *

Phone

An One Time Password has been sent to your email to verify account

Email One Time Password (Optional)

Skip for Now

Finish Registration

Password Requirements:

1. Uppercase Letter
2. Lowercase Letter
3. Number
4. Symbol (!@#%&*)

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 your email open to retrieve the code and then Finish Registration.

Registered users will receive a notification.

User Registered. A One Time Password has been sent to your email xxxxx@xxx.com to verify account.



The screenshot shows a web form titled "Verify Account" from "THE AMERICAN LEGION". The form has a blue header with the organization's logo and name. Below the header, the text reads: "User registered. An One Time Password has been sent to your email lvickers@legion.org to verify account". There is a text input field labeled "OTP (One Time Password)". At the bottom of the form is a blue button labeled "Verify".

- Retrieve the One Time Password from your email and enter.
- Do not close this window.
- 5-minute expiration to verify email.
- Why do you have to verify?



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.



I didn't receive OTP



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



THE AMERICAN LEGION

Log In Credentials



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



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.

Update Username and Password

The screenshot shows the MyLegion.org website interface. At the top, there is a navigation bar with 'LEGION.ORG', 'SHOP ONLINE', and 'LOGOUT'. Below this is the MyLegion.ORG logo and a user profile for 'Stacy Sample' with a 'MY ACCOUNT' button. A secondary navigation bar includes 'MEMBERSHIP', 'SUBSCRIPTIONS', 'GIVE', 'RESOURCES', 'SHOP', and 'CONTACT'. The main content area is titled 'Home > My Account' and features a 'MY ACCOUNT' sidebar on the left. The sidebar has a red box around the 'Username / Password' link. The main content is divided into three columns: 'MY CONTACT INFORMATION', 'MY SUBSCRIPTIONS', and 'TAL MEMBERSHIP SUMMARY'. The contact information for Stacy Sample includes a profile picture, address (700 N. Pennsylvania St, Indianapolis, IN 46204-1129), phone (317)555-5555 EXT 5555, and email (stacy.sample@outlook.com). The subscriptions list 'The American Legion Magazine' and 'The American Legion Dispatch' with their respective expiration dates and active status. The membership summary shows 'TAL MEMBERSHIP SUMMARY' and 'SAL MEMBERSHIP SUMMARY' with details like status (Active), paid thru date (12/31/2021), member post (1 Year), and membership (Indiana Post 0495).

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.

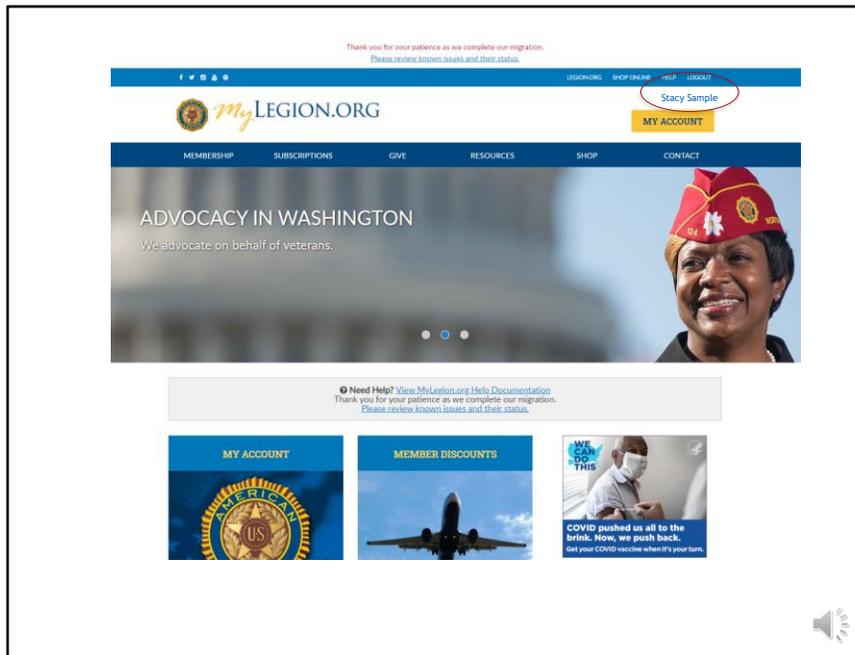


THE AMERICAN LEGION

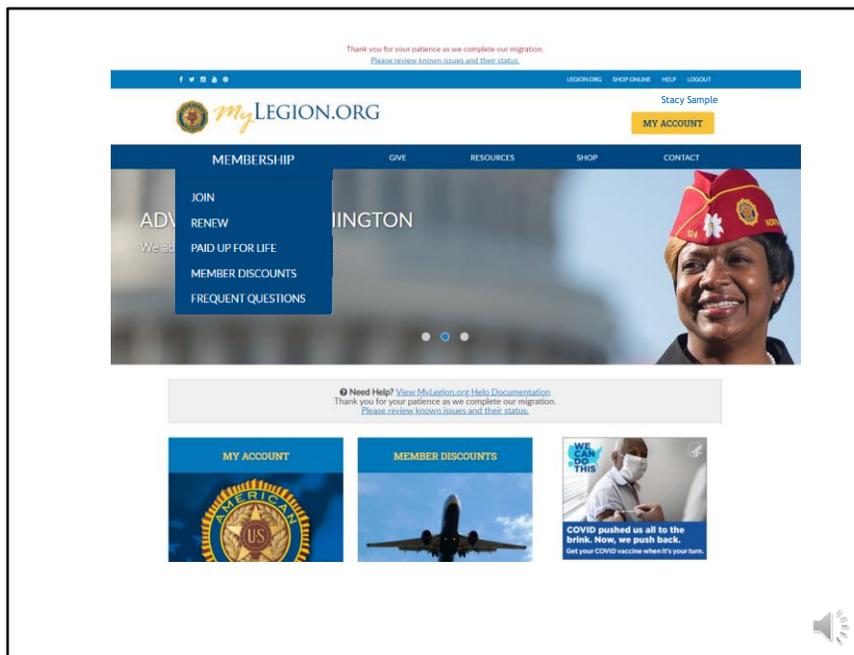
MyLegion Home



Let's review the MyLegion home page.



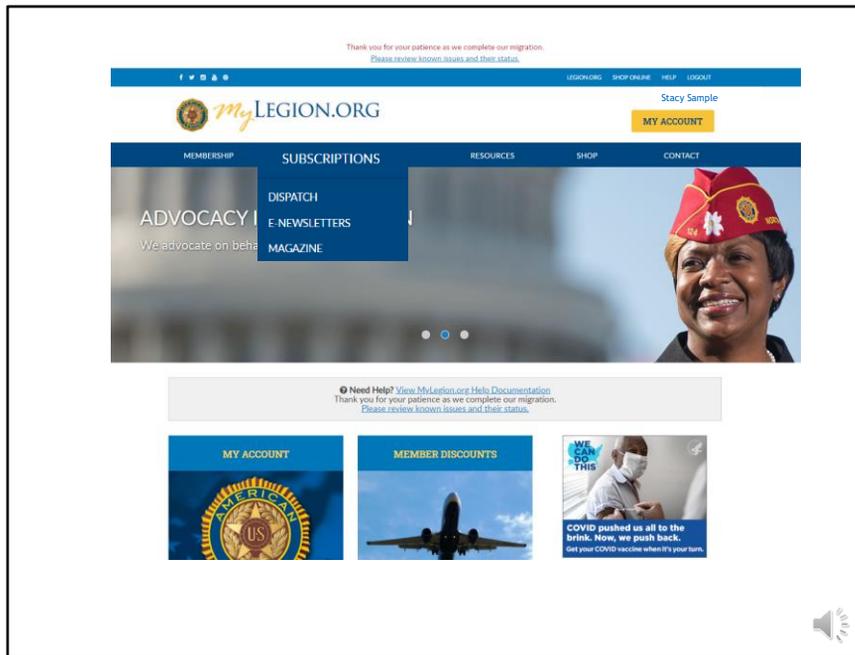
The myLegion Home page identifies the name entered during registration, located above the MY ACCOUNT button.



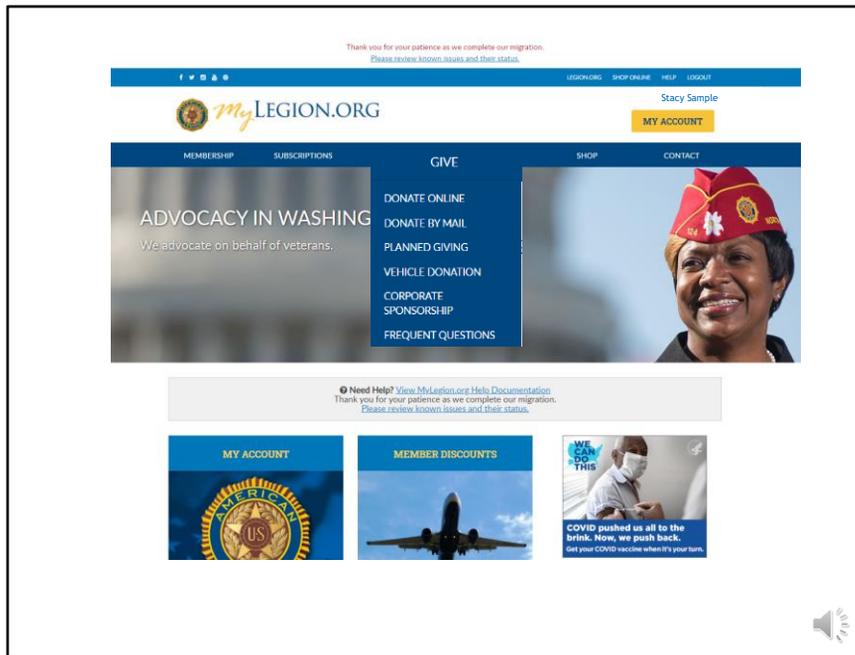
Your account provides links to Legion.org and pulldown menus to navigate from Legion.org and MyLegion.org. Legion.org is the public website for The American Legion National Headquarters.

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.

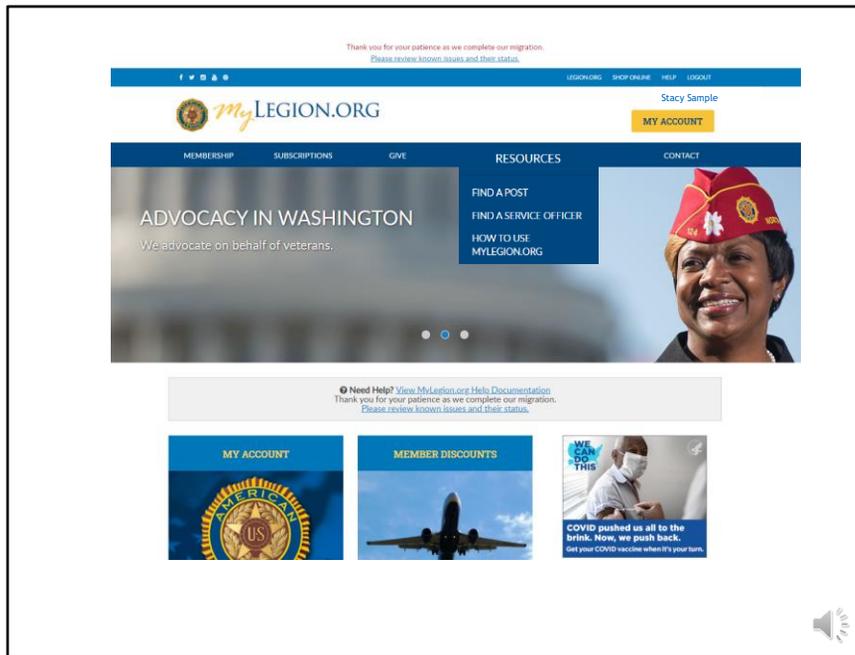
<1> Membership links include Join options, Renewal for members of The American Legion, Paid Up for Life information and links to purchase a paid up for life membership, along with Frequently asked questions about membership eligibility.



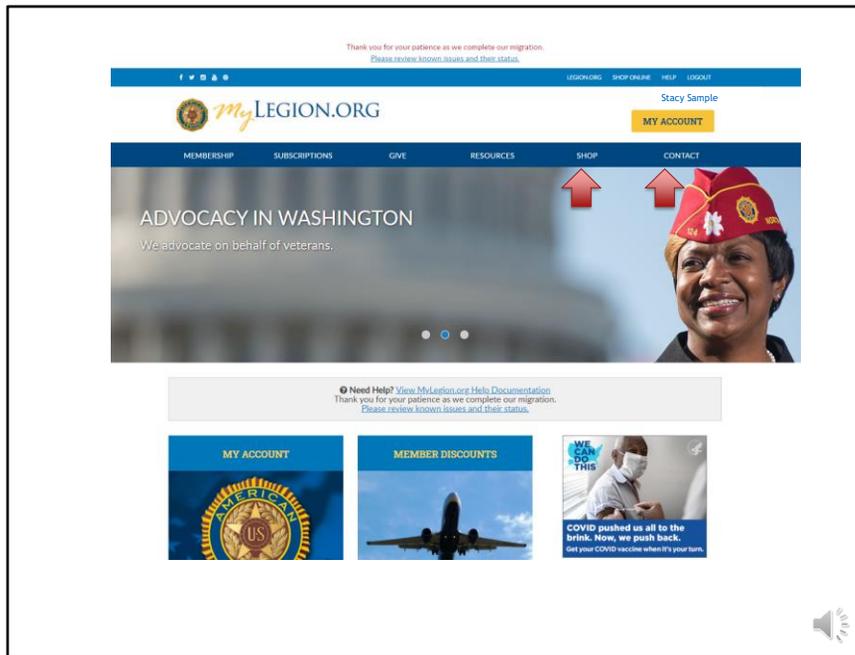
Membership in The American Legion includes The American Legion Magazine. View TALM from subscriptions, set up online E-Newsletter options, and sign up for The American Legion Dispatch.



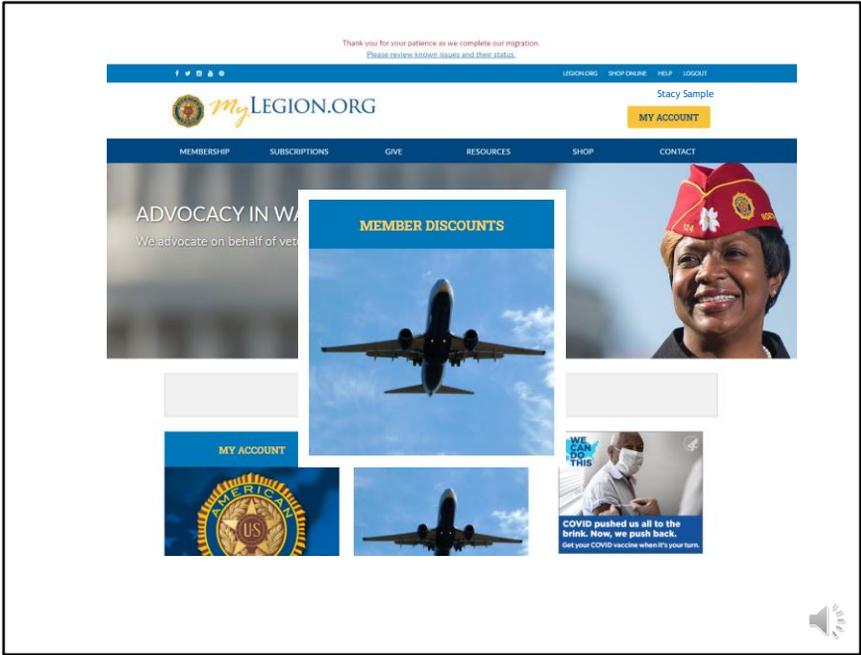
Online giving opportunities can be set up through a MyLegion account. The give menu provides information for planned giving, vehicle donations and corporate sponsorships. Questions about giving to American Legion charities are answered in frequent questions.



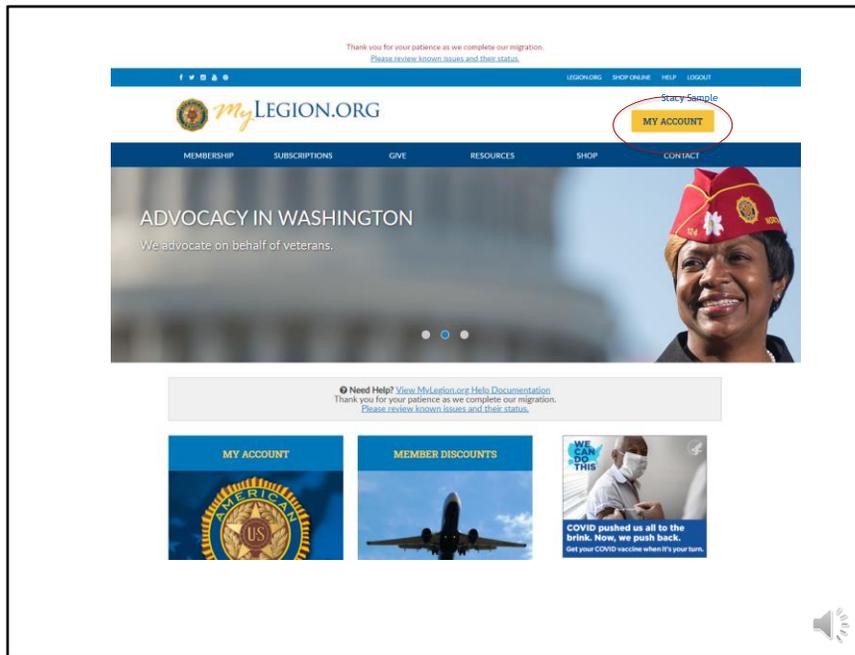
Resources helps you find a post or accredited service officers with step-by-step help documentation to assist with MyLegion tools for members and leadership.



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

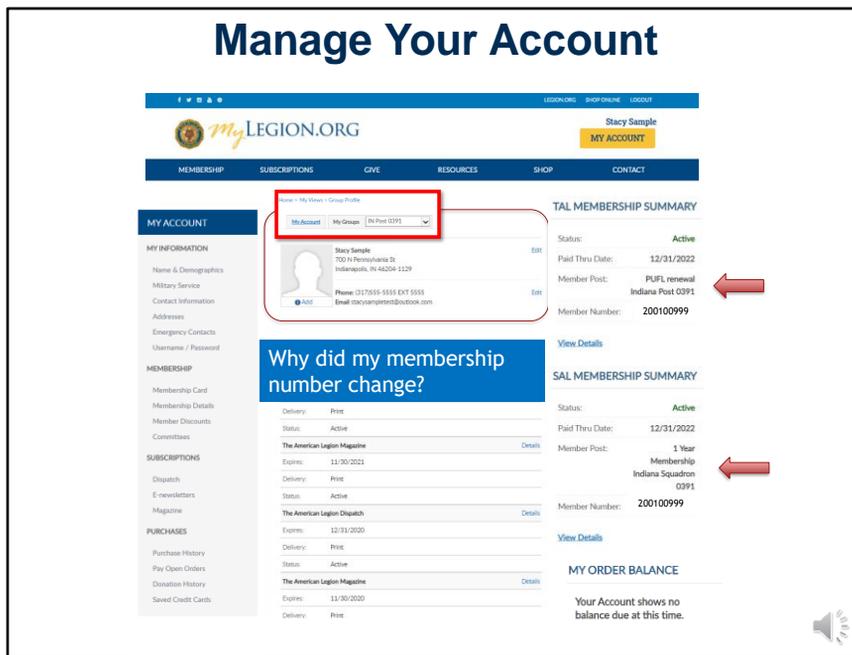


Member only discount codes are located in MyLegion.org.



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.

The screenshot displays the 'My Account' page on the My Legion.org website. The page is titled 'Home > My Account > Name & Demographics'. The left sidebar contains a 'MY ACCOUNT' menu with sections for 'MY INFORMATION', 'MEMBERSHIP', 'SUBSCRIPTIONS', and 'PURCHASES'. A red arrow points to the 'Name & Demographics' link under 'MY INFORMATION'. The main content area shows the 'NAME' section with fields for Prefix, First Name (Stacy), Middle, Last Name (Sample), Suffix, Nickname, and Credentials. Below this is the 'DEMOGRAPHICS' section with fields for Birth Date (10/19/1967), Gender (Female), Job Function, Job Title, Preferred Currency (United States Dollar), and Deceased. An 'Edit' link is present next to both the 'NAME' and 'DEMOGRAPHICS' sections. The top navigation bar includes 'MEMBERSHIP', 'SUBSCRIPTIONS', 'GIVE', 'RESOURCES', 'SHOP', and 'CONTACT'. The user's name 'Stacy Sample' and a 'MY ACCOUNT' button are visible in the top right.

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

Manage Your Account

NAME AND DEMOGRAPHICS

Edit Name

[Home](#) > [My Account](#) > [Name & Demographics](#)

NAME

* *Required*

Prefix:

Select

First Name:

Middle:

* Last Name:

Sample

Suffix:

Select

Nickname:

Credentials

DDS

ESQ

MD

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.

Manage Your Account

NAME AND DEMOGRAPHICS

Edit Demographics

DEMOGRAPHICS

Birthdate

Month:

Oct

Day:

19

Year:

1967

Gender:

Female

Job Function:

Select

Job Title:

Preferred Currency:

USD - United States Dollar

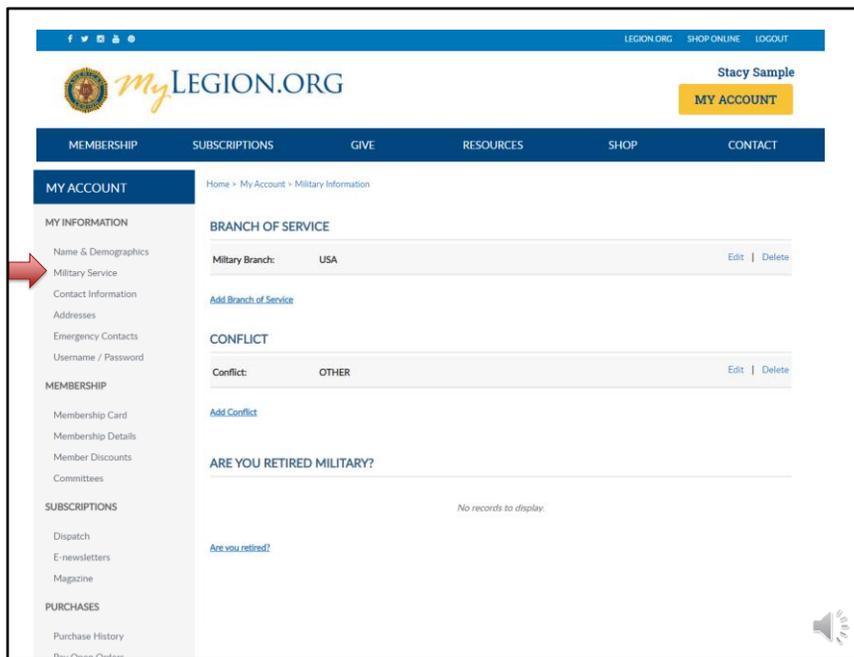
Deceased:

Save

Cancel

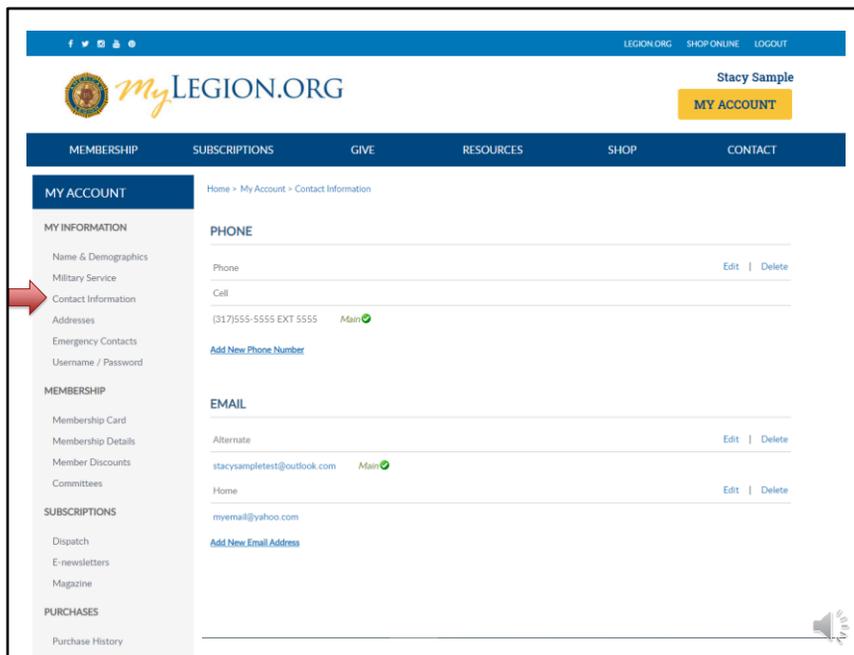


Demographics include date of birth, gender, job function, job title, preferred currency and displays deceased status. With every section you update, always Save.



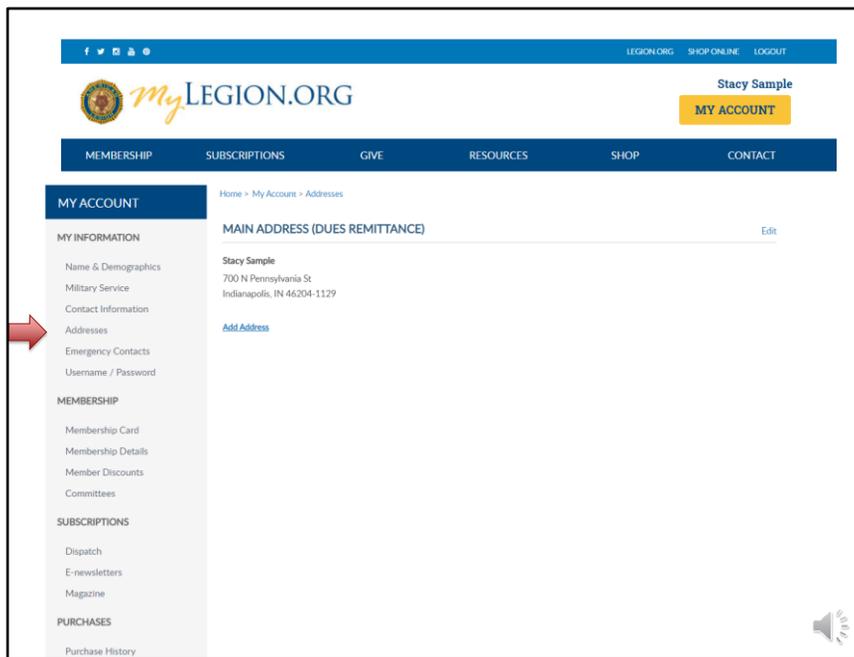
Military service provides branch of service, conflict and retirement information. More than one branch of service or conflict can be listed on your membership record. Using the Add, Edit or Delete links you can manage this information.

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



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.

The screenshot displays the MyLEGION.ORG user interface. At the top, there is a blue header with social media icons, the site logo, and user information for 'Stacy Sample' with a 'MY ACCOUNT' button. Below this is a dark blue navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area shows the breadcrumb 'Home > My Account > Emergency Contacts'. On the left, a sidebar under 'MY ACCOUNT' lists various account management options, with 'Emergency Contacts' highlighted and a red arrow pointing to it. The main area shows 'EMERGENCY CONTACTS' with a message 'No records to display.' and a link to 'Add New Emergency Contact'. A modal window is open, showing a form for adding a new contact with fields for Contact Name, Relationship, Phone Type, Phone Number, Comments, and Priority. The form is pre-filled with: Contact Name: Best Friend, Relationship: Sister, Phone Type: Cell, Phone Number: 555-555-5555, Comments: Wears medical bracelet, and Priority: 1. There are 'Add', 'Edit', and 'Delete' buttons for the contact.

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.

Manage Your Account

MY INFORMATION

Username/Password – Self-service Window

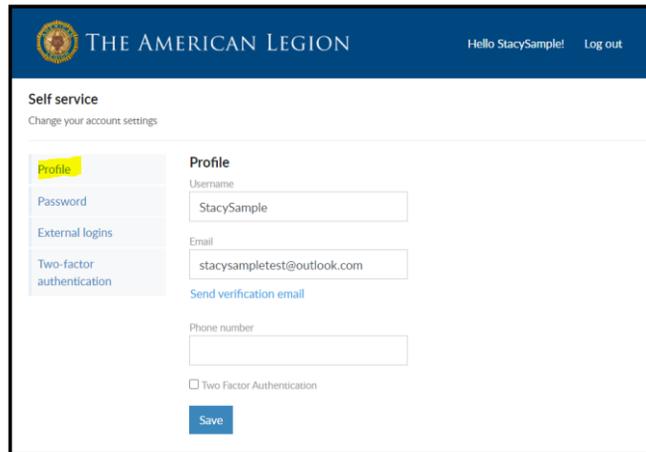
The screenshot displays the 'My Account' page on MyLegion.org. The page is divided into several sections: 'MY CONTACT INFORMATION', 'TAL MEMBERSHIP SUMMARY', 'MY SUBSCRIPTIONS', 'SAL MEMBERSHIP SUMMARY', and 'MY ORDER BALANCE'. A red arrow points to the 'Username / Password' link in the left-hand navigation menu. The 'MY CONTACT INFORMATION' section shows the user's name, address, phone number, and email. The 'TAL MEMBERSHIP SUMMARY' section shows the user's status as 'Active', their post title date, member post, and membership number. The 'MY SUBSCRIPTIONS' section lists various publications and their expiration dates. The 'SAL MEMBERSHIP SUMMARY' section shows the user's status as 'Active'. The 'MY ORDER BALANCE' section shows that the user's account has no balance due at this time.

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.

Manage Your Account

MY INFORMATION

Update Username



The screenshot shows a web interface for 'THE AMERICAN LEGION' with a user logged in as 'Hello StacySample!'. The page is titled 'Manage Your Account' and 'MY INFORMATION'. The main heading is 'Update Username'. The 'Self service' section is active, showing a sidebar with 'Profile' highlighted. The 'Profile' section contains the following fields and options:

- Username: StacySample
- Email: stacysampletest@outlook.com
- Phone number: (empty field)
- Two Factor Authentication:
- Buttons: 'Send verification email' (link) and 'Save' (button)

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

The username does not have to be an email address.

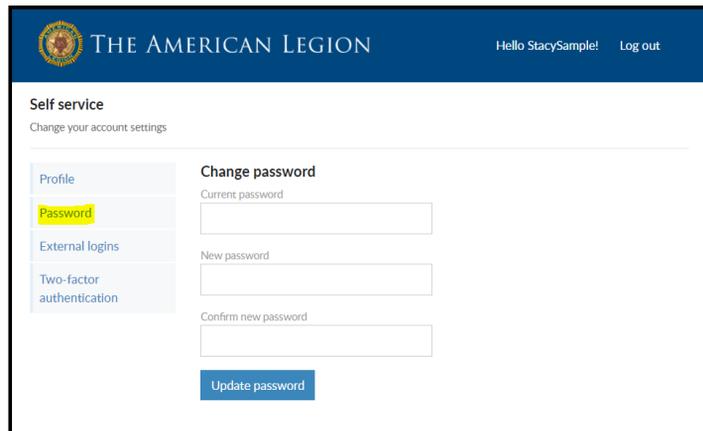
The email address listed in the self-service window is the main email on record and updates your contact information. Updating the email in Username/Password will direct all future forgot username and passwords to this email.

When creating usernames and passwords, always use unique credentials.

Manage Your Account

MY INFORMATION

Update Password



The screenshot shows a web interface for 'THE AMERICAN LEGION'. At the top, there is a dark blue header with the organization's logo on the left, the text 'THE AMERICAN LEGION' in the center, and a user greeting 'Hello StacySample!' with a 'Log out' link on the right. Below the header, the page is titled 'Self service' with the subtitle 'Change your account settings'. On the left side, there is a vertical menu with four items: 'Profile', 'Password', 'External logins', and 'Two-factor authentication'. The 'Password' item is highlighted in yellow. To the right of this menu, the 'Change password' section contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below these fields is a blue button labeled 'Update password'. A small speaker icon is visible in the bottom right corner of the screenshot area.

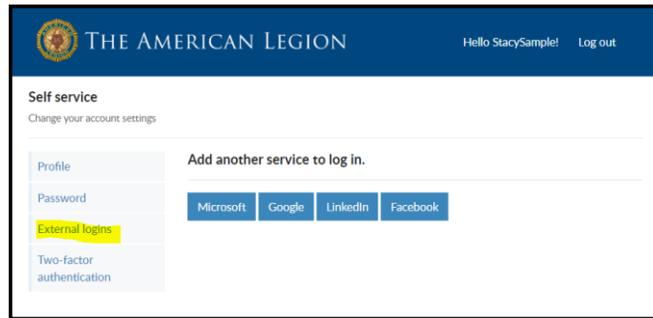
To update your password in the self-service window you must know your current password. If you have logged in with a saved password and do not know it, you can log out and request a one-time password. This will email you a password reset link.

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

Manage Your Account

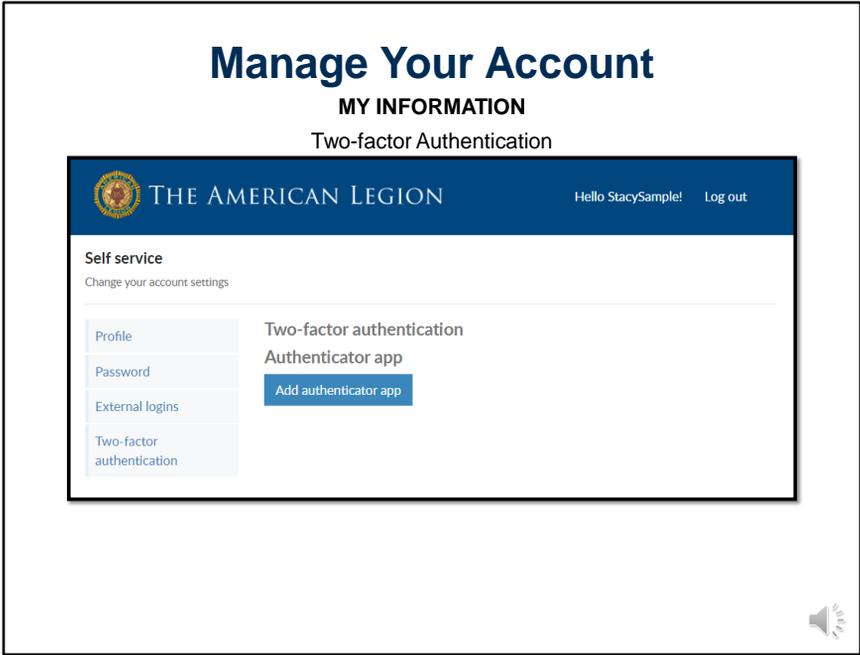
MY INFORMATION

External Login



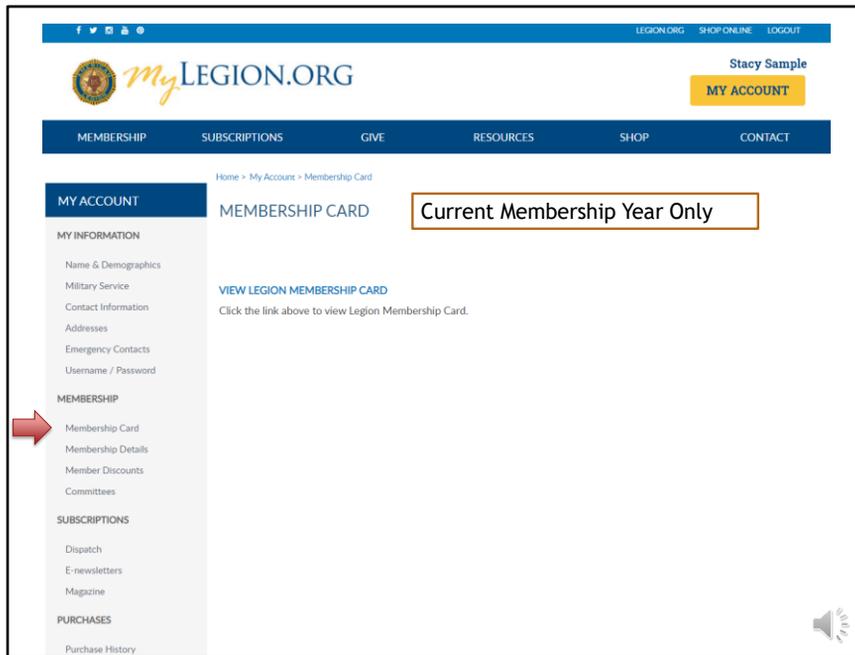
The screenshot shows a web interface for 'THE AMERICAN LEGION'. At the top, there is a blue header with the organization's logo and name on the left, and a user greeting 'Hello StacySample!' and a 'Log out' link on the right. Below the header is a 'Self service' section with the subtitle 'Change your account settings'. On the left side of this section is a vertical menu with options: 'Profile', 'Password', 'External logins' (highlighted in yellow), and 'Two-factor authentication'. To the right of the menu, under the heading 'Add another service to log in.', there are four blue buttons labeled 'Microsoft', 'Google', 'LinkedIn', and 'Facebook'. A small speaker icon is visible in the bottom right corner of the page.

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.

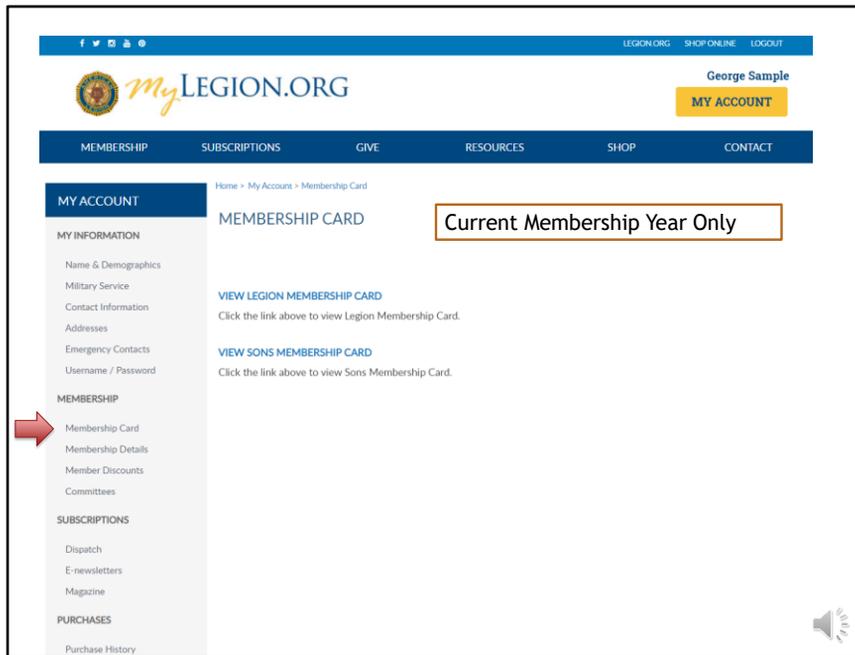


Two-factor authentication is an extra layer of security to ensure that you're the only person who can access your account, even if someone knows your password. This extra security measure requires you to verify your identity using a randomized code we'll send you each time you attempt to log in.

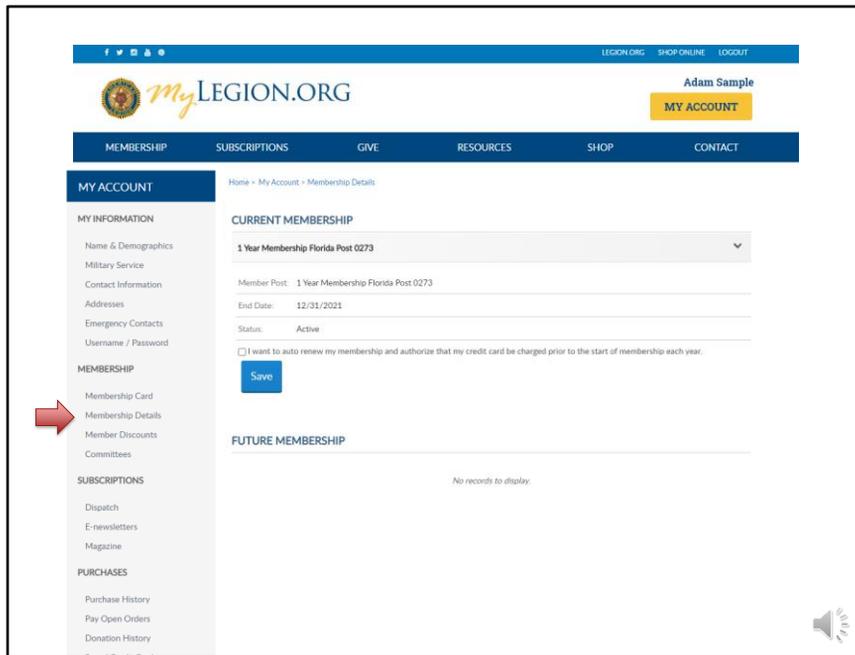
If you set up 2 factor authentication, you can disable through self service.



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.

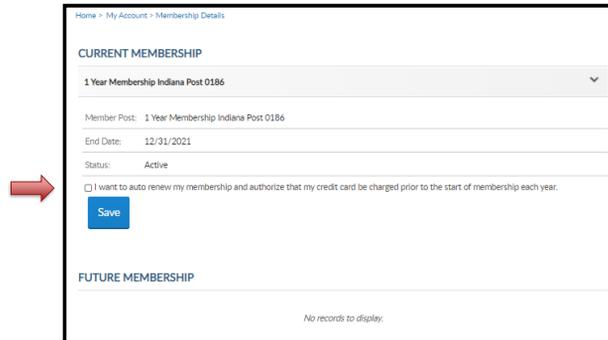


In membership details members can view current memberships and future memberships. The member detail includes your post or squadron state and number, membership end date, and current status.

Manage Your Account

MEMBERSHIP DETAILS

Setup Auto Renewal



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

I want to auto renew my membership and authorize that my credit card be charged prior to the start of membership each year.

Save

FUTURE MEMBERSHIP

No records to display.

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 2nd week of July annually. The American Legion's membership campaign runs from July 1 – June 30.

Manage Your Account

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: 12/31/2023

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.

*You currently do not have a credit card on file with us, which is required to set up your membership to automatically renew at this time. If you do not want to have a credit card on file with us, you will need to set up your membership to automatically renew when you pay for your renewal.

Otherwise, to continue, please click the link to provide information about the credit card you want to use. Once you provide your credit card information, you will need to return here to finish setting up your membership to automatically renew. [Please provide credit card information.](#)

FUTURE MEMBERSHIP

No records to display.



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

Manage Your Account

MEMBERSHIP DETAILS

Setup Auto Renewal

Add New Card

Home > My Account > Saved Credit Card

▼ Add a New Card

We Honor: 

* Credit Card Number:

* Name on Card:

* Expiration Date: * Month: * Year:

* Security Code:

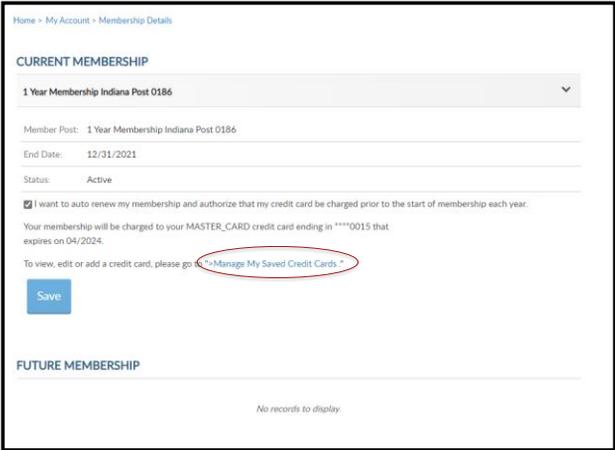
Card Billing Address

Enter your credit card information and “Add New Card”

Manage Your Account

MEMBERSHIP DETAILS

Setup Auto Renewal



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

I want to auto renew my membership and authorize that my credit card be charged prior to the start of membership each year.

Your membership will be charged to your MASTER_CARD credit card ending in ****0015 that expires on 04/2024.

To view, edit or add a credit card, please go to [Manage My Saved Credit Cards](#).

FUTURE MEMBERSHIP

No records to display.

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>

Manage Your Account

MEMBERSHIP DETAILS

Setup Auto Renewal

PAYMENT INFORMATION

▼ Add a New Card

We Honor:



* Credit Card Number:

* Name on Card:

* 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.

Membership Details

CURRENT MEMBERSHIP

1 Year Membership Indiana Post 0500

Member Post: 1 Year Membership Indiana Post 0500

End Date: 12/31/2021

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.

Your membership will be charged to your MASTER_CARD credit card ending in ****0015 that expires on 04/2031.

To view, edit or add a credit card, please go to ">Manage My Saved Credit Cards."

Save

PURCHASES

Purchase History

Pay Open Orders

Donation History

Saved Credit Cards

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 screenshot displays the 'My Account' page on MyLegion.org. At the top, there are navigation links for LEGION.ORG, SHOP ONLINE, and LOGOUT. The user's name, Stacy Sample, and a 'MY ACCOUNT' button are visible. Below this is a main navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The left sidebar contains a 'MY ACCOUNT' menu with categories: MY INFORMATION (Name & Demographics, Military Service, Contact Information, Addresses, Emergency Contacts, Username / Password), MEMBERSHIP (Membership Card, Membership Details, Member Discounts, Committees), SUBSCRIPTIONS (Dispatch, E-newsletters, Magazine), and PURCHASES (Purchase History, Pay Open Orders, Donation History, Saved Credit Cards). A red arrow points to the 'MEMBERSHIP' section. The main content area is divided into three columns: CONTACT INFORMATION (Stacy Sample, 700 N Pennsylvania St, Indianapolis, IN 46204-1129, Phone: (317)555-5555 EXT 5555, Email: stacyamplesen@outlook.com), CONTACT INFORMATION (Edit), TAL MEMBERSHIP SUMMARY (Status: Active, Paid Thru Date: 12/31/2021, Member Post: 1 Year, Membership Indiana Post 0495, Member Number: ...), SUBSCRIPTIONS (American Legion Magazine, 11/30/2022, Active), SUBSCRIPTIONS (American Legion Magazine, 11/30/2021, Active), SUBSCRIPTIONS (American Legion Dispatch, 12/31/2020, Active), SUBSCRIPTIONS (American Legion Magazine, 11/30/2020, Active), and MY ORDER BALANCE (Your Account shows no balance due at this time.).

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.

MEMBER DISCOUNTS: AUTO RENTAL

AVIS

Your next great memory awaits. At Avis, you choose what best fits you and your trip, from the car to the accessories we've got you covered. Members can save up to 30% when you Pay Now with Avis, or up to 25% when you Pay Later.

To take advantage of your member savings, [book now](#) using Avis Worldwide Discount (AWD) **6640000**.

Provider since: 2021

Discount Code: **6640000** | [Visit Web site](#)

BUDGET

Don't let renting a car get in the way of your next great adventure. At Budget, we've made the rental experience simple, smart, and affordable so you can enjoy your next great trip. Members can save up to 35% off Pay Now base rates on your next rental, or up to 25% off Pay Later base rates.

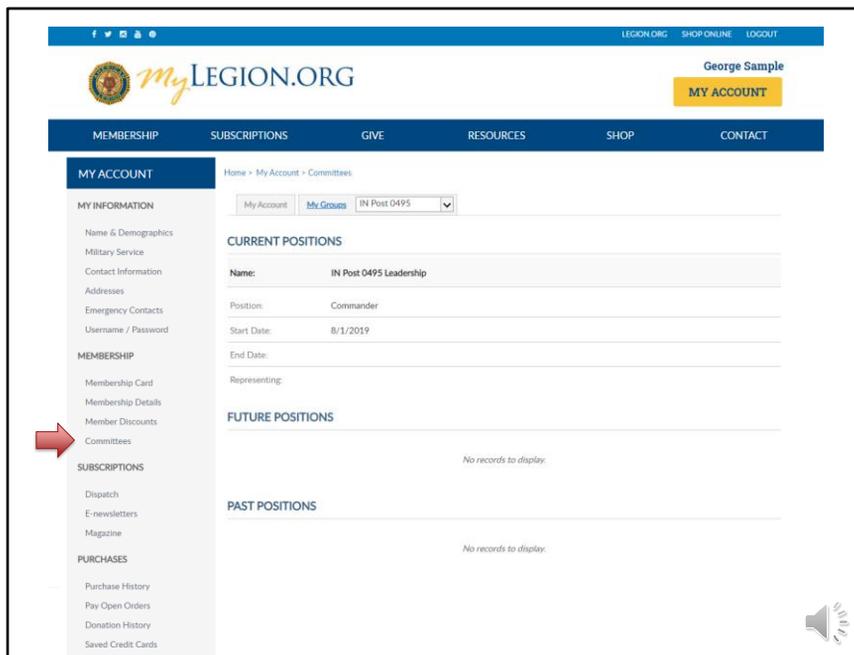
[Book now](#) using Budget Customer Discount (BCD) T756500 to take advantage of these savings

Provider since: 2021

Discount Code: **T756500** | [Visit Web site](#)

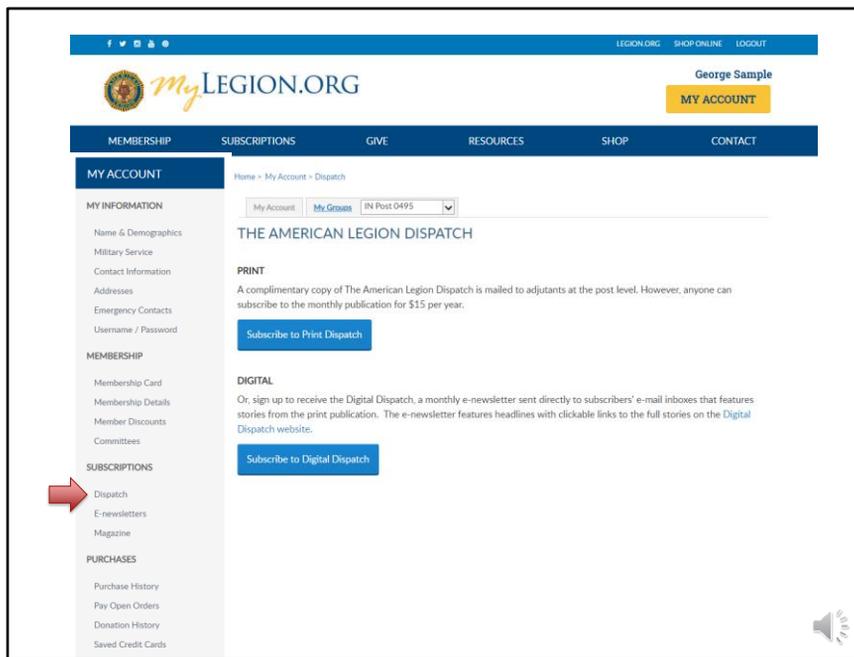


Through MyLegion you will find discount codes only available to members.



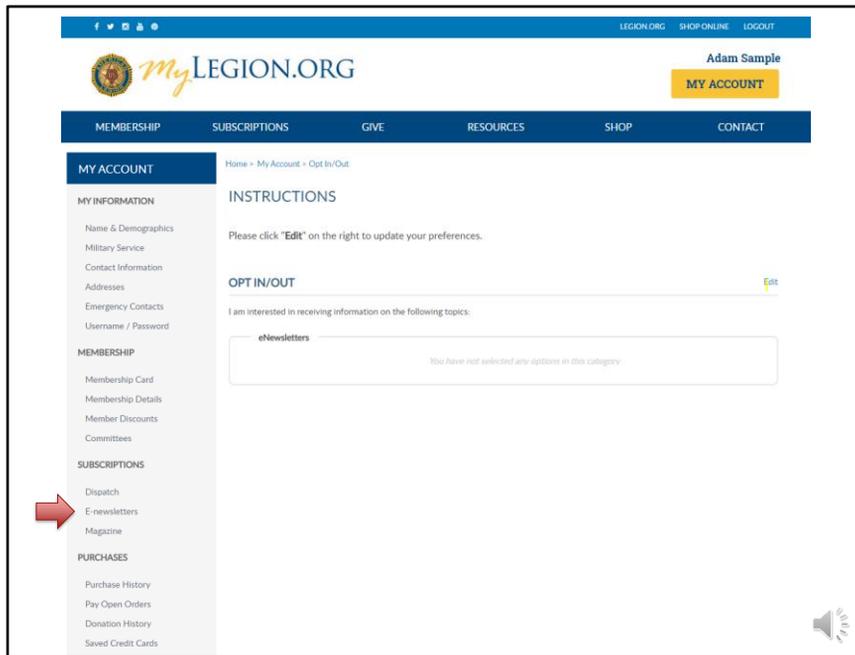
Any officers maintained by Department and National HQs are located in Committees. The page lists any past, future and current positions on file. The positions displayed in this area are post, county, district, state, and national leadership positions reported to National HQ. All leadership positions 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, www.legion.org/dispatch.



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

E-newsletters Opt In/Out

OPT IN/OUT

I am interested in receiving information on the following topics:

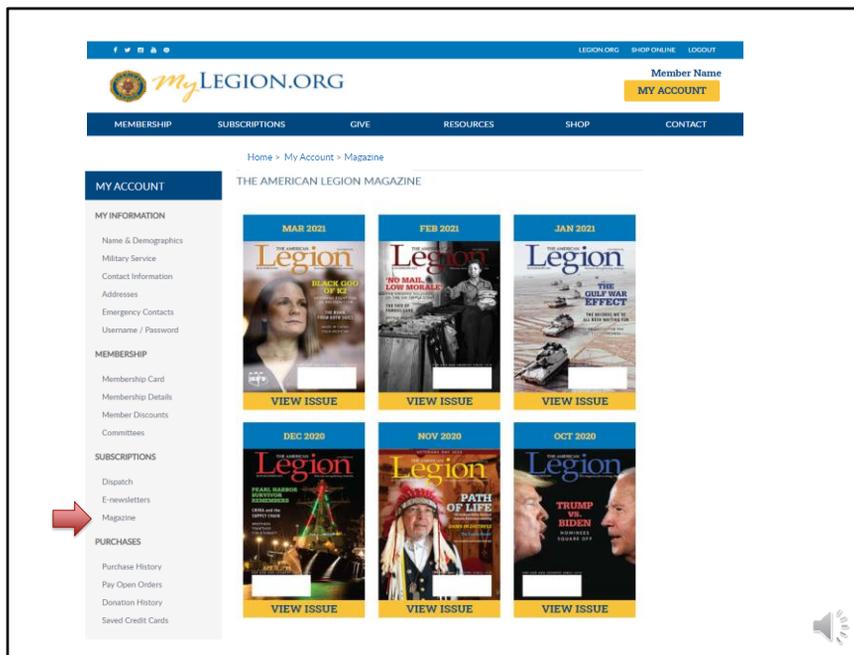
eNewsletters

- Training in the American Legion
- Amateur Radio Club
- Career Center
- Centennial Celebration
- Commander's Message
- Deceased Members
- Digital Dispatch
- Flag Half Staff Notices
- Honor & Remembrance
- Legion Riders
- Legislative
- Member Discounts
- Online Update
- The Dugout

Can I have a e-newsletter sent to a different address?

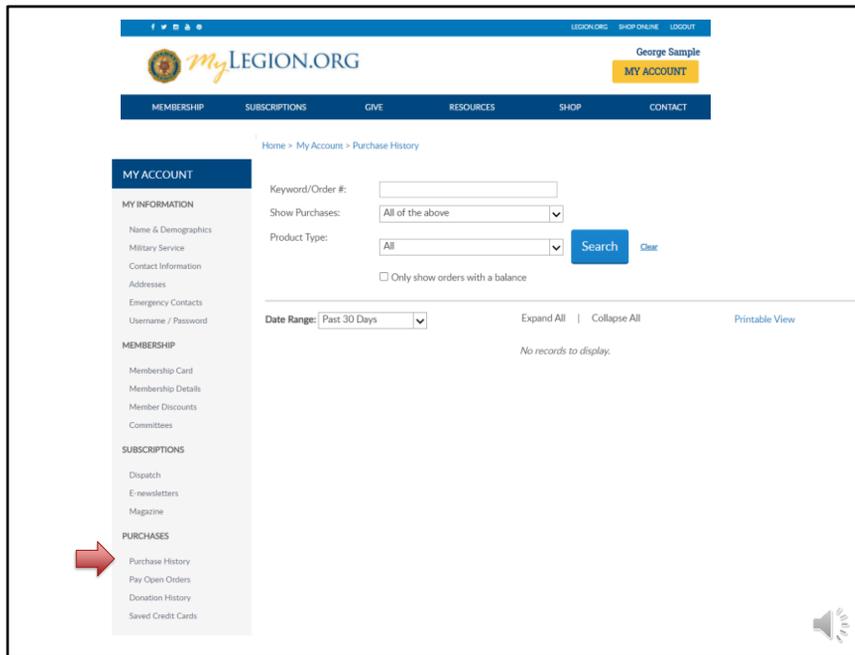
Check the box to select individual subscriptions or check the box next to E-newsletters to select all. Unless specified these subscriptions will be emailed to the main email address on file.

<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.

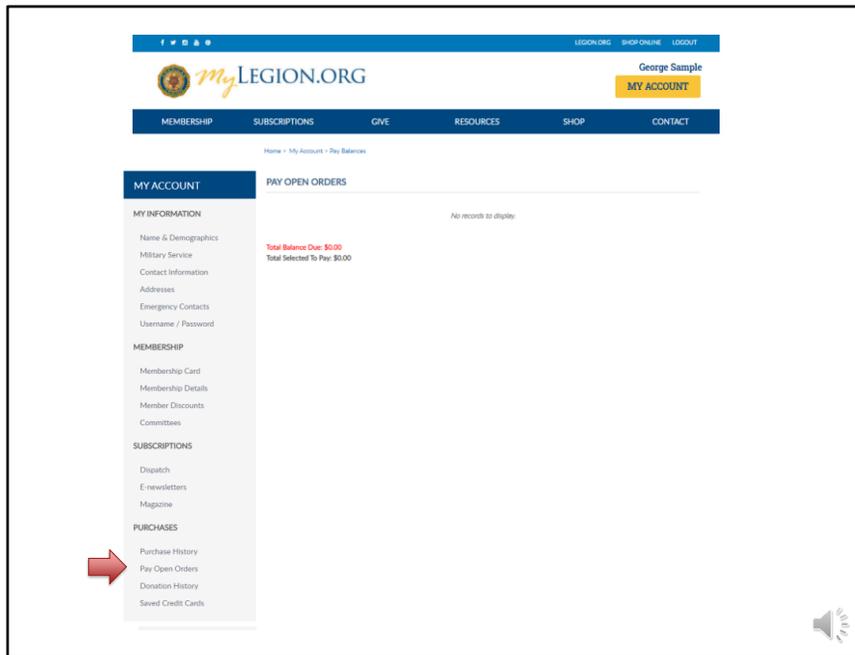


Members receive a 12-month free subscription to The American Legion Magazine. This publication has gone digital. Current and past issues are located your My Account subscriptions menu.

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.



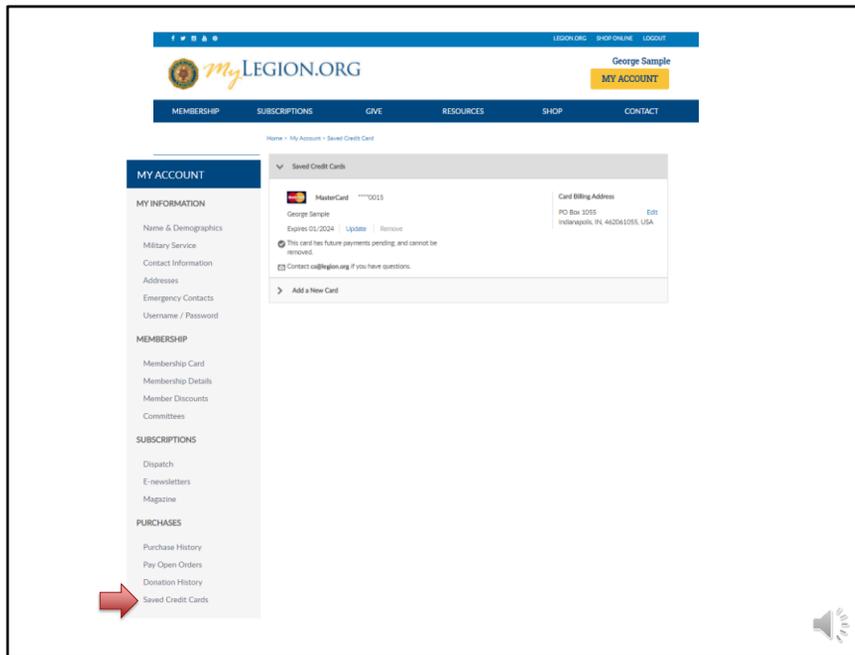
The purchase history shows history of payments made for renewals and donations.



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.

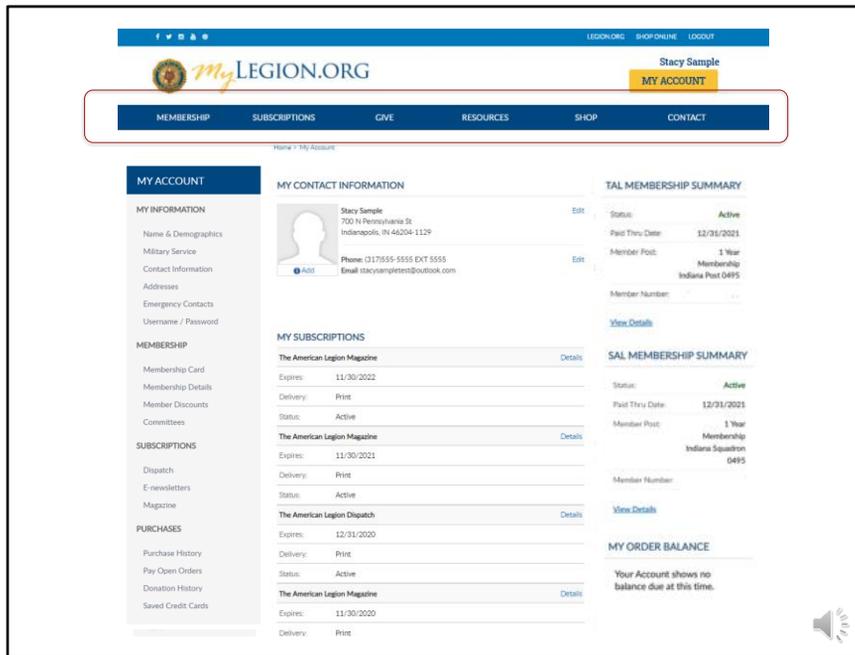
The screenshot shows the MyLEGION.ORG website interface. At the top, there is a navigation bar with social media icons, the site logo, and user information for 'George Sample'. Below this is a secondary navigation menu with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area is titled 'Home > My Account > Donation History'. On the left, a sidebar menu lists various account management options under categories like MY INFORMATION, MEMBERSHIP, SUBSCRIPTIONS, and PURCHASES. A red arrow points to the 'Donation History' link in the sidebar. The main content area features a 'DONATION HISTORY' section with a 'Date Range' filter (From: 3/28/2020, To: 3/28/2021) and a 'Gift Type' dropdown menu. Below the filters is a table of donation records. The table shows a single entry for 'Other' on 07/16/20, with a balance due of \$0.00 and a gift amount of \$75.00. The description for this entry is 'Legacy Scholarship Fund'. A 'Printable View' link is located to the right of the table.

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.

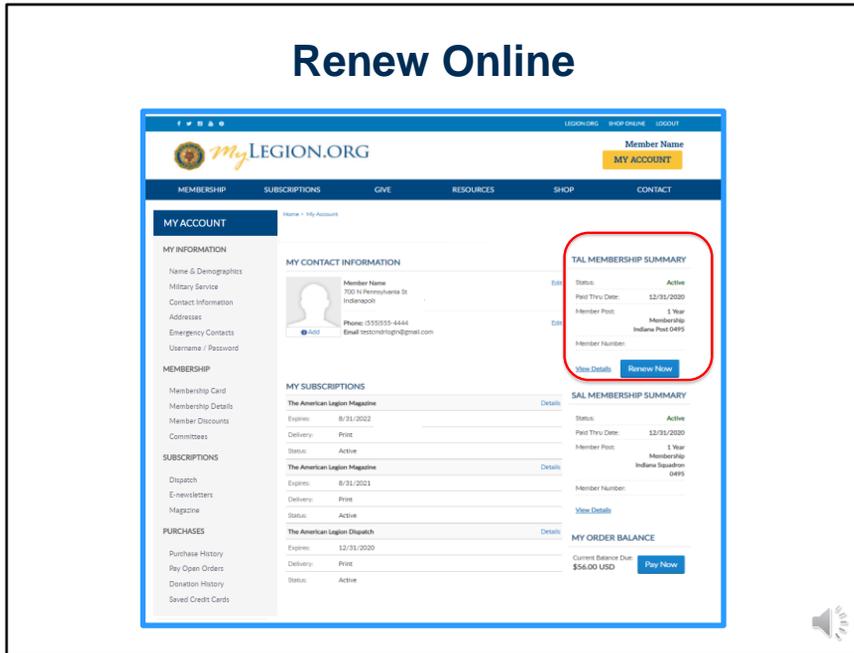
Credit card information can be maintained through myLegion in the Saved Cred Card area. Add, update or remove the credit card when needed.



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.

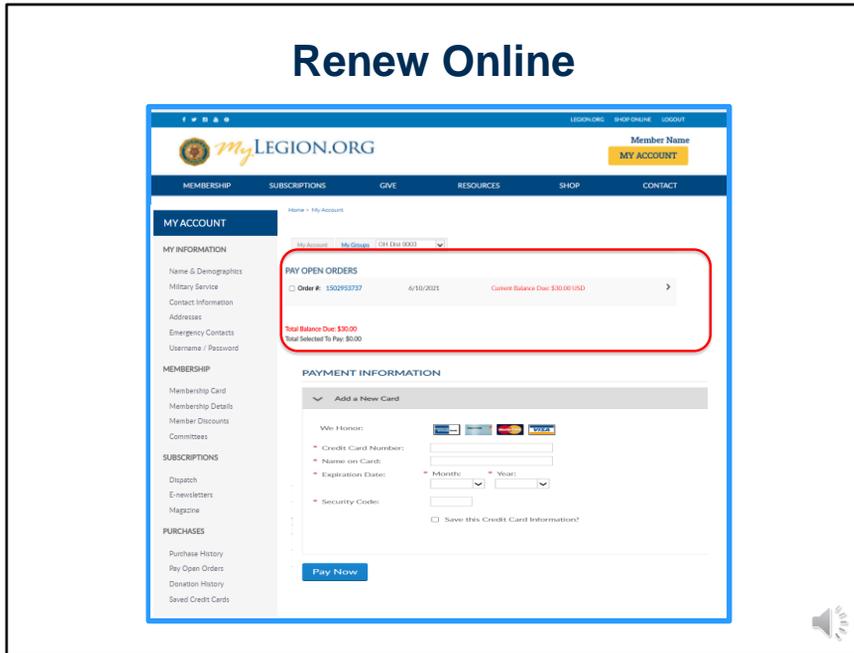
Renew Online



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.

Renew Online



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

Subscription Details

The screenshot shows the MyLegion.org user interface. The main content area is titled 'MY SUBSCRIPTIONS' and is circled in red. It lists two active subscriptions:

Subscription Title	Start Date	Expiration Date	Delivery
The American Legion Magazine	12/1/2021	11/30/2022	Print
The American Legion Dispatch	1/1/2020	12/31/2020	Print

Two callout boxes on the right provide detailed information for each subscription:

Subscription Details (Magazine):

Title	The American Legion Magazine
Start Date	12/1/2021
Expiration Date	11/30/2022
Delivery	Print

Subscription Details (Dispatch):

Title	The American Legion Dispatch
Start Date	1/1/2020
Expiration Date	12/31/2020
Delivery	Print

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



THE AMERICAN LEGION

MyLegion.org

Manage Groups in MyLegion



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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.



What is My Groups?

- Administrative area of MyLegion
- Administrative Offices: Adjutants and Commanders
- Membership Management
- Rosters
- Reports and Labels
- Membership Processing
- Group Attributes and contact information



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.

GROUP	ADMINISTRATIVE OFFICER
Post	Post Adjutant Post Commander
Squadron	Squadron Adjutant Squadron Commander
County	County Adjutant County Commander
District	District Adjutant District Commander
Detachment	Detachment Adjutant Detachment Commander
	Group Administrator



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.

	GROUP	ADMINISTRATIVE OFFICER
➔	Post Post Leadership	Post Adjutant Post Commander
➔	Squadron Squadron Leadership	Squadron Adjutant Squadron Commander
➔	County County Leadership	County Adjutant County Commander
➔	District District Leadership	District Adjutant District Commander
➔	Detachment Detachment Leadership	Detachment Adjutant Detachment Commander



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.

Post and Squadron Permissions

ADMINISTRATOR	PERMISSIONS
Post Adjutant* Post Commander	Group Profile: Post and Squadron View Member Current Listings Member Management & Payment Processing Reports and Labels Consolidated Reports*
Squadron Adjutant* Squadron Commander	Group Profile: Squadron View Member Current Listings Member Management & Payment Processing Reports and Labels
Group Administrator	Permissions assigned by Administrative officer. Minimum: View Members, print/export roster.

*2020-2021 Consolidated reports are only available for Adjutants.



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.

District and County Permissions

ADMINISTRATOR	PERMISSIONS
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.

*2020-2021 Consolidated reports are only available for Adjutants.



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.

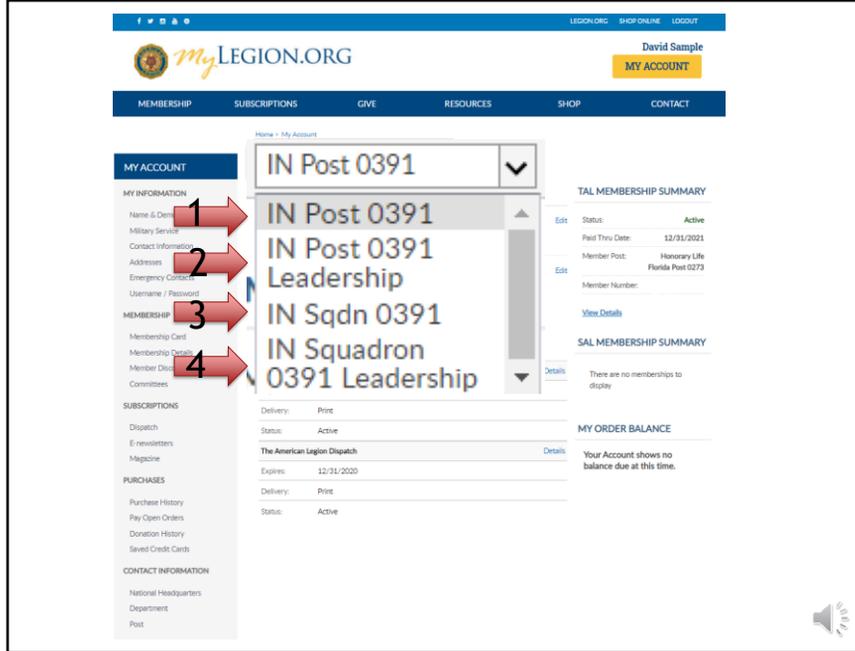
Administrative officers can assign permission to other individuals with full or partial access. Minimum permissions allows access to view membership roster.

Detachment Permissions

ADMINISTRATOR	PERMISSIONS
Detachment Adjutant Detachment Commander	Group Profile: All Squadrons in Detachment View Member Current Listings Membership Management Online Membership Processing Reports and Labels Consolidated Reports*
Group Administrator	Permissions assigned by Administrative officer. Minimum: View Members, print/export roster.



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.



Leadership Groups

My Account My Groups IN Post 0391 Leads

IN Post 0391 Leadership

Last Name: First Name: Email:
 City: State/Province: Country:
 Position: Status: Voting:
 Represents: Current Future
 Name:

Actions: Please select 1 or more individuals

Display:

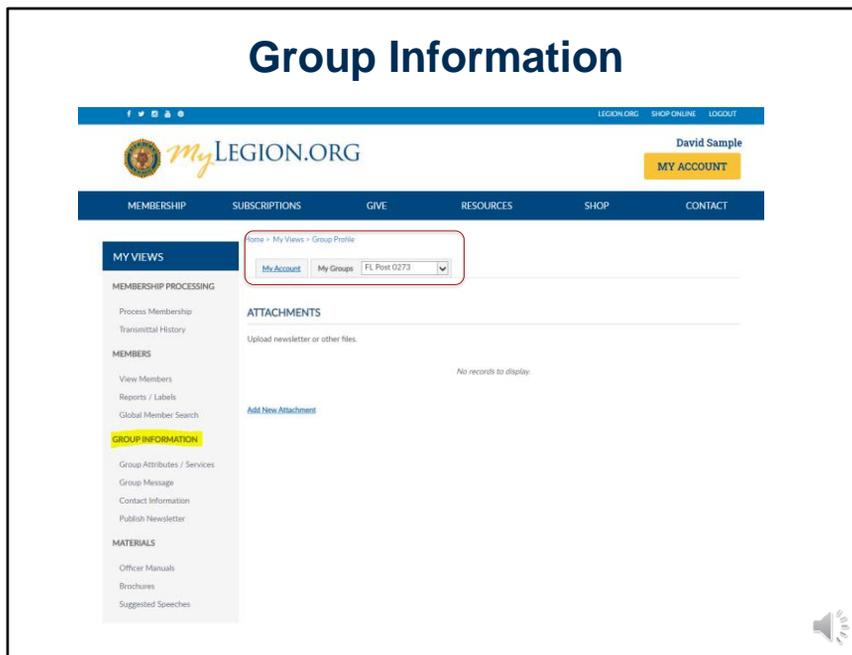
<input type="checkbox"/>	Position	Post/Squadron Number	Location	From/To	Contact Information	Voting	Status
<input type="checkbox"/>	Smith, Jason	Adutant	Sons of American Legion IN Squadron 0019	123 Central St	07/15/13 email_1@gmail.com	Voting	Active
<input type="checkbox"/>	Jone, Kendra	Adutant	American Legion IN Post 0019	234 Legion Ln	07/28/20 email_2@yahoo.com	Voting	Active
<input type="checkbox"/>	Adams, Helen	Commander	Sons of American Legion IN Squadron 0019	345 Main St	07/05/21 email_3@yahoo.com	Voting	Active
<input type="checkbox"/>	Cooper, Jehn	Commander	American Legion IN Post 0019	45678 S	06/05/19 email_4@gmail.com	Voting	Active

Displaying 1-4 of 4 (017679-3434)

Actions: Please select 1 or more individuals

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.



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.

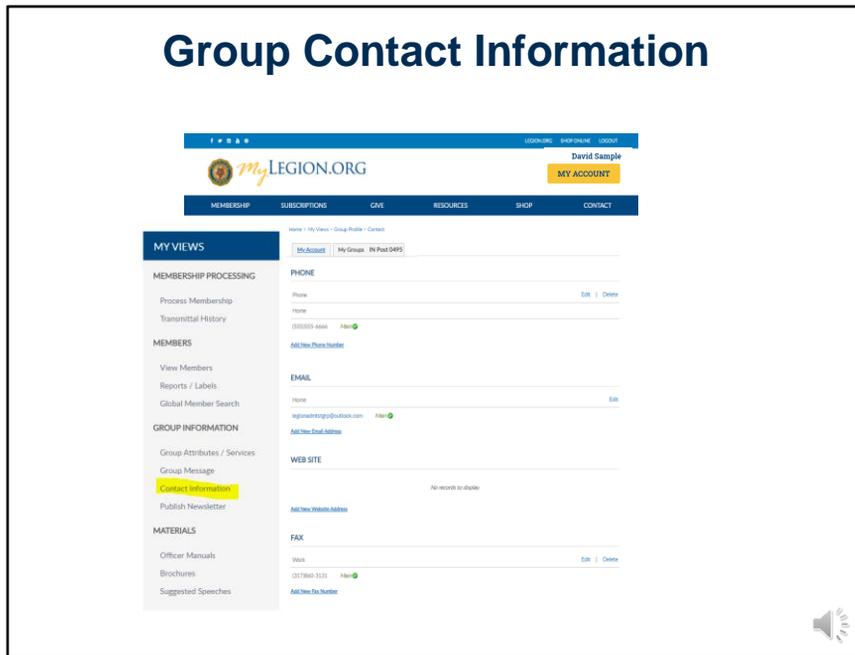
If you have access to more than one group, always note the group name indicated on the My Group menu.

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.

Group Contact Information



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.



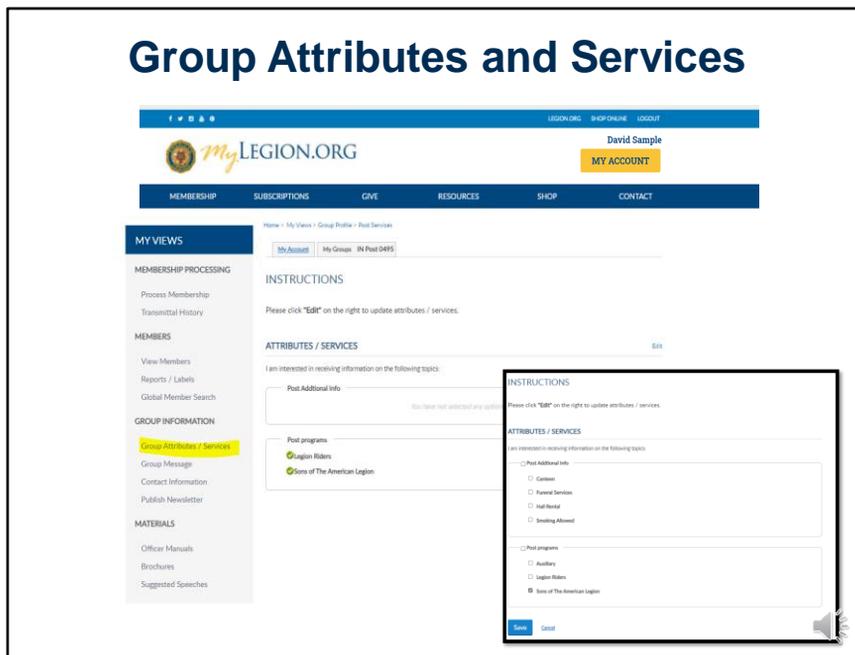
THE AMERICAN LEGION

Group Attributes and Services



©2011, The American Legion

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.



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

Check the attributes and “save”



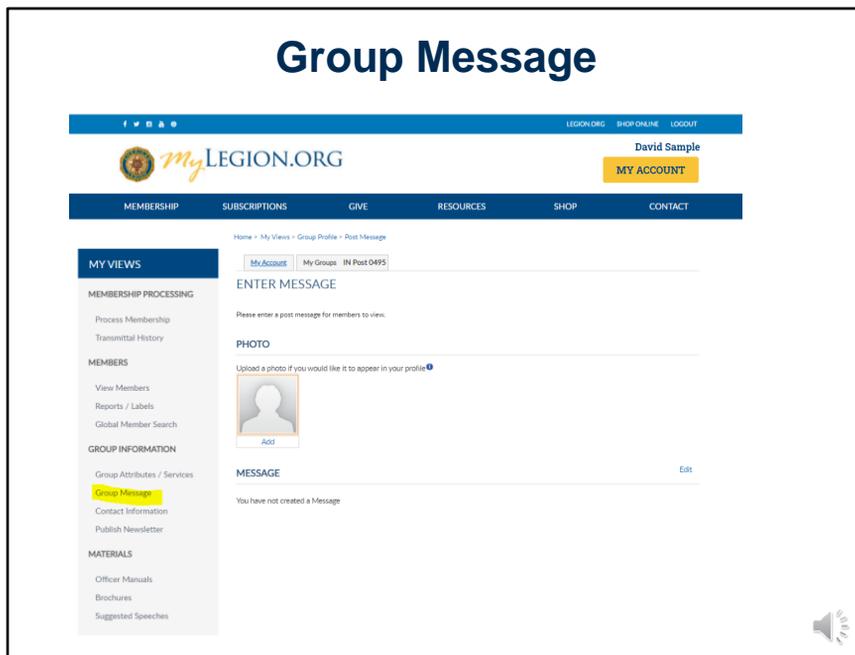
THE AMERICAN LEGION

Group Message



©2011, The American Legion

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



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.

Group Message - Photo

Home > My Views > Group Profile > Post Message

My Account | My Groups | IN Post 0495

ENTER MESSAGE

Please enter a post message for members to view.

PHOTO

Upload a photo if you would like it to appear in your profile

MESSAGE

You have not created a Message

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

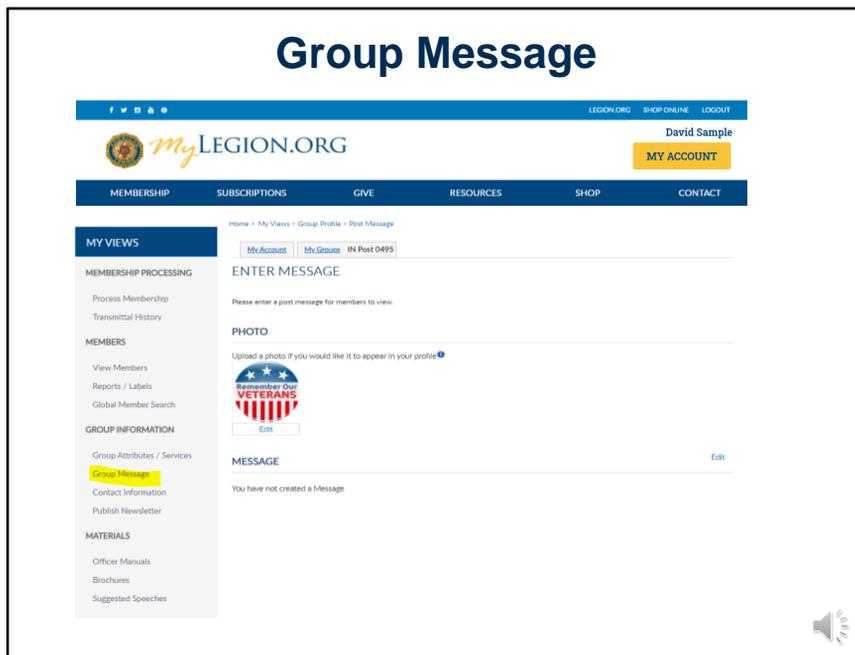
GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information
- Publish Newsletter

MATERIALS

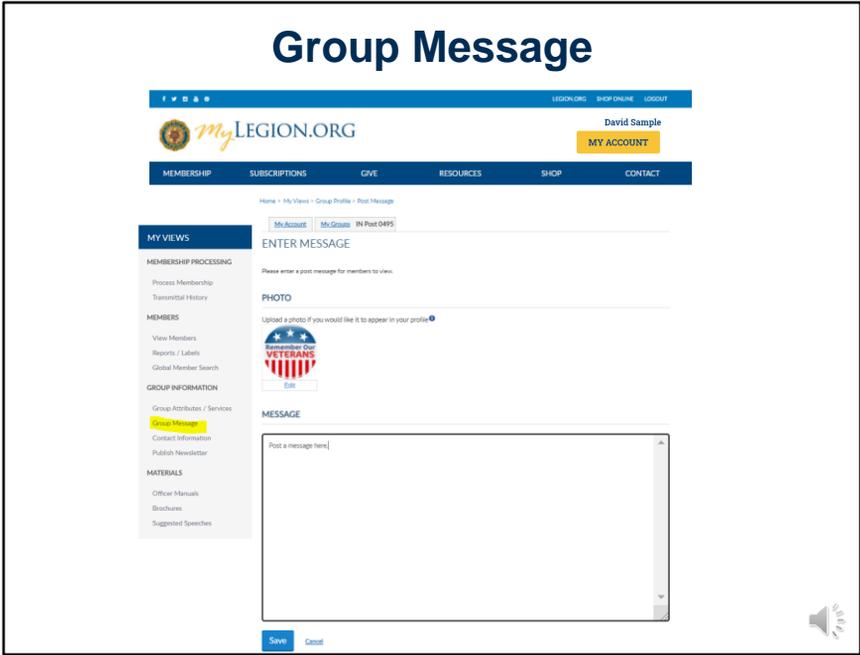
- Officer Manuals
- Brochures
- Suggested Speeches

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.



Type the message and “save”.



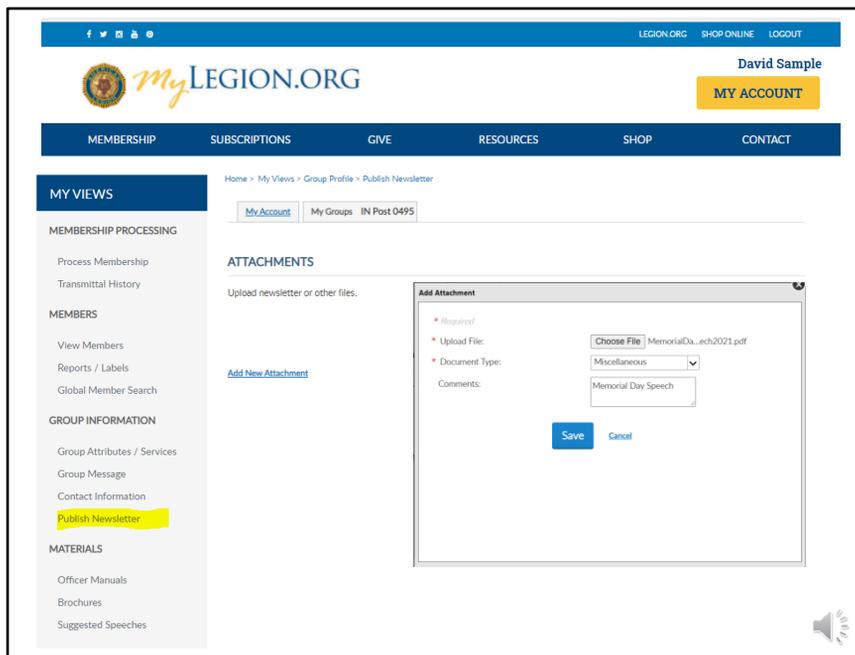
THE AMERICAN LEGION

Publish Newsletter



©2011, The American Legion

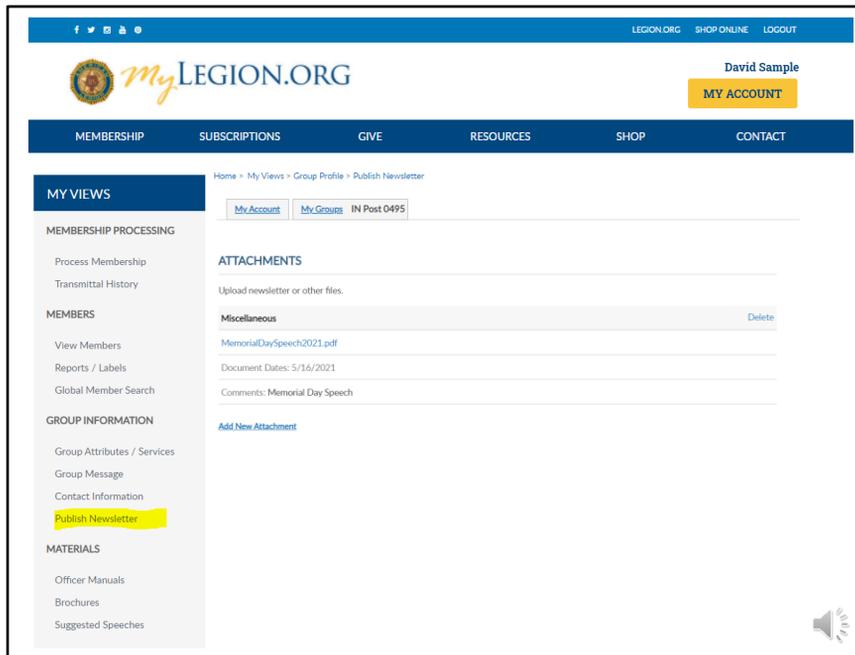
Published newsletter allows administrators to publish a flyer, or newsletter for members of your group.



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>



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.

Group Message Info / Post Locator

The screenshot displays the MyLEGION.ORG website interface. At the top, there is a navigation bar with the MyLEGION.ORG logo and a user profile for "David Sample" with a "MY ACCOUNT" button. Below this is a secondary navigation menu with options: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES (highlighted), GUIDE, and CONTACT. The main content area is titled "Home > Post Detail" and includes a "Back To Results" link. A featured post is shown with an American flag icon, titled "IN POST 0495", and a "Post a message here" button. The post details include: "Post Address: 8724 E. 38th St, Indianapolis, IN 46226-6070", "Post Type: TRAD", "Post Leadership: Commander: Member Name, Adjutant: Post Adjutant", "DUES: \$43.00", "To Contact: jay@www.0495mylegion.com", "Phone: (317) 540-2121, (317) 540-4892, and Website: www.0495.org". Social media icons for Facebook and Twitter are also present. A "Family Auxiliary" section and "Post Amenities" (Funeral Services, Hall Rental) are listed at the bottom. A "RESOURCES" sidebar on the right contains links for "FIND A POST", "FIND A SERVICE OFFICER", and "HOW TO USE MYLEGION.ORG". A speaker icon is visible in the bottom right corner of the page.

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.



THE AMERICAN LEGION

Officer Materials



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

The screenshot shows the MyLEGION.ORG website interface. At the top, there is a blue navigation bar with social media icons, the text "LEGION.ORG SHOP ONLINE LOGOUT", and the user name "David Sample" with a "MY ACCOUNT" button. Below this is a dark blue menu bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area has a left sidebar titled "MY VIEWS" with categories: MEMBERSHIP PROCESSING, MEMBERS, GROUP INFORMATION, and MATERIALS. The "OFFICER MANUALS" link under MATERIALS is highlighted in yellow. The main content area displays a breadcrumb trail "Home > My Views > Group Profile > Officer Manuals", a dropdown menu for "My Groups" (PA Sqdn 0151), and a list of publications under the heading "OFFICER MANUALS".

Home > My Views > Group Profile > Officer Manuals

My Account My Groups PA Sqdn 0151

OFFICER MANUALS

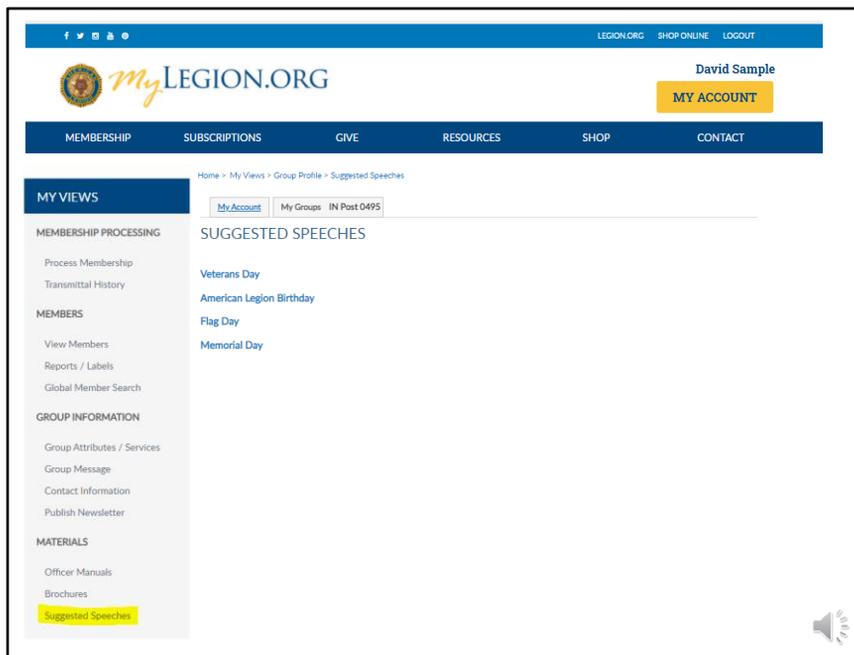
- [Department Notification](#)
Notification of Current Post/Squadron Commanders and Adjutants
- [District Commander's Guide](#)
- [New Member Application](#)
Printable new member application.
- [Post Adjutant's Manual](#)
A blueprint to help Legionnaires handle their daily duties as post adjutant.
- [Post Officer's Guide and Manual of Ceremonies](#)
The principle handbook to assist American Legion Officers in fulfilling their responsibilities.
- [Post Training Guide](#)
Training Guide for members of your post.
- [Public Relations Toolkit](#)
- [United States Flag Code](#)
Title 4, United States Flag Code
- [Why Belong](#)
Promotional membership brochure.

Officer Manuals

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

The screenshot displays the MyLEGION.ORG website interface. At the top, there is a blue navigation bar with social media icons, the text 'LEGION.ORG SHOP ONLINE LOGOUT', and a user profile for 'David Sample' with a 'MY ACCOUNT' button. Below this is a dark blue menu bar with options: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area is titled 'MY VIEWS' and includes a breadcrumb trail: Home > My Views > Group Profile > Brochures. There are two tabs: 'My Account' (selected) and 'My Groups IN Post 0495'. A left sidebar lists various categories: MEMBERSHIP PROCESSING, MEMBERS, GROUP INFORMATION, and MATERIALS. The 'BROCHURES' section is active, listing several items with brief descriptions: National Family Week, Temporary Financial Assistance, Make Halloween a Fun and Safe Night, April is Children & Youth Month, Gateway Drugs, Family Support Network, Child Welfare Foundation, Play It Safe, and Warning Signs. A speaker icon is visible in the bottom right corner of the page.

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



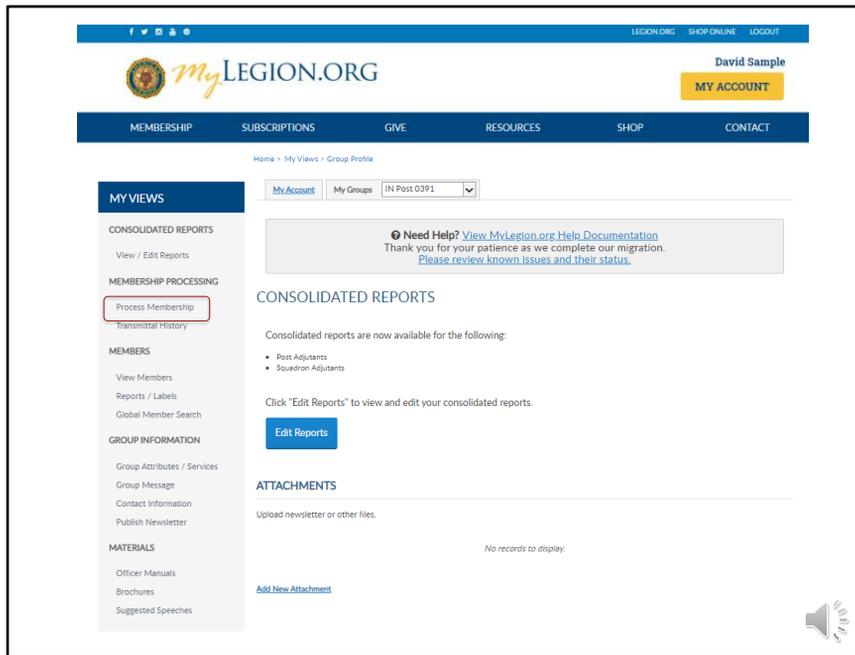
Every year The American Legion provides speeches to use as a guideline during events and observances. These speeches can be downloaded in the myLegion Group Profile only.

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.

Membership Processing

Group Profile > Members

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Member List

Last Name: City: Post/Squadron Number:

First Name: State/Province: Member Status:

Email: Country:

Member ID: Paid Through Year:

Actions:

Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789 Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com		VIETNAM	35	2022
<input type="checkbox"/>	123456789 Sample, Bonnie	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	OTHER	1	2021
<input type="checkbox"/>	123456789 Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input type="checkbox"/>	123456789 Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input type="checkbox"/>	123456789 Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	WWII	52	2022
<input type="checkbox"/>	123456789 Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com	USA	PANAMA	4	2020
<input type="checkbox"/>	123456789 Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	PERSIAN GULF	1	2021
<input type="checkbox"/>	123456789 Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON, GRENADA	11	2021
<input type="checkbox"/>	123456789 Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
<input type="checkbox"/>	123456789 Sample, John	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	VIETNAM	8	2021
<input type="checkbox"/>	123456789 Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USCG	VIETNAM	1	2021
<input type="checkbox"/>	123456789 Sample, Lionel	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	VIETNAM	3	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>

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

Home > Membership > Post Transmittal

[My Account](#) | [My Groups](#) | OH Post 0360

Transmittal List

Eligible renewal years:
 Current and Previous Year

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
Total amount due today :			\$0.00

Search
Clear All

Add/ Transfer Member
Delete Transmittal

Save
Finalize

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample, Frances	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020

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.

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

Renew

Home > Membership > Post Transmittal

My Account | My Groups | OH Post 0360

POST TRANSMITTAL

Status: OPEN Per Capitas

Card Count: 1

National: \$0.00

Department: \$0.00

Post: \$0.00

Total amount due today: ~~\$2.50~~

Actual

1

\$18.50

\$9.00

~~\$2.50~~

\$27.50

Member First Name:

Member Id:

[List Selected](#) | [Export to CSV](#) | [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample, Frances	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis 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.



No Pending Renewal Error

There is no pending renewal member exists in this post.

Status :	Not Saved	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
Total amount due today :		\$0.00	\$0.00

Member First Name Member Last Name

Member Id

[Search](#) [Clear All](#)

[Add/ Transfer Member](#)

[Save](#) [Finalize](#)

[List Selected](#) [Export to CSV](#) [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
--------	-----------	-------------	---------------	-------	---------	--------------

[Add/ Transfer Member](#)

[List Selected](#) [Export to CSV](#) [Print](#)

[Save](#) [Finalize](#)



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



How do I renew members expired longer than 1-year?

POST TRANSMITTAL

Status :	Not Served	Per Capita	Actual
Card Count :			0
National :	\$0.00		\$0.00
Department :	\$0.00		\$0.00
Post :	\$0.00		\$0.00
Total amount due today :	\$0.00		\$0.00

Member First Name Member Last Name

Member Id

[Search](#) [Clear All](#)

[Add/ Transfer Member](#)

[Save](#) [Finalize](#)

[List Selected](#) [Export to CSV](#) [Print](#)

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.



[Home](#) > [Membership](#) > [AddorTransferMember](#)

- New member- never been a TAL member or SAL member
- Current or former member

[Continue](#)

[Cancel](#)



Select current or former member and “Continue” <1>

The screenshot shows the top navigation bar of The American Legion website with the logo and the text "THE AMERICAN LEGION". Below this is a breadcrumb trail: "Home > Membership > TransferMember". The main content area is titled "Transfer-in Existing Member" and contains two required fields: "Member ID:" with the value "351969454" and "Last Name:" with the value "Vickers". At the bottom of the form are two buttons: a blue "Continue" button and a grey "Cancel" button. A small speaker icon and copyright notice "©2011, The American Legion" are visible in the bottom right corner of the page.

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.

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

Home > Membership > Post Transmittal

[My Account](#) | [My Groups](#) | OH Post 0360

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			2
National :	\$0.00		\$37.00
Department :	\$0.00		\$18.00
Post :	\$0.00		\$5.00
Total amount due today :			\$55.00

Member First Name

Member Id

[Search](#) [Clear All](#)

[Add/Transfer Member](#) | [Delete Transmittal](#)

[Save](#) [Finalize](#)

[List Selected](#) | [Export to CSV](#) | [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample, Frances	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021

This action adds the expired member to your transmittal.

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			2
National :		\$18.50	\$37.00
Department :		\$9.00	\$18.00
Post :		\$2.50	\$5.00
Total amount due today :			\$55.00

Member First Name Member Last Name

Member Id

[List Selected](#) [Export to CSV](#) [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input checked="" type="checkbox"/>	000351969454	Libby Vickers	lvickers@legion.org		700 N. Pennsylvania St. Indianapolis, IN 46206	2022

11 of 111

[List Selected](#) [Export to CSV](#) [Print](#)

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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

POST TRANSMITTAL

[Add Member](#)

Status :	OPEN	Per Capitas	Actual
Card Count :			2
National :		\$18.50	\$37.00
Department :		\$9.00	\$18.00
Post :		\$2.50	\$5.00
Total amount due today :			\$55.00

Member First Name Member Last Name

Member Id

[Search](#) [Clear All](#)

[Add/ Transfer Member](#) [Delete Transmittal](#)

[Save](#) [Finalize](#)

[List Selected](#) | [Export to CSV](#) | [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample, Frances	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021

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



Add New Member

[Home](#) > [Membership](#) > [AddorTransferMember](#)

- New member- never been a TAL member or SAL member
- Current or former member

[Continue](#) [Cancel](#)



<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 screenshot shows a web form titled "Home / Membership / Add Member". The form contains several fields, some marked with an asterisk to indicate they are required. The fields are: First Name, Middle Initial, Last Name, Suffix (dropdown), Date of Birth (Month, Day, Year dropdowns), Gender (dropdown), Country (dropdown, currently set to "United States" with a "Change" link), Address Type (dropdown, currently set to "Home"), Address Line 1, Address Line 2, Address Line 3, City, State (dropdown), Zip Code, Phone (with "Area", "Country", and "EXT" dropdowns), Email, Branch of Service (dropdown), and Conflict (dropdown). At the bottom left of the form are "Save" and "Cancel" buttons.

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.

THE AMERICAN LEGION

Home > Membership > AddMember

* Required

* First Name: Libby

Middle Initial:

* Last Name: Vickers

Suffix: Select

Date of Birth: Month Day Year

Gender: Female

* Country: United States Change

* Address Type: Work

Job Title:

Company Name:

* Address Line 1: 700 N Pennsylvania St

Address Line 2:

Address Line 3:

* City: Indianapolis

* State: Indiana

* Zip Code: 46206

Phone: EXT:

Email: tvickers@legion.org

* Branch of Service: Unknown

* Conflict: Unknown

Save Cancel

Add Member - Error

* Required

A customer exists with matching details.000351969454

Individual create an account prior to joining and was assigned this ID. No membership details are attached.

Individual's details match an existing record. Previous expired or member of another post or squadron.

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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.

Home > Membership > Post Transmittal

[My Account](#) | [My Groups](#) | IN Post 0495

POST TRANSMITTAL

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 due today :			\$70.00

Member First Name Member Last Name

Member Id

[Search](#) [Clear All](#) [Save](#) [Print](#)

[Add/Transfer Member](#) [Delete](#) [Reassign](#) [List Selected](#) [Export to CSV](#) [Print](#)

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input checked="" type="checkbox"/>	123456789	Sample, Frances	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021

Return to Add/Transfer Member <1>



[Home](#) > [Membership](#) > [AddorTransferMember](#)

- New member- never been a TAL member or SAL member
- Current or former member

[Continue](#)

[Cancel](#)



Add this member as a current or former member.



[Home](#) > [Membership](#) > [TransferMember](#)

Transfer-in Existing Member

* Member ID:

* Last Name:

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



Transfer an Existing Member

* Required

First Name: Libby
Middle Initial:
Last Name: Vickers
Suffix:
Date of Birth: Month Day Year
Gender: Select
* Country: United States Change
* Address Type: Work
Job Title:
Company Name:
* Address Line 1: 700 N. Pennsylvania St.
Address Line 2:
Address Line 3:
* City: Indianapolis
* State: Indiana
* Zip Code: 46206
Phone: [Area] [Local] [EXT] [Area]
Email: vickers@legion.org
* Branch of Service: Unknown
* Conflict: Unknown
Save Cancel

Saves member to the transmittal.



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

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

POST TRANSMITTAL

Transfer

Status :	OPEN	Per Capitas	Actual
Card Count :			2
National :		\$18.50	\$37.00
Department :		\$9.00	\$18.00
Post :		\$2.50	\$5.00
Total amount due today :			\$55.00

Member First Name Member Last Name

Member Id

Search

List Selected | |

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	35000123	LastN, First Name	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021



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



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Select current or former member and continue.

THE AMERICAN LEGION

Home » Membership » Transfer Member

Transfer in Existing Member

* Member ID:

* Last Name:

[Continue](#) [Cancel](#)

Saves member to the transmittal.

Home » Membership » Transfer Member

Transfer in Existing Member

* Required

First Name: **Member First Name**

Middle Initial:

Last Name: **Member Last Name**

Suffix:

Date of Birth: Month Day Year

Gender: Male

* Country: United States [Change](#)

* Address Type: Home

* Address Line 1: **Member Address Info**

Address Line 2:

Address Line 3:

* City: Fairland

* State: Indiana

* Zip Code: 46136

Phone: EXT

Email:

* Branch of Service: Select

* Conflict: PERSIAN_GULF

[Save](#) [Cancel](#)

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Enter the member ID# and last name.

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

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			3
National :		\$18.50	\$55.50
Department :		\$9.00	\$27.00
Post :		\$2.50	\$7.50
Total amount due today :			\$82.50

Member First Name

Member Id

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	35000123	LastN, First Name	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input checked="" type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
<input type="checkbox"/>	123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Steven	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2021
<input type="checkbox"/>	123456789	Sample, Zachariah	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2020
<input type="checkbox"/>	123456789	Sample, Zachariah	email@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>

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

[Home](#) > [Membership](#) > [Post Transmittal](#)

[My Account](#) | [My Groups](#) | [IN Post 0495](#)

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			3
National :		\$18.50	\$55.50
Department :		\$16.50	\$49.50
Post :		\$10.00	\$30.00
Total amount due today :			\$105.00

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
350000123	ADDED MBR	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2022
123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
123456789	TRANSFERRED MBR	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2022

[Go Back](#) [Finalize](#)



THE AMERICAN LEGION



The American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans organization devoted to mutual helpfulness.

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

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL **PAYMENT**

Home > Membership > PostTransmittalPayment

TRANSMITTAL PAYMENT

Total Selected To Pay: \$105.00

PAYMENT INFORMATION

▼ Add new eCheck

- * Required
- * Bank Routing Number: [What's this](#)
- * Re-enter Bank Routing Number:
- * Bank Account Number: [What's this](#)
- * Re-enter Bank Account Number:
- * Account Type:
- * Account Holders Full Name:

* By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 3/6/2021 for the amount of 105.00.

[Pay Now](#)

ECheck information

DATE: 1.355

PAY TO THE ORDER OF: \$

DOLLARS

MEMO:

⑆ 2 2 2 2 0 5 9 3 ⑆ 1 3 5 5 ⑆ 0 0 0 5 5 8 8 8 8 8 ⑆

[Routing Number](#) | [Check](#) | [Account Number](#)

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](#) > [Membership](#) > [PostTransmittalPayment](#)

TRANSMITTAL PAYMENT

Total Selected To Pay: \$35.00

PAYMENT INFORMATION

▼ Select a Saved Bank Account

<input type="radio"/> Bank Routing Number:	074903670
Account Number:	****0414
Account Type:	Checking

* By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/7/2021 for the amount of 35.00.

[Update 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.

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL **PAYMENT**

TRANSMITTAL PAYMENT

Total Selected To Pay: \$39.00

PAYMENT INFORMATION

> Select a Saved Bank Account

▼ Add new eCheck

* *Required*

* Bank Routing Number: What's this

* Re-enter Bank Routing Number:

* Bank Account Number: What's this

* Re-enter Bank Account Number:

* Account Type:

* Account Holders Full Name:

eCheck Billing Address
PO Box 398
Fultondale, AL 35068-0398,
USA

* By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/21/2021 for the amount of \$39.00.

Pay Now



<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.



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](#).



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.



THE AMERICAN LEGION

Transmittal History April 1, 2021 to present



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

The screenshot displays the MyLegion.org user interface. At the top, there is a blue navigation bar with social media icons, the MyLegion.ORG logo, and a user profile for David Sample with a 'MY ACCOUNT' button. Below this is a secondary navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area shows the 'My Views' section for a group profile, with a dropdown menu set to 'My Groups' and 'IN Post 0391'. A 'Need Help?' message is visible. The left sidebar menu includes sections for 'MY VIEWS', 'MEMBERSHIP PROCESSING', 'MEMBERS', 'GROUP INFORMATION', and 'MATERIALS'. The 'Transmittal History' link under 'MEMBERSHIP PROCESSING' is highlighted with a red box. The main content area features 'CONSOLIDATED REPORTS' and 'ATTACHMENTS' sections.

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



Transmittal History

Home » Membership » Transmittal History

My Account My Groups OH Post 0360

Year: [] Type: [] Range: [Past 30 Days]

Transmittal Number	Membership Year	Transmittal Date	Transmittal Type	Processed Date	Stated # of Members	Stated Dollar Amount	Actual # of Members	Actual Dollar Amount
2104260117	2022	2021-07-01		2021-07-06	0	\$0.00	3	\$82.50

Online transmittal history prior to April 1, 2021 will be available for review.



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

Set date ranges to search for previous history.



Transmittal History



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: 03/06/2021
Invoice #: 2103060001

Members in this Batch

Member ID#	Name	Membership Year
000201176033	Robert A Basso	2022
000202421581	Richard B Ashmore	2022
000401859682	Group Administrator	2022



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



THE AMERICAN LEGION

MEMBERSHIP PROCESSING IMPORTANT INFORMATION

- 1st transmittal hold
- Declined Transmittals
- Processing time
- \$10,000 batch limit
- Finalize in 14 days



©2011, The American Legion

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 is 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.



THE AMERICAN LEGION

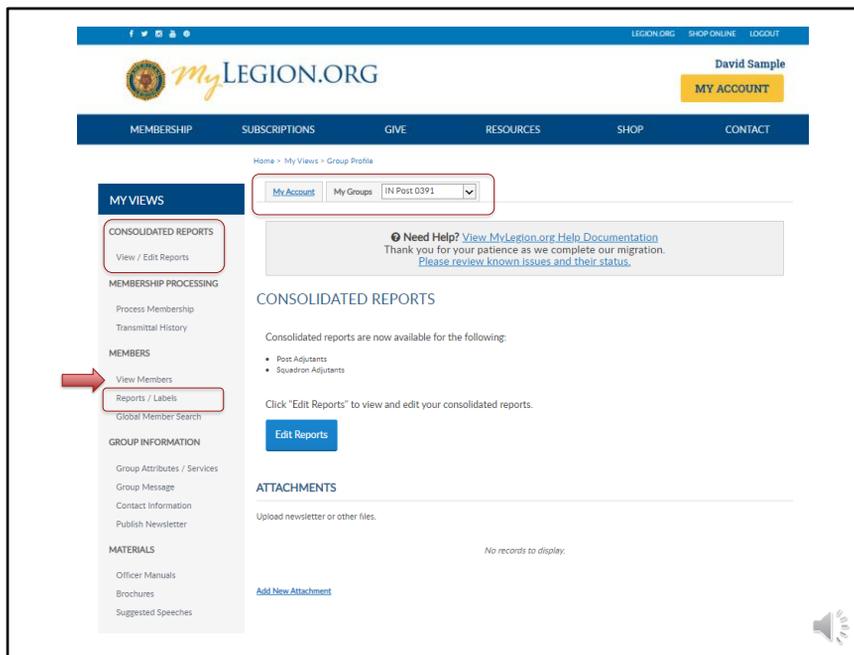
MyLegion.org

*Group Administrative Tools
Member Management,
Rosters, Reports and Labels*



©2013, The American Legion

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



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.

Membership Listing

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495 Member List

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country: Undeliverable:
 Member ID: Paid Through Year:

Actions:

Displaying 1-20 of 287

Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuation Years	Paid Through Year
<input type="checkbox"/>	123456789 Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	35	2022
<input type="checkbox"/>	123456789 Sample, Benito	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	OTHER	1	2021
<input type="checkbox"/>	123456789 Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input type="checkbox"/>	123456789 Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input type="checkbox"/>	123456789 Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	WWII	52	2022
<input type="checkbox"/>	123456789 Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com	USA	PANAMA	4	2020
<input type="checkbox"/>	123456789 Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789 Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON_GRENADA	11	2021
<input type="checkbox"/>	123456789 Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2022
<input type="checkbox"/>	123456789 Sample, Jokin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USAF	VIETNAM	8	2021
<input type="checkbox"/>	123456789 Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USCG	VIETNAM	1	2021
<input type="checkbox"/>	123456789 Sample, Lionel	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	VIETNAM	3	2021
<input type="checkbox"/>	123456789 Sample, Mary	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	WWII	1	2019

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>

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward {Member ID 000111222333}

CONTACT INFORMATION

Edward Sample [Edit](#)

5745 Lee Road

Indianapolis, IN 46206

Email: edwardsample@outlook.com

555-555-5555 [Edit](#)

MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2022
Member Post:	1 Year Membership Ohio Post 0360
Member Number:	000111222333

SAL MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2021
Member Post:	1 Year Membership Ohio Squadron 0360
Member Number:	000111222333

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.

Membership Management

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

MYVIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward {Member ID 00011222333}

CONTACT INFORMATION

Edward Sample Edit

5745 Lee Road

Indianapolis, IN 46206

Email: Edit

edwardsample@outlook.com

555-555-5555

MEMBERSHIP SUMMARY

Status:	Expired
Paid Thru Date:	12/31/2020
Member Post:	1 Year Membership Ohio Post 0360
Member Number:	00011222333

SAL MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2021
Member Post:	1 Year Membership Ohio Squadron 0360
Member Number:	00011222333

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.

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward {Member ID 000111222333}

CONTACT INFORMATION



[Add](#)

Edward Sample
5745 Lee Road
Indianapolis, IN 46206 [Edit](#)

Email:
edwardsample@outlook.com [Edit](#)
555-555-5555

MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2022
Member Post:	Post Transfer Ohio Post 0360
Member Number:	000111222333

SAL MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2021
Member Post:	1 Year Membership Ohio Squadron 0360
Member Number:	000111222333

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.

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account | My Groups | OH Post 0360

Viewing: Sample, Edward (Member ID 00011222333)

CONTACT INFORMATION



Add

Edward Sample Edit

5745 Lee Road

Indianapolis, IN 46206

Email: Edit

edwardsample@outlook.com

555-555-5555

MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2022
Member Post:	1 Year Membership Ohio Post 0360
Member Number:	00011222333

SAL MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2021
Member Post:	1 Year Membership Ohio Squadron 0360
Member Number:	00011222333

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.

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post: 0360

Home > My Account > Name & Demographics

NAME

* Required

Prefix:

First Name:

Middle:

Last Name:

Suffix:

Nickname:

Credentials

DDS

ESQ

MD

PHD

DEMOGRAPHICS Edit

Birth Date: 8/19/1966

Gender: Male

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.

Membership Management

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

MY VIEWS

NAVIGATION

Back to View Members

MEMBER INFORMATION

Name & Demographics

Addresses

Military Service

Contact Information

Emergency Contacts

Paid Up For Life

Assign Group Permissions

My Account My Groups OH Post 0360

Viewing: Sample, Edward {Member ID 00011222333}

DEMOGRAPHICS

Birthdate

Month:

Oct

Day:

19

Year:

1967

Gender:

Female

Job Function:

Select

Job Title:

Preferred Currency:

USD - United States Dollar

Deceased:

Save

Cancel

Check the box to mark member deceased and SAVE.



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.

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward (Member ID 00011222333)

MAIN ADDRESS (HOME)

Edward Sample
 5745 Lee Rd
 Indianapolis, IN 46216-2063

- Include in Print Directory
- Include in Web/Mobile Directory

[Add Address](#)

Home > My Account > Addresses

ADD ADDRESS

* Required

* Country: United States [Change](#)

* Address Type: Home

* Full Name: Edward Sample

* Address Line 1:

* Address Line 2:

* Address Line 3:

* City:

* State: Select

* Zip Code:

Make this my Main Address
 Include in Print Directory
 Include in Web/Mobile Directory

[Save](#) [Cancel](#)

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.

Membership Management

[Home](#) > [My Views](#) > [Group Profile](#) > [Members](#) > [Member Profile](#)

[My Account](#) | [My Groups](#) | OH Post 0360

Viewing: Sample, Edward (Member ID 00011222333)

MY VIEWS

NAVIGATION

- [Back to View Members](#)

MEMBER INFORMATION

- [Name & Demographics](#)
- [Addresses](#)
- [Military Service](#)
- [Contact Information](#)
- [Emergency Contacts](#)
- [Paid Up For Life](#)
- [Assign Group Permissions](#)

MAIN ADDRESS (HOME) [Edit](#)

Edward Sample
700 N Pennsylvania St
Indianapolis, IN 46206

- Include in Print Directory
- Include in Web/Mobile Directory

ADDITIONAL ADDRESS (HOME) [Edit](#) | [Delete](#)

Edward Sample
5745 Lee Road
Indianapolis, IN 46206

[Add Address](#)





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

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward (Member ID 0001122333)

BRANCH OF SERVICE

Military Branch:	USA	Edit Delete
------------------	-----	---------------

[Add Branch of Service](#)

CONFLICT

Conflict:	LEBANON_GRENADA	Edit Delete
-----------	-----------------	---------------

[Add Conflict](#)

ARE YOU RETIRED MILITARY?

[Are you retired?](#)

Retired Military

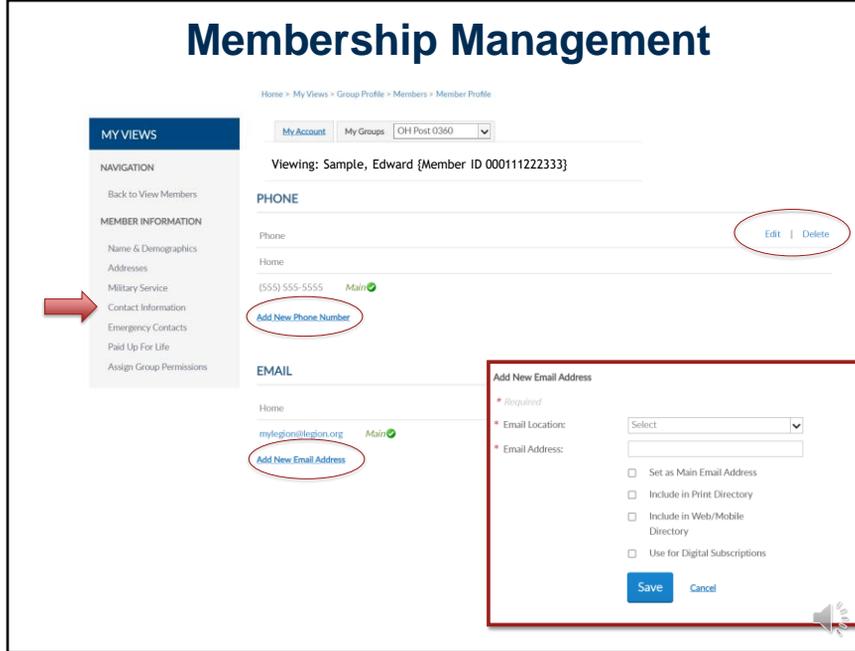
- * Retired: Yes No
- * Start Date: Year: 2020, Month: Jun, Day: 2

[Save](#) [Cancel](#)

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.



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.

Membership Management

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

MY VIEWS

[My Account](#) | [My Groups](#) | OH Post 0360

Viewing: Sample, Edward (Member ID 0001122333)

NAVIGATION

- [Back to View Members](#)
- MEMBER INFORMATION**
- [Name & Demographics](#)
- [Addresses](#)
- [Military Service](#)
- [Contact Information](#)
- [Emergency Contacts](#)
- [Paid Up For Life](#)
- [Assign Group Permissions](#)

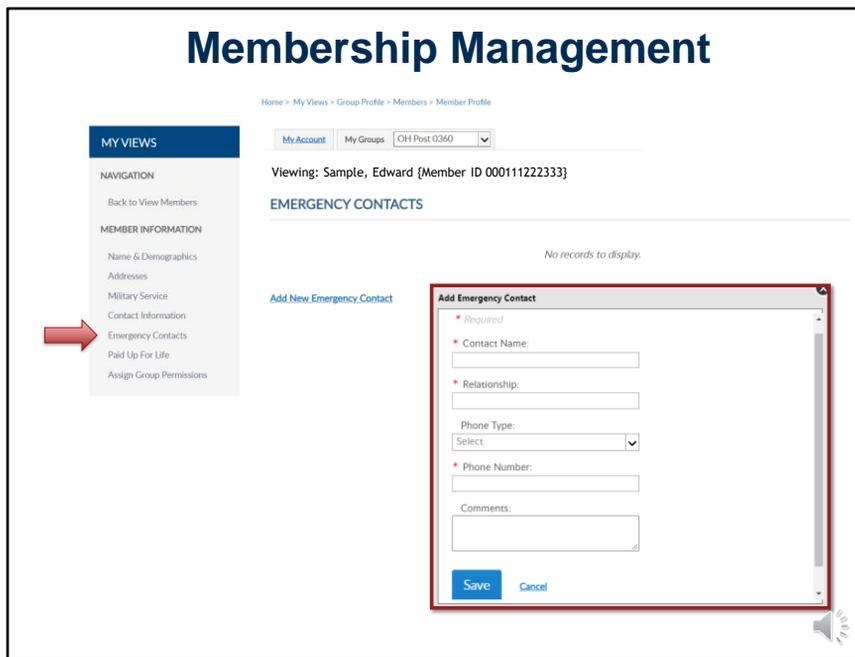
PHONE

Phone	Edit Delete
Home	
(555) 555-5555 Main	
Add New Phone Number	

EMAIL

Alternate	Edit Delete
myemail@gmail.com Main	
Home	Edit Delete
mylegion@legion.org	
Add New Email Address	

<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.



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.

Membership Management

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

MY VIEWS

NAVIGATION

- Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

My Account
My Groups
OH Post 0360

Viewing: Sample, Edward (Member ID 000111222333)

Tell Us About Yourself
Membership Details

OHIO POST 0360

The American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans organization devoted to mutual help and service. It is the nation's largest wartime veterans service organization, committed to mentoring youth and sponsorship of wholesome programs in our communities, advancing patriotism and honor, providing strong national security, and steadfast devotion to our fellow veterans, widows, and widowers.

THIS IS A PUFLL PROGRAM

BENEFITS INCLUDED WITH THIS:

The American Legion Magazine Included

The American Legion Magazine, a monthly publication that reaches 3.8 million members, is consistently ranked No. 1 "best read" among nearly 200 publications by an independent author. It is a general interest publication which concentrates on world events and national news analysis. Monthly columns include health, current events in Washington, D.C., veterans affairs and current issues. Members of The American Legion receive a free subscription to The American Legion Magazine and can access digital copies online with a MyLegion account.

Non-members can subscribe to The American Legion Magazine online.

Pay Now
Cancel

YOUR MEMBERSHIP

- PUFLL \$1,025.00 USD
- PUFLL Paid In Installments \$1,025.00 USD

I want to auto-renew my membership and authorize that my membership be changed prior to the start of membership each year.

Amount To Pay \$1,025.00 USD

Final pricing, including any available promotion and/or coupons, will be calculated at checkout.

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 PUFLL membership. Selecting Pay Now navigates to a payment page

Membership Management

[Home](#) > [Pay Now](#)

PAYMENT FOR:

Ohio Post 0360

\$1,025.00

Edward Sample 5745 Lee Road, Indianapolis, IN 46206

Your Information:

BILLING ADDRESS:

OH Post 0360
215 N Washington St
New Paris, OH 43347-1153

[Use a saved address](#) [Add new address](#)

Summary

Items (1):	\$1,025.00
Tax:	\$0.00
Shipping:	\$0.00
Add Coupon or Promo Code:	
<input type="text"/>	
<input type="button" value="Apply"/>	
TOTAL:	\$1,025.00

Payment Information:

▼ Add a New Card

We Honor:



* Credit Card Number:

* Name on Card:

* Expiration Date:

Month: Year:

Security Code:

Card Billing Address



Enter credit card information and submit.



Assign Group Permission



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.

Assign Group Permission

LEGION.ORG SHOP ONLINE HELP LOGOUT

 David Sample
[MY ACCOUNT](#)

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile

My Account My Groups OH Post 0360

Need Help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

MEMBERSHIP PROCESSING
Process Membership
Transmittal History

MEMBERS
View Members
Reports / Labels
Global Member Search

GROUP INFORMATION
Group Attributes / Services
Group Message
Contact Information
Publish Newsletter

MATERIALS
Officer Manuals
Brochures
Suggested Speeches

ATTACHMENTS
Upload newsletter or other files.

Miscellaneous Delete

MemorialDaySpeech2021.pdf
Document Dates: 5/16/2021
Comments: Memorial Day Speech

[Add New Attachment](#)



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

Assign Group Permission

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country:
 Member ID: Paid Through Year:

Search Clear

Actions: Export Full Roster Go

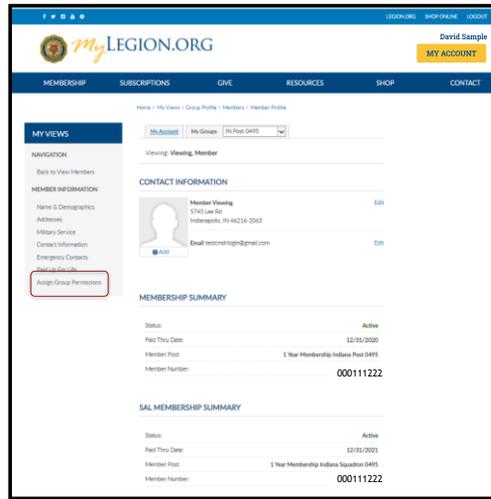
Add/Modify Transmittal

Deploying 1-20 of 287

Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Field Through Year
<input type="checkbox"/>	123456789 Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	35	2021
<input type="checkbox"/>	123456789 Sample, Bonnie	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	OTHER	1	2021
<input type="checkbox"/>	123456789 Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input type="checkbox"/>	123456789 Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input type="checkbox"/>	123456789 Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	WWII	52	2021
<input type="checkbox"/>	123456789 Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com (317) 555-5555	USA	PANAMA	4	2020
<input type="checkbox"/>	123456789 Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789 Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON_GRENADA	11	2021
<input type="checkbox"/>	123456789 Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
<input type="checkbox"/>	123456789 Sample, John	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	VIETNAM	8	2021
<input type="checkbox"/>	123456789 Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USCG	VIETNAM	1	2021
<input type="checkbox"/>	123456789 Sample, Loretta	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	112N	VIETNAM	1	2021

Click on their name to open member profile.

Assign Group Permission



The screenshot shows the MyLegion.org website interface. The top navigation bar includes 'MEMBERSHIP', 'SUBSCRIPTIONS', 'GIVE', 'RESOURCES', 'SHOP', and 'CONTACT'. The user is logged in as 'David Sample' with a 'MY ACCOUNT' button. The breadcrumb trail is 'Home > My View > Group Profile > Members > Member Profile'. The left sidebar has a 'MYVIEWS' section with a 'NAVIGATION' menu where 'Assign Group Permissions' is highlighted with a red box. The main content area shows 'CONTACT INFORMATION' for a member named 'Member Viewing' with address '5745 Lee Rd, Indianapolis, IN 46219-2043' and email 'test@indianlegion@gmail.com'. Below this are two 'MEMBERSHIP SUMMARY' sections, both showing 'Status: Active', 'Paid Thru Date: 12/31/2020', 'Member Post: 1 Year Membership Indiana Post 0495', and 'Member Number: 000111222'.

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



Group Permissions

- Export and print electronic membership roster
- Quick link to email address.
- View and edit member information
- Online Membership Tools: View Members, Global Member Lookup, Group Attributes, Reports/Labels, Process Membership, Officer Materials



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 export and print electronic membership roster <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.



Group Permissions

Edit Manager Settings

Select the options this person can manage for IN Post 0500

Online Group Manager
Allows a chapter member to manage this online group. This is a minimum requirement for any group manager.

Edit Individual Profile
Allows a manager to update a chapter member's account information, e.g. update contact information or preferences. If this is not selected, the manager can view but not edit a chapter member's record.

Edit Group Profile
Allows a manager to access the Chapter's account information, e.g. run reports or attach a file.

Register or Order for a Group
Allows a manager to conduct a group registration or other group order on behalf of Chapter members in this group.

Identify Group Manager
Can identify other Chapter members as group managers and modify existing permissions.

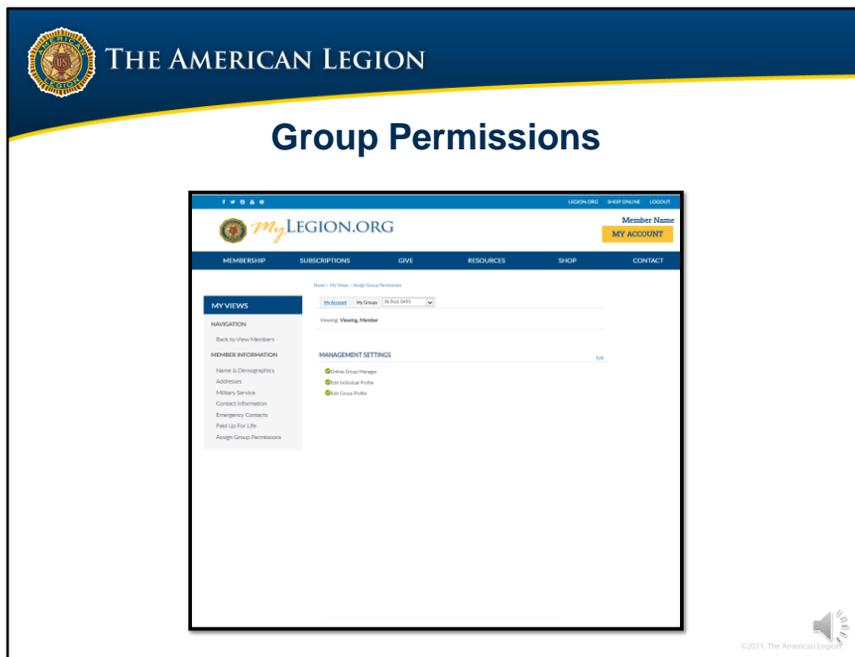
- Register or order for a group
- Identify group manager



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.

Assign Group Permission

What if the person is not a member of my group?

Last Name: City:
First Name: State/Province:
Email: Country:
Member ID: Paid Through Year:

Actions:

Displaying 1-1 of 1

<input type="checkbox"/>	Member ID	Name	Post/ Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	000352012537	Libbers, Volney	American Legion IN Post 0391	5745 Lee Rd Indianapolis, IN 46216			Unknown	Unknown	0	

Displaying 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



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

Roster Reports

LEGION.ORG SHOP ONLINE LOGOUT

 MyLEGION.ORG David Sample
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile

My Account My Groups FL Post 0273

MY VIEWS

- MEMBERSHIP PROCESSING
 - Process Membership
 - Transmittal History
- MEMBERS
 - View Members
 - Reports / Labels
 - Global Member Search
- GROUP INFORMATION
 - Group Attributes / Services
 - Group Message
 - Contact Information
 - Publish Newsletter
- MATERIALS
 - Officer Manuals
 - Brochures
 - Suggested Speeches

ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)



Rosters and reports are generated through View Members.

View Member - Roster

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country: Undeliverable:
 Member ID: Paid Through Year:

Actions: Export Full Roster

Displaying 1-20 of 287

Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789 Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com		VIETNAM	35	2022
<input type="checkbox"/>	123456789 Sample, Bonnie	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	OTHER	1	2021
<input type="checkbox"/>	123456789 Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input type="checkbox"/>	123456789 Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input type="checkbox"/>	123456789 Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	WWII	52	2022
<input type="checkbox"/>	123456789 Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com	USA	PANAMA	4	2020
<input type="checkbox"/>	123456789 Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789 Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON, GRENADA	11	2021
<input type="checkbox"/>	123456789 Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
<input type="checkbox"/>	123456789 Sample, John	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USAF	VIETNAM	8	2021
<input type="checkbox"/>	123456789 Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USCG	VIETNAM	1	2021

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.

View Member – Full Roster

Paid Current Year, Minus 2, Deceased and Expired

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country: Undeliverable:
 Member ID: Paid Through Year:

Search Clear

Actions Export Full Roster Go Add/Modify Transmittal

Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
123456789 Sample, Andy	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	35	2022
123456789 Sample, Bonnie	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	OTHER	1	2021
123456789 Sample, Chancellor	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
123456789 Sample, David	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
123456789 Sample, Edward	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	WWII	52	2022
123456789 Sample, Frances	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com	USA	PANAMA	4	2020
123456789 Sample, Geoff	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USN	PERSIAN_GULF	1	2021
123456789 Sample, Helen	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON_GREENADA	11	2021
123456789 Sample, Isabella	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
123456789 Sample, John	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USAF	VIETNAM	8	2021
123456789 Sample, Kevin	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USCG	VIETNAM	1	2021
123456789 Sample, Linda	American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	VIETNAM	1	2021

To print a full roster <1> check all members. Click on box to check on the top title row.

<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.

View Member - Roster

Define Listing – Current, Expired, Deceased, Undeliverable

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Last Name: City: Post/Squadron Number:
First Name: State/Province: Member Status:
Email: Country: Undeliverable:
Member ID: Paid Through Year:

Actions: Export Full Roster Add/Modify Transmittal

Export Full Roster
Export Selected Records
Print Roster

Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
123456789 Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	VIETNAM	35	2022
123456789 Sample, Bonnie	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	OTHER	1	2021
123456789 Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	VIETNAM	45	2021
123456789 Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	VIETNAM	27	2021
123456789 Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	WWII	52	2022
123456789 Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable email@yahoo.com	USA	PANAMA	4	2020
123456789 Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USA	PERSIAN_GULF	1	2021
123456789 Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USAF	LEBANON_GREENADA	11	2021
123456789 Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USAF	KOREA	12	2021
123456789 Sample, John	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USAF	VIETNAM	8	2021
123456789 Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USCG	VIETNAM	1	2021
123456789 Sample, Linda	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	email@yahoo.com	USN	VIETNAM	1	2021

Search fields allows you to search a group of members and create a modified report. Reports generated in this area can include; Current, Expired, Deceased and Undeliverable.

After you set the report parameters, <2> check the members and <3> Actions menu to print or save.

Send Emails

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country:
 Member ID: Paid Through Year:

Actions:

Displaying 1-20 of 287

<input checked="" type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Field Through Year
<input checked="" type="checkbox"/>	123456789	Sample, Andy	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	35	2021
<input checked="" type="checkbox"/>	123456789	Sample, Bonnie	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	OTHER	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Chancellor	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input checked="" type="checkbox"/>	123456789	Sample, David	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input checked="" type="checkbox"/>	123456789	Sample, Edward	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	WWII	52	2021
<input checked="" type="checkbox"/>	123456789	Sample, Frances	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	(317) 555-5555 email@yahoo.com	USA	PANAMA	4	2020
<input checked="" type="checkbox"/>	123456789	Sample, Geoff	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	PERSIAN_GULF	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Helen	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON_GRENADA	11	2021
<input checked="" type="checkbox"/>	123456789	Sample, Isabella	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
<input checked="" type="checkbox"/>	123456789	Sample, John	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	VIETNAM	8	2021
<input checked="" type="checkbox"/>	123456789	Sample, Kevin	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		(317) 555-5555 email@yahoo.com	USCG	VIETNAM	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Linda	American Legion IN Post 0100	700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	VIETNAM	1	2021

Search the member, group of members or you can select all. Names checked will be included in the email. Records with no emails can remain checked and do not have to be filtered out.

In this example, a check mark in the title row will select all records. <1>

Send Emails

Home • My Views • Group Profile • Members

My Account My Groups IN Post 0495

Details for: IN Post 0495

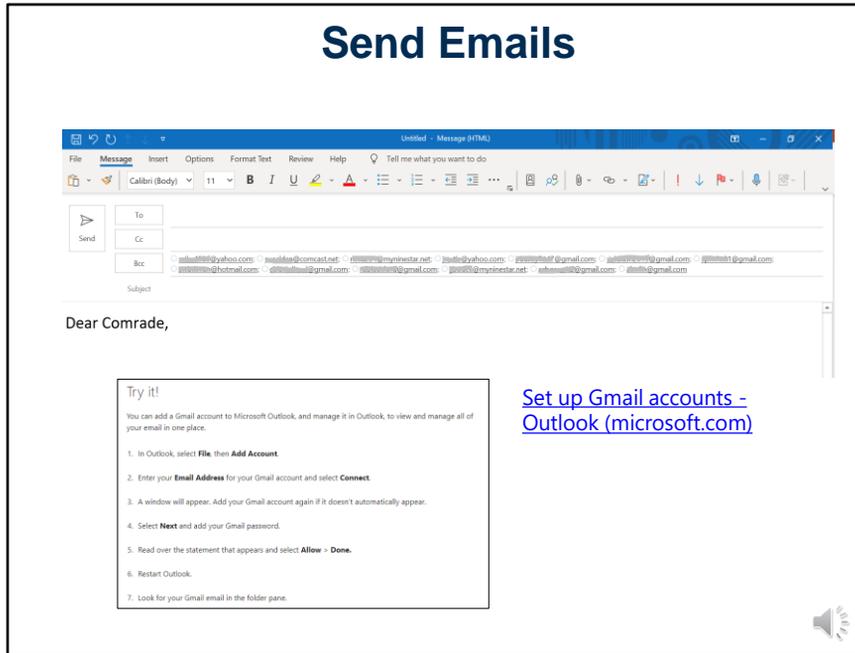
Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country:
 Member ID: Paid Through Year:

Actions:

Display	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Field Through Year
<input checked="" type="checkbox"/>	123456789	Sample, Andy American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com		VIETNAM	35	2021
<input checked="" type="checkbox"/>	123456789	Sample, Bonnie American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	OTHER	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Chancellor American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	45	2021
<input checked="" type="checkbox"/>	123456789	Sample, David American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USA	VIETNAM	27	2021
<input checked="" type="checkbox"/>	123456789	Sample, Edward American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	WWII	52	2021
<input checked="" type="checkbox"/>	123456789	Sample, Frances American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206	Undeliverable	email@yahoo.com (317) 555-5555	USA	PANAMA	4	2020
<input checked="" type="checkbox"/>	123456789	Sample, Geoff American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USA	PERSIAN GULF	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Helen American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	LEBANON/GRENADA	11	2021
<input checked="" type="checkbox"/>	123456789	Sample, Isabella American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USAF	KOREA	12	2021
<input checked="" type="checkbox"/>	123456789	Sample, John American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com (317) 555-5555	USAF	VIETNAM	8	2021
<input checked="" type="checkbox"/>	123456789	Sample, Kevin American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USCG	VIETNAM	1	2021
<input checked="" type="checkbox"/>	123456789	Sample, Lindsay American Legion IN Post 0100 700 N Pennsylvania St Indianapolis, IN 46206		email@yahoo.com	USN	VIETNAM	1	2021

Using the Actions menu select "Send Email" and "GO". <2>

Send Emails



Email browsers may need set up to allow this feature to send emails through Outlook.
<1>

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.



Reports and Labels

Home > My Views > Group Profile

My Account | My Groups | In Post 0391

MY VIEWS

CONSOLIDATED REPORTS

View / Edit Reports

MEMBERSHIP PROCESSING

Process Membership
Transferential History

MEMBERS

View Members
Reports / Labels

GROUP MEMBER SEARCH

GROUP INFORMATION

Group Attributes / Services
Group Message
Contact Information
Publish Newsletter

MATERIALS

Office Manuals
Brochures
Suggested Speeches

Need Help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

[Edit Reports](#)

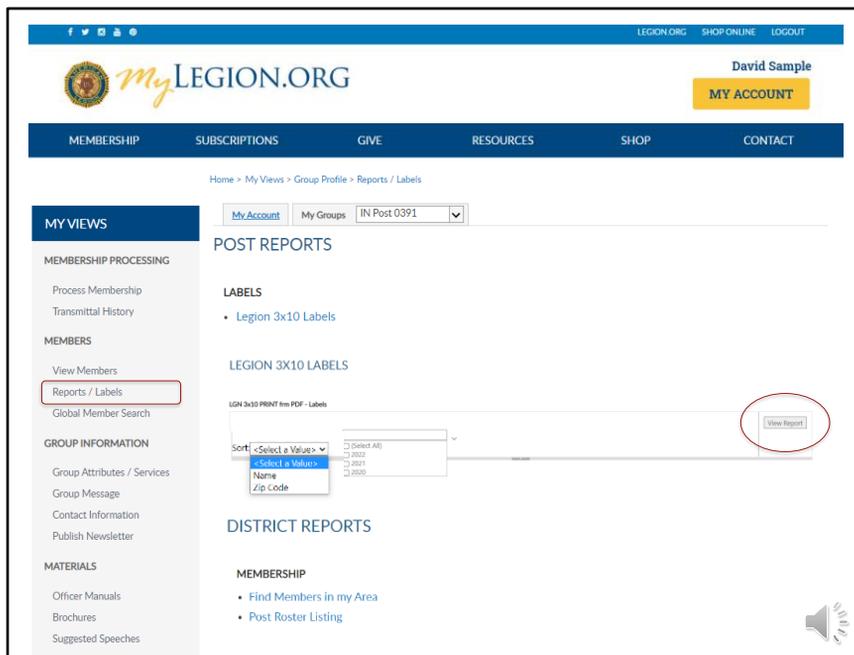
ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

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



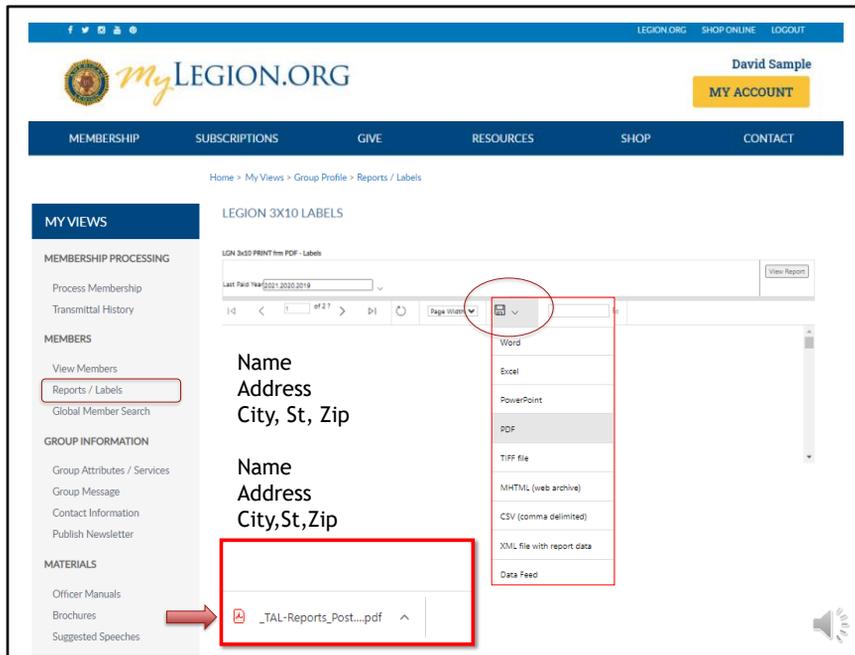
Reports available prior to the new MyLegion interface are in progress. The current report area includes the most used reports for managing members, revitalization, and communications.

Mailing labels can be produced 30 per sheet labels in standard 3 column, 10 row format. <1>

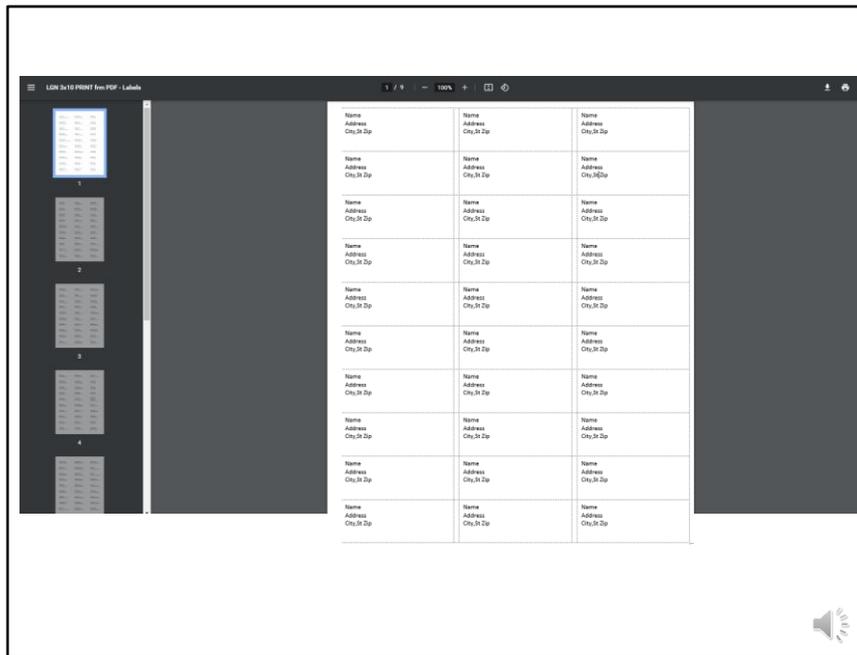
Filtering options display to define who you want included in your labels. <2> Select the last paid year or multiple years. That action activates the sort option. <3> Designate if you want your labels sorted by last name or

zip code.

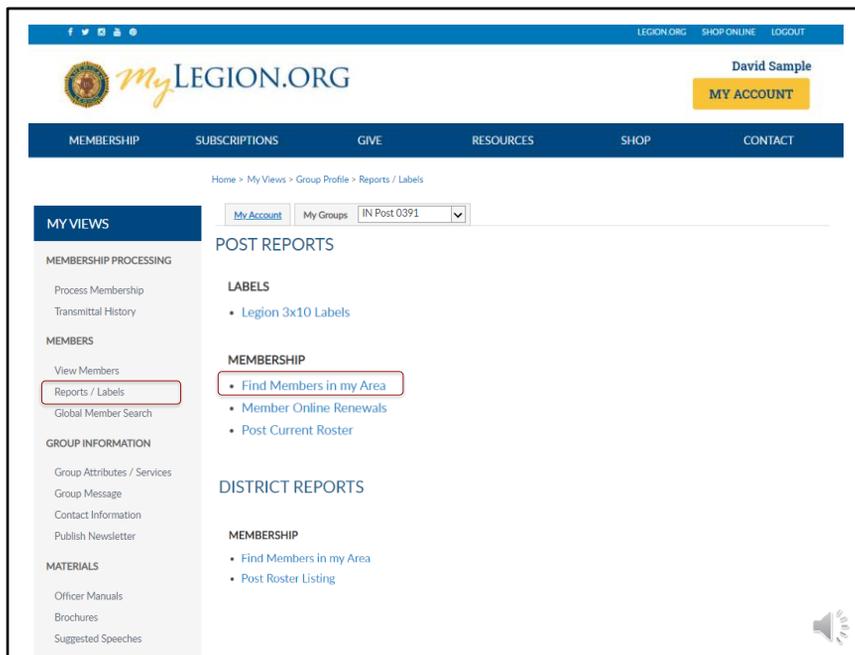
View Report to continue. <4>



The label display is not in 30/sheet format. Send the data to a PDF document selecting the export icon. <1> PDF is the only selection that applies for labels. After you select PDF look for a tab to open the PDF generally located at the lower left of your window. <2>

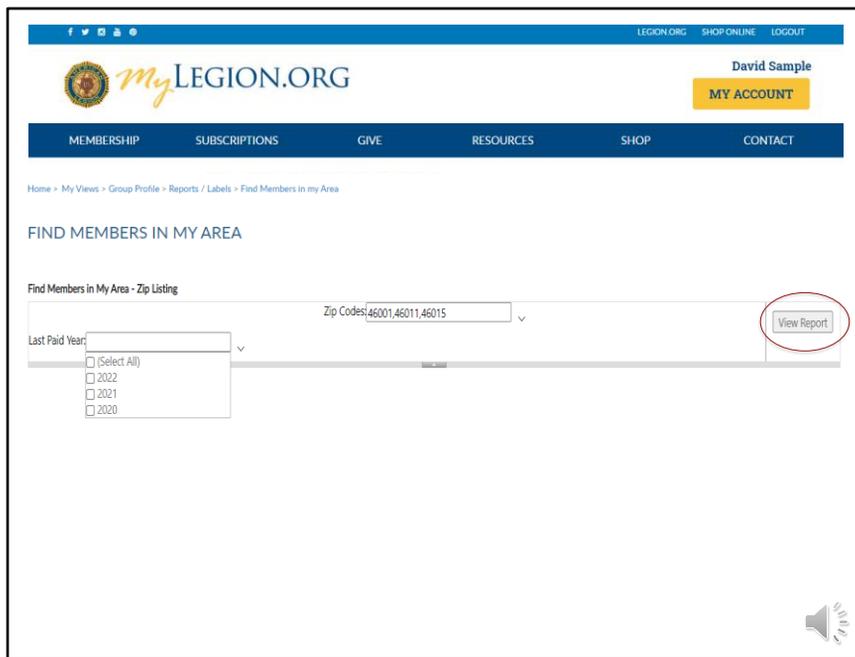


The PDF opens in the format to print labels. Labels are currently sorted by zip code.



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.



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>

Home > My Views > Group Profile > Reports / Labels > Find Members in my Area

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Last Paid Year: 2021, 2020, 2019

Zip Codes: 46001, 46011, 46015

View Report

1 of 27

Page Width

Find | Next

Find Members in My Area

Row	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	BOS	Post
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	FL-0400_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USN	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	OTHER	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	WWII	USN	IN-0777_AD
2022	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	OTHER	USAF	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	LEBANON_GRENAD	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	A	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	WWII	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777_AD
2022	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USN	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	MISSING	USAF	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USMC	IN-0777
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USA	IN-0777_AD

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.

The screenshot shows the MyLegion.org website interface. At the top, there is a blue header with social media icons, the text 'LEGION.ORG SHOP ONLINE LOGOUT', and the user's name 'David Sample' with a 'MY ACCOUNT' button. Below this is a dark blue navigation bar with links for 'MEMBERSHIP', 'SUBSCRIPTIONS', 'GIVE', 'RESOURCES', 'SHOP', and 'CONTACT'. The breadcrumb trail reads 'Home > My Views > Group Profile > Reports / Labels'. A dropdown menu shows 'My Account' and 'My Groups' with '1N Post 0391' selected. The left sidebar, titled 'MY VIEWS', has several categories: 'MEMBERSHIP PROCESSING', 'MEMBERS', 'GROUP INFORMATION', and 'MATERIALS'. Under 'MEMBERS', 'Reports / Labels' is highlighted with a red box. The main content area is titled 'POST REPORTS' and contains three sections: 'LABELS' with a link to 'Legion 3x10 Labels', 'MEMBERSHIP' with links to 'Find Members in my Area' and 'Member Online Renewals' (the latter is highlighted with a red box), and 'DISTRICT REPORTS' with a link to 'Find Members in my Area' and 'Post Roster Listing'. A speaker icon is visible in the bottom right corner.

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

LEGION.ORG SHOP ONLINE LOGOUT

MyLEGION.ORG

David Sample
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile > Reports / Labels

My Account My Groups IN Post 0391

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information
- Publish Newsletter

MATERIALS

- Officer Manuals
- Brochures
- Suggested Speeches

POST REPORTS

MEMBER ONLINE RENEWALS

Member Online Renewals

From Date: 6/9/2021 To Date: 7/9/2021

View Report

1 of 1 Page Width Find | Next

Member Online Renewals 09-Jun-21 to 09-Jul-21

Post pd	Amnt Pd	Date Paid	Month	Member ID#	Member Name	address 1	address 2	address 3	city	state
IN0391	\$43.00	2021-07-07	2022	202866583	Scott H Campbell	12644 Amber Star Dr			Noblesville	IN

7/9/2021 2:13:32 PM

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

MEMBER ONLINE RENEWALS

Member Online Renewals

From Date: 7/1/2020 To Date: 7/9/2021 View Report

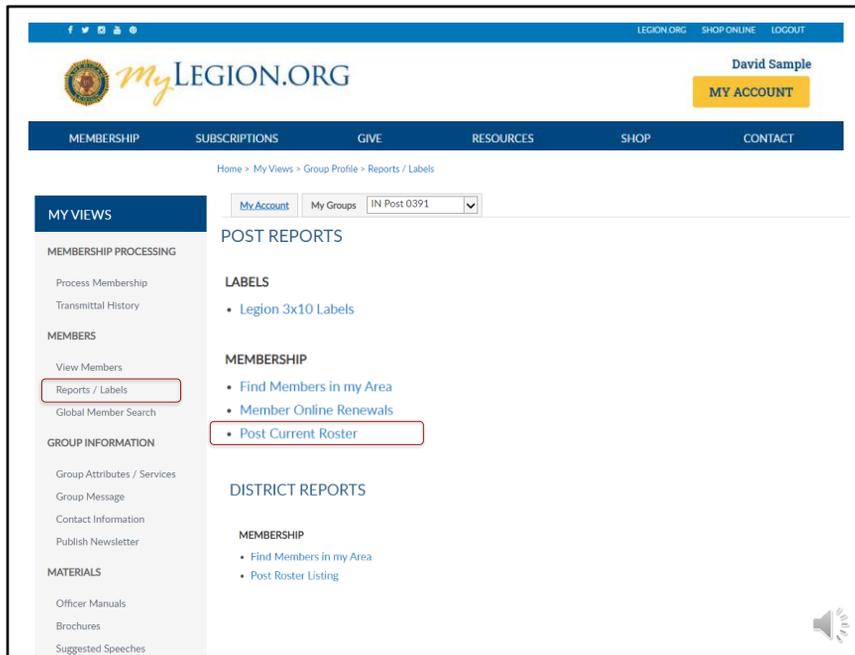
1 of 27 Page Width Find | Next

Member Online Renewals 01-Jul-20 to 09-Jul-21

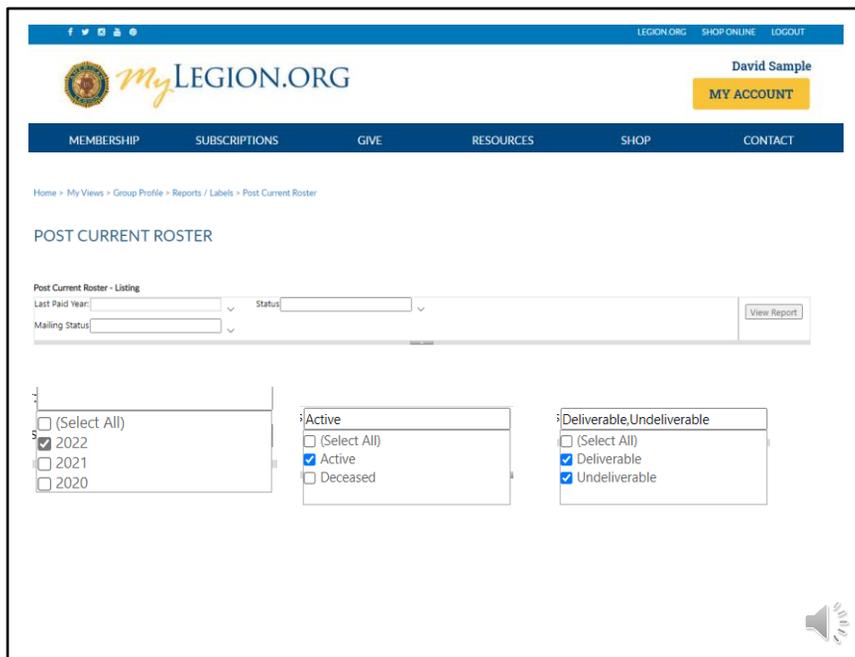
Post pd	Amt Pd	Date Paid	MemYr	Member ID#	Member Name	address 1	address 2	address 3	city	sta
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-08	2021	123456789	Name	address 1			city	
IND091	\$43.00	2020-08-23	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-08	2021	123456789	Name	address 1			city	
IND091	\$43.00	2021-01-04	2021	101322956	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-29	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-10-14	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-12-17	2021	123456789	Name	address 1			city	
IND091	\$35.00	2021-01-20	2021	123456789	Name	address 1			city	
IND091	\$35.00	2021-03-17	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2021-01-30	2021	101322956	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-29	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-08	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-29	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-11-09	2021	101322956	Name	address 1			city	
IND091	\$35.00	2020-08-03	2021	123456789	Name	address 1			city	
IND091	\$43.00	2020-12-03	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-11-09	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-08	2021	123456789	Name	address 1			city	
IND091	\$35.00	2020-07-08	2021	123456789	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>



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.

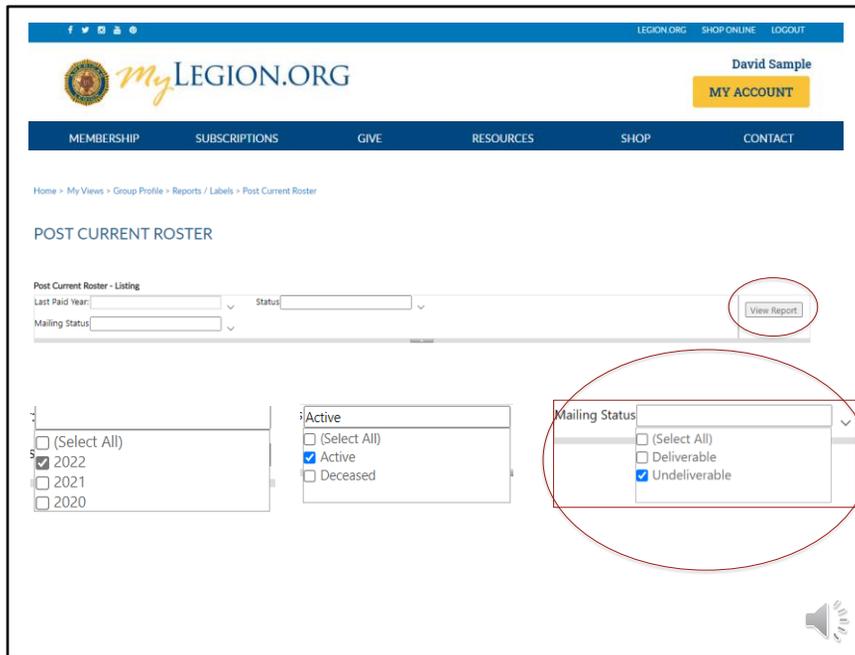
Last paid year <1>

Status <2>

And Mailing Status <3>

The screenshot shows the MyLEGION.ORG interface. At the top, there are social media icons, the site logo, and user information for David Sample with a 'MY ACCOUNT' button. A navigation bar includes links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The breadcrumb trail reads: Home > My Views > Group Profile > Reports / Labels > Post Current Roster. The main heading is 'POST CURRENT ROSTER'. Below it, there are filter fields for 'Last Paid Year', 'Status', and 'Mailing Status', along with a 'View Report' button. A table of filter options is displayed, with a red circle highlighting the 'Status' dropdown menu. The 'Status' menu is open, showing options: (Select All), Active, and Deceased (which is selected with a blue checkmark). To the right, the 'Deliverable, Undeliverable' menu is also open, showing options: (Select All), Deliverable (selected), and Undeliverable (selected). A speaker icon is visible in the bottom right corner of the page.

Using the filter options allows you to create a deceased listing. <1>



and a undeliverable listing using mailing Status <1>

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

LEGION.ORG SHOP ONLINE LOGOUT

MyLEGION.ORG

David Sample
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

POST CURRENT ROSTER

Post Current Roster - Listing

Last Paid Year: 2021 Status: Active

Mailing Status: Deliverable/Undeliverable

View Report

1 of 27

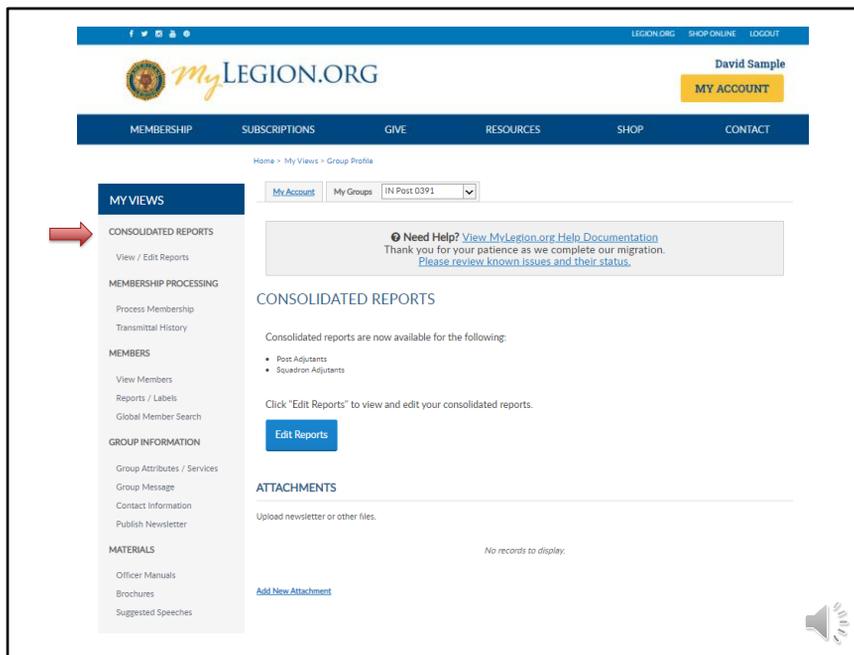
Page Width

Find | Next

Current Roster : IN-0391

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	#Yrs	BOS	Type
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	35		1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	OTHER	1	USA	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	45	USA	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	27	USA	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	WWI	50	USN	Honorary Life
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	PANAMA	4	USA	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	PERSIAN_GULF	1	USN	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	LEBAION_GREENAD_A	11	USAF	1 Year Membership
A	2022	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	KOREA	13	USAF	R/L renewal
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	8	USAF	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	3	USN	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	PERSIAN_GULF	23	USA	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	PERSIAN_GULF	2	USN	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	PERSIAN_GULF	4	USMC	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	35	USAF	1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	1	USMC	Post Transfer
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	LEBAION_GREENAD_A	4	USA	1 Year Membership
D	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	VIETNAM	28		1 Year Membership
A	2021	123456789	LastName	FirstName	Address	City	IN	ZIP	Phone	Email	LEBAION_GREENAD_A	6	USAF	Post Transfer

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.



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>

Consolidated Report

Closed Reports

LEGION.ORG SHOP ONLINE HELP LOGOUT

David Sample

[MY ACCOUNT](#)

MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT

MY CONSOLIDATED REPORTS [My Reports Activities](#) ▼

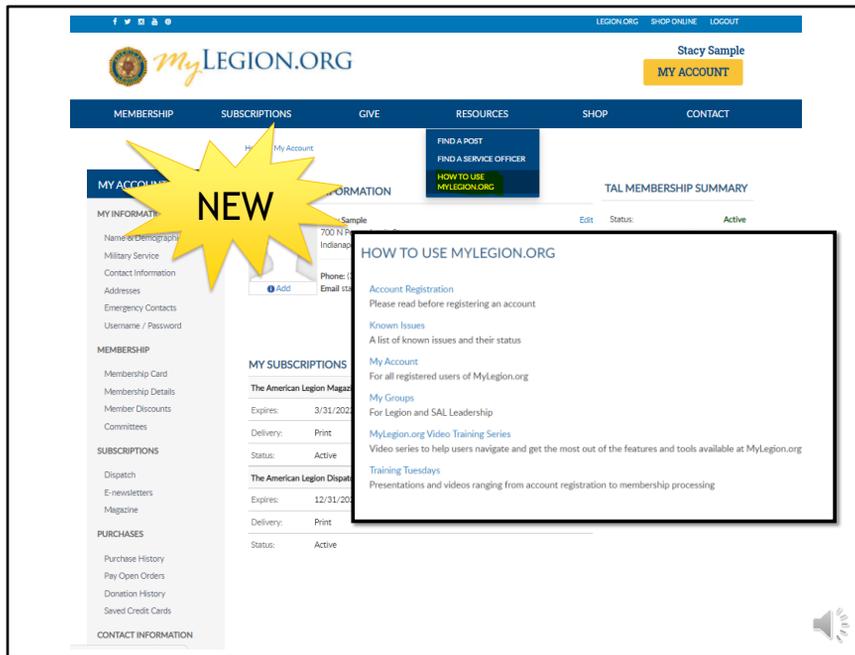
Open Closed All

Post/Squadron	Report	Submitted	Status	Actions
IN Post 0391	2020-2021 Consolidated Post Report	-	Draft	View
IN Post 0391	2019-2020 Consolidated Post Report	-	Draft	View

Displaying 2 of 2

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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.



THE AMERICAN LEGION

Online Help

Using the new MyLegion (Videos & Step-by-Step instructions):

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

Setting up Outlook for use with Gmail:

<https://support.microsoft.com/en-us/office/set-up-gmail-accounts-46274497-95ea-4a7d-9651-d246aa63eb5e>

How to clear cache:

<https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser>



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<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.