

## HOW TO QUICK REFERENCE GUIDE

### HOW TO REGISTER (EXISTING MEMBER)

- Step 1: Go to myLegion.org
- Step 2: Click on "Register"
- Step 3: Enter your email address
- Step 4: Click "Next"
- Step 5: Leave this page open. Go to your email and retrieve the One Time Password (OTP)
- Step 6: Enter the OTP
- Step 7: Click "Verify"
- Step 8: Create new password. Must contain:
  - a. Uppercase Letter
  - b. Lowercase Letter
  - c. Number
  - d. Symbol (!@#\$\$%^&\*)
- Step 9: Re-enter new password
- Step 10: Click "Next"

### SUBJECT: HOW TO RENEW MEMBERS ONLINE

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
- Step 5: Click "Add/Modify Transmittal"
- Step 6: Select the Members to be renewed
- Step 7: Click "Save"
- Step 8: Click "Finalize"
- Step 9: Review your selections and Click "Finalize" again
- Step 10(a): Enter bank information
  - a. Enter your Bank Information
  - b. Select the ACKNOWLEDGEMENT box
  - c. Click "Pay Now"
- Step 10 (b): If you have previously saved your bank information
  - a. Select the correct "Bank Account"
  - b. Select the ACKNOWLEDGEMENT box
  - c. Click "Pay Now"
- Step 11: **\*\*NOT REQUIRED\*\*** Save and/or print Transmittal Sheet

## **HOW TO QUICK REFERENCE GUIDE**

### **SUBJECT: HOW TO ADD NEW MEMBERS ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
- Step 5: Click "Add/Modify Transmittal"
- Step 6: Click "Add/Transfer Member" (located under the **BLUE** Search button)
- Step 7: Click the selectable dot in front of "New member- never been a TAL member or SAL member"
- Step 8: Click the **BLUE** "Continue" button
- Step 9: Fill out required data (\*)
- Step 10: Click the **BLUE** "Save" button
- Step 11: Click the **BLUE** "Save"
- Step 12: Click the **BLUE** "Finalize"
- Step 13: Review your selection
- Step 14: Click the **BLUE** "Finalize"
- Step 15: Enter your Bank Information
- Step 16: Select the ACKNOWLEDGEMENT box
- Step 17: Click "Pay Now"
- Step 18: **\*\*NOT REQUIRED\*\*** Save and/or print Transmittal Sheet

### **SUBJECT: HOW TO TRANSFER MEMBERS ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
- Step 5: Click "Add/Modify Transmittal"
- Step 6: Click "Add/Transfer Member" (located under the **BLUE** Search button)
- Step 7: Click the selectable dot in front of "Current or former member"
- Step 8: Click the **BLUE** "Continue" button
- Step 9: Fill out "Member ID" and "Last Name"
- Step 10: Click the **BLUE** "Continue" button
- Step 11: Click the **BLUE** "Verify" button
- Step 12: Click the **BLUE** "Finalize"
- Step 13: Review your selection
- Step 14: Click the **BLUE** "Finalize"
- Step 15: Enter your Bank Information
- Step 16: Select the ACKNOWLEDGEMENT box
- Step 17: Click "Pay Now"
- Step 18: **\*\*NOT REQUIRED\*\*** Save and/or print Transmittal Sheet

## **HOW TO QUICK REFERENCE GUIDE**

### **SUBJECT: HOW TO GET A CURRENT ROSTER ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click "Post/Squadron Current Roster"
- Step 6: Select your "Group"
- Step 7: Select which "Last Paid Year" to include in your roster
- Step 8: Select Mailing Status
- Step 9: Select "Status"
- Step 10: Click "View Report"
- Step 11: Review results
- Step 12: To Download click the "Floppy Disc Icon"
- Step 13: Select which program to save it as
- Step 14: Select Save location
- Step 15: Click "Save"

### **SUBJECT: HOW TO VIEW ONLINE RENEWALS ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click "Members Online Renewals"
- Step 6: Select "From Date" and "To Date"
- Step 7: Review results
- Step 8: To Download click the "Floppy Disc Icon"
- Step 9: Select which program to save it as
- Step 10: Select Save location
- Step 11: Click "Save"

## **HOW TO QUICK REFERENCE GUIDE**

### **SUBJECT: HOW TO GET A 2930 LIST ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click "Find Members in my Area"
- Step 6: Select "Last Paid Year"
- Step 7: Select "Zip Code" \*\*can enter more than one\*\*
- Step 8: Click "View Report"
- Step 9: Review results
- Step 10: To Download click the "Floppy Disc Icon"
- Step 11: Select which program to save it as
- Step 12: Select Save location
- Step 13: Click "Save"

### **SUBJECT: HOW TO EDIT NAME & DEMOGRAPHICS ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "View Members" (located in the grey pane on the left side of your screen)
- Step 5: Click the **BLUE** member's name
- Step 6: Click "Name & Demographics" (located in the grey pane on the left side of your screen)
- Step 7: Click the **BLUE** "Edit" across from NAME to edit Name, Titles, or Credential.
- Step 8: Click the **BLUE** "Save" button when done
- Step 9: Click the **BLUE** "Edit" across from DEMOGRAPHICS to edit Birthdate, Gender, or mark as Deceased.
- Step 10: Click the **BLUE** "Save" button when done

## **HOW TO QUICK REFERENCE GUIDE**

### **SUBJECT: HOW TO VIEW ONLINE RENEWALS ONLINE**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click "Members Online Renewals"
- Step 6: Select "From Date" and "To Date"
- Step 7: Review results
- Step 8: To Download click the "Floppy Disc Icon"
- Step 9: Select which program to save it as
- Step 10: Select Save location
- Step 11: Click "Save"

### **SUBJECT: HOW TO FILL OUT / EDIT CONSOLIDATED POST REPORTS**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click the **BLUE** "Edit Reports" button
- Step 5: Click the **BLUE** "Edit" link next to the corresponding report
- Step 6: Click the **BLUE** "Edit" link next to "CONTENT & MATERIALS"
- Step 7: Fill in Blanks
- Step 8: Click the **BLUE** "Save as Draft" button OR
- Step 9: Click the **BLUE** "Next" Button
- Step 10: Review displayed data
- Step 11: Click the **BLUE** "Submit Final" Button

## HOW TO QUICK REFERENCE GUIDE

### **SUBJECT: HOW TO PRINT LABELS**

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click **BLUE** "3x10 labels"
- Step 6: Select your "Group" from the pull-down bar
- Step 7: Click the arrow to shrink the bar
- Step 8: Select which "Last Paid Year" from the pull-down bar to include in your labels
- Step 9: Click the arrow to shrink the bar
- Step 10: Select which "Sort" from the pull-down bar
- Step 11: Click the arrow to shrink the bar
- Step 12: Click "View Report"
- Step 13: Review results
- Step 14: To Download click the "Floppy Disc Icon"
- Step 15: Select PDF
- Step 16: Select Save location
- Step 17: Click "Save"