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"

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<b>@</b> 7	MyLEGION.ORG				Chet Faith MY ACCOUNT		
MEMBERS	HIP SUBSCRIPTIONS	GIVE	RESOURCES	SHOP	CONTACT		
MAKE A Assist vetera	A DIFFERENCE ns, mentor youth, and in	Iprove communitie					
	Need Help? <u>View MyLegion.org H</u>						
	MY ACCOUNT	MEMBER DIS	COUNTS	VA DEBT HELP			

Step 3: Click the BLUE "My Groups" link above your "MY CONTACT INFORMATION"

-						
MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SH	OP	CONTACT
	Home > My Account	-				
MY ACCOUNT	y Account	My Groups	~		TAL MEMBERS	SHIP SUMMARY
MY INFORMATION				Help 2	Status:	Active
Name & Demographics				U	Paid Thru Date:	
Military Service					Member Post:	
Contact Information	MY CONTACT II	NFORMATION				
Addresses		Chet A Faith		Edit		
Emergency Contacts					Member Number:	
Username / Password					- Herrichten in Hammeren	
MEMBERSHIP				Edit	View Details	
Membership Card	Con				SAL MEMBERS	
Membership Details						
Paid Up For Life					There are no me	amberships to

# Step 4: Click "Process Membership"

MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SHOP	CONTACT
	Home > My Views > Group I	Profile			
MY VIEWS					Help ?
CONSOLIDATED REPORTS	My Account My G	WI Post 0002			
View / Edit Reports					Help 2
HEIMBERSHIP PROCESS.	CONSOLIDATE	ED REPORTS			
Transmittal History	Consolidated reports	s are now available for	the following:		
MEMBERS	Post Adjutants Squadron Adjutants				
View Members	equation regardine				
Reports / Labels	Click "Edit Reports"	to view and edit your c	consolidated reports.		
Global Member Search	E IN D				
GROUP INFORMATION	Edit Reports				
Group Attributes / Service	s				
Group Message					Help 🥐
Contact Information					
Publish Newsletter	ATTACHMENTS				
MATERIALS	Upload newsletter or othe	er files.			
Documents					
Officer Manuals			No records to display.		
Brochures					
Suggested Speeches	Add New Attachment				

## Step 5: Select the Members to be renewed

#### POST TRANSMITTAL

Statu	us :	OPEN	Per Capitas	Actual			
Card	Count :			0			
Natio	onal :		\$0.00	\$0.00			
Depa	artment :		\$0.00	\$0.00			
Post	1		\$0.00	\$0.00			
Total	l amount due today :			\$0.00			
Memb	ber ld			Scan Member Id	[		
Memb	ber First Name						
Memb	ber Last Name						
Sear	ch Clear All						
Add/ T	Transfer Member	Delete Transmittal				Save	Finalize
						@ List Selected Depor	to CSV OPrint
Servet	Member Id	Member Name	Email Address	Phone /	Address		Renewal Year
	000159487263	Jennifer P Airman	flyhigh@afone.com	(608)555-12	234 111 1st 5	it, Badger, WI 53000	2022
	000111222333	Sam C Boots	lacemeup@leather.com	(608)867-5	309 222 2nd	St, Badger, WI 53000	2022
	00996653311	Billy Z Cover		(608)555 2	345 333 3rd 5	St, Badger, WI 53000	2022
	000842671395	Joe Doe	bigbuck100@generic.com	n	444 4th 5	St, Badger, WI 53000	2022
	000971358426	Barbara G Eagle	1600penave@usa.com				2022

Step 6: Click "Save" then click "Finalize"

	- 20				
smittal				Sar	ve Finalize
er Name	Email Address	Phone	Address	CONTRACTOR OF A DATE	Renewal Year
er P Airman	llyhiph@afone.com		(608)555-1234	111 1st St, Badger, WI 53000	2022
Boots	lacemeup@leather.com		(608)867-5309	222 2nd St, Badger, WI 53000	2022
Cover			(608)555 2345	333 3rd St, Badger, WI 53000	2022
e	bigbuck100@generic.com	n		444 4th St, Badger, WI 53000	2022
a G Eagle	1600penave@usa.com				2022
C Marine	theproud@mcdavvg.com			666 6th St, Badger, WI 53000	2022

## Step 7: Review your selections and Click "Finalize" again

### POST TRANSMITTAL

Status :	OPEN	Per Capit	as	Actual		
Card Count :				1		
National :		\$18.50		\$18.50		
Department :		\$11.50		\$11.50		
Post :		\$5.00		\$5.00		
Total amount due too	day:			\$30.00		
Please Confirm selected	I members, and click 'Finalize'					
Member Id	Member Name	Email Address	Phone	Address		Renewal Year
000159487263	Jennifer P Airman	<u>flyhiph@afc</u>	one.com	(608)555-1234	111 1st St, Badger, WI 53000	2022
000111222333	Sam C Boots	lacemeup@	leather.com	(608)867-5309	222 2nd St, Badger, WI 53000	2022
000996653311	Billy Z Cover			(608)555-2345	333 3rd St, Badger, WI 53000	2022
000842671395	Joe Doe	bigbuck100	@generic.com		444 4th St, Badger, WI 53000	2022
000971358426	Barbara G Eagle	1600penave	e@usa.com			2022
000935714826	Mary C Marine	theproud@	mcdawg.com		666 6th St, Badger, WI 53000	2022
						Finalize Cross

Step 8: (1) Enter your Bank Information, (2) Select the ACKNOWLEDGEMENT box, and (3) Click "Pay Now"

	MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SHOP	CONTACT
	Home > Membership > PostTransn	ittalPayment				
	TRANSMITTAL PAYMEN	т				
	Total Selected To Pay: \$30.00					
	PAYMENT INFORMATIC	N				
	Add new eCheck		(4)			
	* Required		(1)			eCheck Billing Address
	* Bank Routing Number:		What's this			PO Box 72 Elroy, WI, 53929-0072, USA
	* Re-enter Bank Routing Number:					
	* Bank Account Number:		What's this			
	* Re-enter Bank Account Number:					
	* Account Type:	Checking 🗸				
(2)	- Nolders Full Name					
(4)	* By Clicing the Submit	button below, I authorize the A	American Legion to make a one-t	ime charge on 10/14/2021 for the	9	
	amoun of 30.00.					
	$\mathbf{X}$	_				
		3)				
	Pay Now	-1				

Step 9: If you have previously saved your bank information, (1) select the correct "Bank Account" and (2) Select the ACKNOWLEDGEMENT box, and (3) Click "Pay Now"

	MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SHOP	CONTACT
	Home > Membership > Department 7	fransmittal Payment				
	PAY OPEN ORDERS					
	Total Selected To Pay: \$18.50					
	PAYMENT INFORMATION					
	Select a Save Bank Accou	int				
	Bank Buting Num Account Number:	mber: 275979034				
(2)	Ausunt Type :	Checking				
(-)	By Cricking the Submit butt	ton below, I authorize the American	Legion to make a one-time	e charge on 10/14/2021 for the an	nount of 18.50.	
	Under Account Information					
(	Pay Now					

Step 10: \*\*NOT REQUIRED\*\* Save and/or print Transmittal Sheet