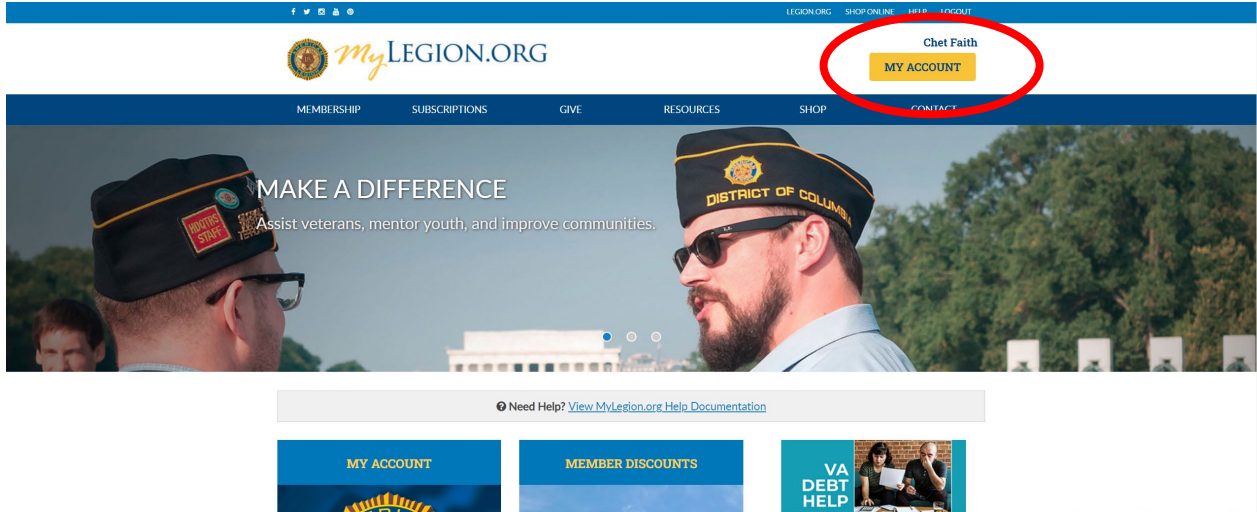


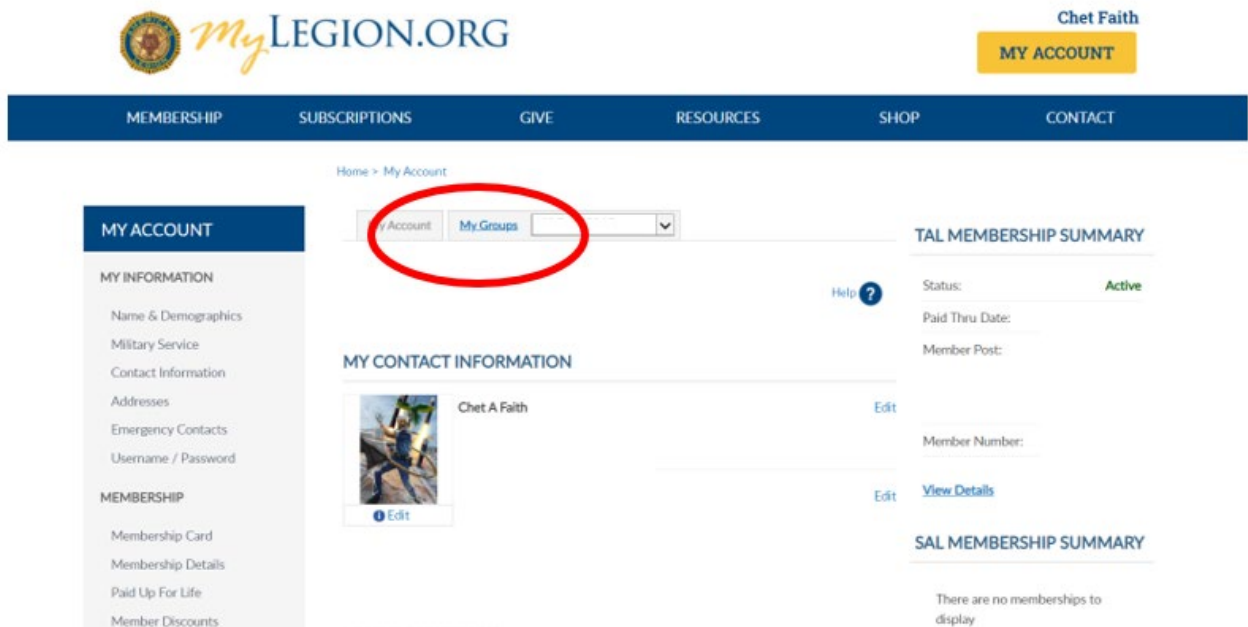
Subject: How to Renew Members Online

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"

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile

Help ?

MY VIEWS

CONSOLIDATED REPORTS

View / Edit Reports

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

Documents

Officer Manuals

Brochures

Suggested Speeches

My Account My Groups WI Post 0002

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

Help ?

ATTACHMENTS

Upload newsletter or other files.

No records to display.

Add New Attachment

Step 5: Select the Members to be renewed

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

Member Id Scan Member Id

Member First Name

Member Last Name

Search Clear All

Add/ Transfer Member Delete Transmittal Save Finalize

List Selected | Export to CSV | Print

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input checked="" type="checkbox"/> 000159487263	Jennifer P Airman	flyhigh@afurme.com	(608)555-1234	111 1st St, Badger, WI 53000	2022
<input checked="" type="checkbox"/> 000111222333	Sam C Boots	laccmeup@leather.com	(608)867-5309	222 2nd St, Badger, WI 53000	2022
<input checked="" type="checkbox"/> 000996658311	Billy Z Cover		(608)555-2345	333 3rd St, Badger, WI 53000	2022
<input checked="" type="checkbox"/> 000842671395	Joe Doe	bigbuck100@generic.com		444 4th St, Badger, WI 53000	2022
<input checked="" type="checkbox"/> 000971358426	Barbara G Eagle	1600penave@usa.com			2022
<input checked="" type="checkbox"/> 000935714826	Mary C Marine	theproud@mcdawg.com		666 6th St, Badger, WI 53000	2022

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

ismittal

List Selected | Export to CSV | Print

Save Finalize

Member Name	Email Address	Phone	Address	Renewal Year
Jennifer P Airman	jlyhigh@aflorie.com	(608)555-1234	111 1st St, Badger, WI 53000	2022
Sam C Boots	lacemeup@leather.com	(608)867-5309	222 2nd St, Badger, WI 53000	2022
Billy Z Cover		(608)555-2345	333 3rd St, Badger, WI 53000	2022
Joe Doe	bigbuck100@generic.com		444 4th St, Badger, WI 53000	2022
Barbara G Eagle	1600penave@usa.com			2022
Mary C Marine	theproud@mcdawg.com		666 6th St, Badger, WI 53000	2022

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

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$11.50	\$11.50
Post :		\$5.00	\$5.00
Total amount due today :			\$30.00

Please Confirm selected members, and click 'Finalize'

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
000159487263	Jennifer P Airman	jlyhigh@aflorie.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
000971358126	Barbara G Eagle	1600penave@usa.com			2022
000935714826	Mary C Marine	theproud@mcdawg.com		666 6th St, Badger, WI 53000	2022

Finalize Cancel

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 > PostTransmittalPayment

TRANSMITTAL PAYMENT

Total Selected To Pay: \$30.00

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:

Cardholders Full Name:

eCheck Billing Address
PO Box 72
Elroy, WI, 53929-0072, USA

* By clicking the Submit button below, I authorize the American Legion to make a one-time charge on 10/14/2021 for the amount of \$30.00.

Pay Now

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 Transmittal Payment

PAY OPEN ORDERS

Total Selected To Pay: \$18.50

PAYMENT INFORMATION

▼ Select a Saved Bank Account

Bank Routing Number: 275979034

Account Number: *****7092

Account Type: Checking

* By clicking the Submit button below, I authorize the American Legion to make a one-time charge on 10/14/2021 for the amount of 18.50.

Use Saved Account Information

Pay Now

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