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"

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Ø 7	My LEGION.O	RG		Chet Faith MY ACCOUNT	
MEMBERS	HIP SUBSCRIPTIONS	GIVE R	RESOURCES SHOP	CONTACT	
	DIFFERENCE	prove communities.	DIBTRICT OF COL		
	ØN	leed Help? View MyLegion.org H	Help Documentation		
	MY ACCOUNT	MEMBER DISCOU	JNTS DE HE		

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

MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SHO	P	CONTACT
MYACCOUNT	Home > My Account	My Groups	v		TAL MEMBERS	HIP SUMMARY
MY INFORMATION				Help ?	Status:	Active
Name & Demographics				THE O	Paid Thru Date:	
Military Service					Member Post:	
Contact Information	MY CONTACT IN	NFORMATION				
Addresses		Chet A Faith		Edit		
Emergency Contacts					Member Number:	
Username / Password					PRINCE PRINCIPLE	
MEMBERSHIP	0 Edit			Edit	View Details	
Membership Card	C on				SAL MEMBERS	
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Step 4: Click "Reports/Labels"

		Help
MY VIEWS		
CONSOLIDATED REPORTS	My Account My Groups WI Post 0002	
View / Edit Reports		Help
MEMBERSHIP PROCESSING	CONSOLIDATED DEPODE	
Process Membership	CONSOLIDATED REPORTS	
Transmittal History		
	Consolidated reports are now available for the following:	
MEMBERS	Post Adjutants Squadron Adjutants	
View Members		
Reports / Labels	Click "Edit Reports" to view and edit your consolidated reports.	
Global Member Search	C M P I I I I I I I I I I I I I I I I I I	
GROUP INFORMATION	Edit Reports	
Group Attributes / Services		
Group Message		Help
Contact Information		
Publish Newsletter	ATTACHMENTS	
MATERIALS		
Documents	Upload newsletter or other files.	
Officer Manuals	No records to display.	
Brochures		

Step 5: Click "Member Online Renewals"

MYVIEWS		Help
MEMBERSHIP PROCESSING	My Account My Groups WI Post 0002	
Process Membership	POST REPORTS	
Transmittal History		
	LABELS	
MEMBERS	Legion 3x10 Labels	
View Members		
Reports / Labels	MEMBERSHIP	
Global Member Search	mid Members in my Are.	
GROUP INFORMATION	Member Online Renewals • Nest / Squadron Current Koster	
Group Attributes / Services		
Group Message		
Contact Information	SQUADRON REPORTS	
Publish Newsletter		
	MEMBERSHIP	

Step 6: Select date ranges and click "View Report"

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MEMBER ONLINE	RENEWALS	
Member Online Renewals		

Step 7: Review your results

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		Member Name		address 1 address		city state post code
est pd Amt Pd Date : MemYr M	mennoer (Da					

Step 8: To Download click the "Floppy Disc Icon" and select which program to save it as.

Home > My Views > Group Profile > Reports / Labels > Reports - Member Online Renewals

MEMBER ONLINE RENEWALS

From Date	e <mark>(9/21/2</mark>	021				To Date	10/21/2021	-	- 🛱				View Report
14	<	1	of 2 ?	>	ÞI	Ö	Page Width			Find Next			
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Help ?