THE
AMERICAN
LEGION

MEMBERSHIP GUIDE

2023

MEMBERSHIP GUIDE

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MEMBERSHIP

--From Section IV 2021 Post Adjutant's Manual, The American Legion

SECTION IV – MEMBERSHIP

- **Eligibility**
- **DMS**
- **Renewals**
- **Cards**
- **Rosters**

Eligibility

As provided in the Constitution, Article IV, Section 1: Any person shall be eligible for membership in The American Legion who was a member of the Armed Forces of the United States and assigned to active duty at some time during any of the following periods: April 6, 1917, to November 11, 1918, and December 7, 1941, to the date of cessation of hostilities as determined by the government of the United States; all dates inclusive, or who, being a citizen of the United States at the time of his entry therein, served on active duty in the armed forces of any of the governments associated with the United States during any of said periods; provided, however, that such service shall have been terminated by honorable discharge or honorable separation, or continued honorably during or after any of said periods; provided, further, that no person shall be entitled to membership who, being in such service during any of said periods, refused on conscientious, political or other grounds to subject himself to military discipline or unqualified service.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life.

Section 3. No person may be a member at any one time of more than one post.

Section 4. No person, who has been expelled by a Post, shall be admitted to membership in another Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, he may then appeal to the Executive Committee of the Department of the expelling Post for permission to be admitted to membership in another Post, and shall be ineligible for membership until such permission is granted.

National Guard, reserve eligibility

Members of the National Guard and reserves are required to meet the same eligibility requirements as federal active-duty veterans.

To be eligible, the National Guard member or reservist must have served at least one day on federal active duty (including basic training) during any of the delimiting periods as set forth in Article IV, Section 1 of the American Legion Constitution. The person must either have an honorable discharge or currently be serving either in the Guard, reserve or on federal active duty.

Note: A DD 214 is issued for the time on federal active duty only if the reserve component member has been on Title 10 status for 180 days. A DA-1059 is issued for completion of a school with a character type of discharge. All reserve components send their members to basic training using Title 10, Subsection 672/12301 orders.

National Guard (example)

If a traditional National Guard soldier or airman (i.e., one never stationed with an active-duty unit) performed basic training during The American Legion's eligibility period, he or she would qualify for membership because that time on active duty was federal Title 10 duty.

Two-week annual training (AT) does not usually qualify one for membership, but if AT was under federal control, going out of country for two weeks to drill, those orders were federal orders. The soldier/airman would not have a DD 214 (see note above), but would have a copy of the orders qualifying the reservist as for membership.

Reserve (example)

If a traditional reservist (i.e., one never stationed with an active-duty unit) performed basic training during one of The American Legion's eligibility period, that servicemember would qualify for membership because that time on active duty was federal Title 10 duty.

This reservist would not have a DD 214, but would have a copy of the orders qualifying that person for membership. All reservists are under federal control, so all their orders are Title 10, Subsection 270. These do not qualify a reservist for American Legion membership, but if the reservist receives Title 10, Subsection 672 or 12301 orders that would be active-duty service qualifying him or her for membership.

As with all membership eligibility, if further clarification is needed, contact the department headquarters. Reserve component servicemembers are a large and growing pool of eligible members.

Direct Membership Solicitation (DMS)

The Direct Membership Solicitation (DMS) program is a form of direct marketing used to solicit membership in The American Legion. Mailing lists are rented from commercial list brokers and compared to our membership files to remove the names of members from the rented lists.

Contacted prospects wishing to join complete an application form, certifying dates of service in the U.S. Armed Forces, character of discharge, branch of service and birth date, then submit the form with payment. National Headquarters sends a membership card signed electronically with the signature of the national adjutant, a welcome letter, and other information. These new members are placed into the department headquarters post of their state in accordance with the current policies of the National Executive Committee.

Lists of the DMS or headquarters post members in the area are available from department headquarters or through **MyLegion.org**. Utilizing these lists is an excellent way to increase post membership, boosting American Legion engagement in the community and giving veterans a louder voice in Congress.

For the DMS program to truly be effective, it is imperative these new members are personally contacted and invited to transfer into a local post. Ultimately, it is the responsibility of every post receiving a transfer to verify the member's eligibility, using a DD 214 or other official proof of honorable military service.

Direct renewal dues notices

Every year, National Headquarters mails to almost all Legionnaires one or more notices that their annual dues for the coming year are payable. This is made possible by printing on every renewal notice the amount of each post's dues and the address to which dues are to be mailed. In early spring, the department headquarters will ask posts to provide this information on the Annual Post Data Report **(see page 10)**. When the post's annual dues or remittance address change, immediately inform the department.

Post mailing address

The post should use a permanent mailing address – either a post office box or the physical location of the post. Do not use the address of the adjutant or other individual unless no other address is available. Difficulties arise when post officers change, move or become incapacitated.

Dues amount

Only one dues amount can be shown for each post. For example, National Headquarters cannot print "$30 until November 1, $35 after November 1." Any change to the dues must be updated using the Annual Post Data Report **(see page 10)**.

Participation and schedule

Participation in the renewal program for notices mailed in the summer through the end of the year is voluntary (unless the department mandates participation). Posts must notify their department prior to May 1 if they want to be deleted or added to the summer renewal mailings.

Renewals mailed after January through the spring will be sent to *all* delinquent members in *all* posts. Also, information on the mailing(s) will be described in various publications going to posts.

Omitting members from renewal mailings

Some posts have members whose dues are paid by the post are noted as honorary life members, 50-year members, past commanders, etc. If the post has members to whom renewals should not be sent, notify the department in writing using the following format:

Please notify National Headquarters that renewal notices should not be printed for the following member(s) of this post:

Member ID #	Honorary Life Member Name	Member Address
123654789	*John Sample*	*4321 Main St., Anytown, IN 46204 (example)*

Note: When sending the name, address and 9-digit ID number, check the membership register and submit the name and ID number exactly as they appear on the register. The address should be submitted in the same way, unless the address on the register is incorrect.

Code "C" (no renewal)

The membership register (**see page 19**) will detail members who have previously been coded so they will not receive a renewal notice. Check the "EX Flag" column on the right side of the register between "CER Flag" and "Era." The letter "C" means the member will not receive a renewal from National Headquarters. Do not send a second request to remove a member from the renewal list if a "C" is printed on the register for the member. All Paid Up For Life (PUFL), honorary life and department life members are automatically excluded from renewal mailings.

Renewal schedule

During each membership year, National Headquarters sends renewal notices in July, October, January, March and May. Sometimes, at a department's request, a special notice may be mailed in February to boost a department's renewals.

The accompanying list is the 2022 membership year renewal schedule for transmitting dues to arrive at National Headquarters by the established dates. This schedule will be followed to remove the names of paid members prior to a specific mailing. Using the renewal schedule, National Headquarters extracts unpaid member records, then prints and mails the renewal notices.

2023 RENEWAL NOTICE SCHEDULE

CUTOFF DATES	RENEWAL DATES
MAY 13, 2022	JULY 1, 2022
SEPTEMBER 10, 2022	OCTOBER 7, 2022
OCTOBER 15, 2022	NOVEMBER 11, 2022
DECEMBER 9, 2022	JANUARY 6, 2023
FEBRUARY 10, 2023	FEBRUARY 24, 2023
APRIL 14, 2023	APRIL 30, 2023

Department transmittals received by National Headquarters after the cutoff date will not prevent a subsequent dues renewal notice from being generated and sent to the member on the renewal date. To ensure members do not receive additional renewal notices, mail transmittals to the department two to three weeks prior to the cutoff date, or pay members' dues directly to National Headquarters through **MyLegion.org**. Step-by-step instructions, frequently asked questions and training videos are available at **MyLegion.org,** under the Resources tab, to assist with online membership processing. After reviewing online help, call the MyLegion Support Team at **(833) 253-9995** or email **mylegion@legion.org** with further questions.

Continuous membership certificates

Although the post is responsible for maintaining continuous membership records for each member, National Headquarters offers its facilities to help compile and maintain accurate records. Years of continuous membership are printed on the individual's membership card each year. If a member's continuous years are not listed on the card, or if the number of years is wrong, a correction should be made by the adjutant by completing the Member Data Form **(see below)**.

50-, 60- or 70-year certificates

In February, certificates are issued by National Headquarters for every member credited on the national records with a minimum of 50 years of continuous membership, and those who have not previously received an award. A member receives only one of these awards for each specified year. The certificates are sent to each post with qualifying members. Each post should receive the certificates in mid-to-late February in time to be presented in connection with The American Legion's birthday, March 15-17.

The membership register will list all post members for whom certificates have been issued. If the post has members who will reach 50 years of continuous membership this year, be sure their dues reach National Headquarters by January 1 so their records will be updated and they receive certificates. If the post has members with 50 or more years of membership who have never received a certificate, correct their records using a Member Data Form.

Member Data Form (MDF)

The Member Data Form (MDF) is a multipurpose form for tracking and providing accurate information on post members. There are separate forms for American Legion (Stock No. 30-001) and Sons of The American Legion members (Stock No. 00-007). Both forms are available from department headquarters. With the exception of transferring members from one post to another, most MDF changes can be made through **MyLegion.org**.

Note: Members can be transferred online through **MyLegion.org** if the member is paying at the time of the transfer.

Instructions for the use of the MDF can be found on the reverse side of the form.

The MDF can be used to report:

Deceased member
Address change
Telephone number
Email address
Continuous years
First war era served
Date of birth
Gender*
Name correction
Branch of service
Honorary life member
Post transfer**

*Not available on Sons of The American Legion MDF (Stock No. 00-007)

**Function only available using MDF

Always include the 9-digit member ID number, post number and department name. The signature of the authorized post officer is required at the bottom of the form. Route the parts of the MDF as follows:

Parts 1-3: Mail to department headquarters
Part 4: Retain in post files

The information reported on the MDF should also be changed in post membership records.

Transfer of membership

Membership transfer from one post to another is handled by completing the Member Data Form. The right to transfer does not include the right to be accepted by any post. Members still must vote upon acceptance of the applicant. Being the member of more than one post at one time is a violation of the American Legion Constitution. Formal transfer is the only method of transferring from one post to another so continuity of American Legion membership is not broken, and it is available to members in good standing.

IMPORTANT! Always ask prospective members if they currently are or have been members. If the veteran has a current or previous 9-digit member ID number, it should be reported on the transfer request and dues card forwarded to the department.

Many members who change posts simply start paying dues in the new post without the formality of an official transfer. This can result in a duplicate membership record entered in the database. Such transfers risk the member losing his or her continuous membership record. The member will also likely receive renewal notices from National Headquarters asking for dues to be paid to both the former and current posts.

When a member transfers from one post to another after payment of the current year's dues, the transferring post shall retain said dues, but the transferred member shall be entitled to all of the benefits and assume all of the responsibilities of membership in the post to which transfer is made, after such transfer is complete. No additional payment is required, even if the annual dues amount is higher in the post receiving the transferred member.

NOTE: Members can be transferred online through **MyLegion.org** if the member is paying at the time of the transfer.

Membership card

- **ID number**
- **Post name**
- **Scan line**
- **Guide to the pre-printed card**

Membership cards are pre-printed at National Headquarters with the names and addresses of the previous year's members and with the number and location of the post. The card has three parts.

At the far right of the pre-printed 3-part card is the official membership card, to be given to the member after dues have been paid. The left and middle portions of the pre-printed 3-part card are identified as the national card and the department card, respectively. These should at no time be separated from each other. General instructions for the processing of the 3-part card, also called the record card, are printed on the reverse side of the 3-part card.

The record card has several boxes used for collecting and correcting members' information. Procedures on making these changes are described as follows:

Membership ID number

Every member who gets a pre-printed card is assigned a 9-digit ID number, which will stay with the person as long as dues are paid continuously without a disruption in membership – even if a person transfers from one post to another and proper transfer procedures are followed. For this reason, it is important to use the Member Data Form when transferring members **(see page 14)**.

The official membership ID number is printed in four places on the pre-printed 3-part record card. It is printed twice on the left section, and once each on the other two sections (**see page 17**). The identifier is used to keep each member unique from other members and should be used whenever you contact to department headquarters or National Headquarters concerning a member. Use the 9-digit identification number to ensure the correct member's issues are addressed quickly and accurately.

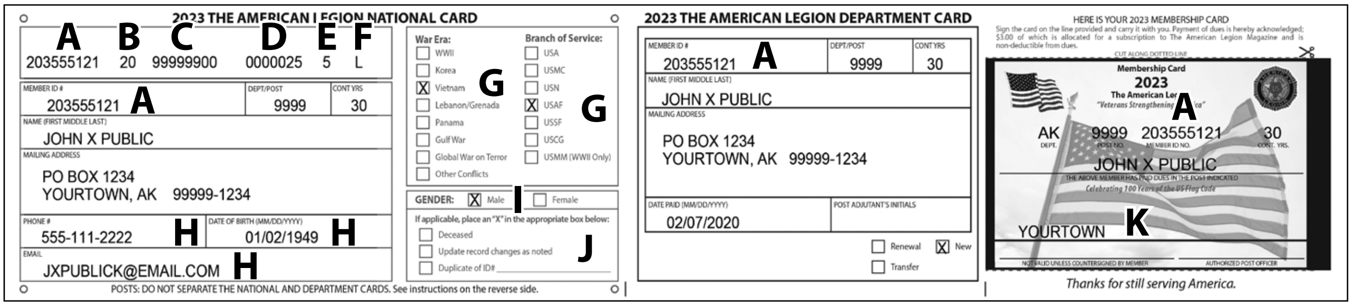
Post name

For technical reasons, it is not feasible for National Headquarters to print the name of the post on the member card (right portion of the 3-part preprinted record card). A line is provided so the name may be stamped, typed or printed on the card by the post adjutant or authorized post officer. The line below the member's name will have printing on it when received from National Headquarters; this is the space where the post name may be added.

Scan line

When the left section of the record card (National Headquarters' portion) is processed, the primary line scanned is noted on the sample card; these are the series of numbers and characters A–F. Do not mark in this area. Marks cause processing errors.

Guide to the pre-printed card information


A
B
C
D
E
F
A
G
G
I
H
H
H
J
A
A
K

2023 THE AMERICAN LEGION NATIONAL CARD

203555121 20 99999900 0000025 5 L

MEMBER ID #	DEPT/POST	CONT YRS
203555121	9999	30

NAME (FIRST MIDDLE LAST)
JOHN X PUBLIC

MAILING ADDRESS
PO BOX 1234
YOURTOWN, AK 99999-1234

PHONE # 555-111-2222
DATE OF BIRTH (MM/DD/YYYY) 01/02/1949

EMAIL
JXPUBLICK@EMAIL.COM

War Era:	Branch of Service:
☐ WWII	☐ USA
☐ Korea	☐ USMC
☒ Vietnam	☐ USN
☐ Lebanon/Grenada	☒ USAF
☐ Panama	☐ USSF
☐ Gulf War	☐ USCG
☐ Global War on Terror	☐ USMM (WWII Only)
☐ Other Conflicts	

GENDER: ☒ Male ☐ Female

If applicable, place an "X" in the appropriate box below:
☐ Deceased
☐ Update record changes as noted
☐ Duplicate of ID# ____________

POSTS: DO NOT SEPARATE THE NATIONAL AND DEPARTMENT CARDS. See instructions on the reverse side.

2023 THE AMERICAN LEGION DEPARTMENT CARD

MEMBER ID #	DEPT/POST	CONT YRS
203555121	9999	30

NAME (FIRST MIDDLE LAST)
JOHN X PUBLIC

MAILING ADDRESS
PO BOX 1234
YOURTOWN, AK 99999-1234

DATE PAID (MM/DD/YYYY) 02/07/2020
POST ADJUTANT'S INITIALS

☐ Renewal ☒ New
☐ Transfer

HERE IS YOUR 2023 MEMBERSHIP CARD

Sign the card on the line provided and carry it with you. Payment of dues is hereby acknowledged; $3.00 of which is allocated for a subscription to The American Legion Magazine and is non-deductible from dues.

CUT ALONG DOTTED LINE

Membership Card
2023
The American Le
"Veterans Strengthening ca"

DEPT.	POST NO.	MEMBER ID NO.	CONT. YRS.
AK	9999	203555121	30

JOHN X PUBLIC
THE ABOVE MEMBER HAS PAID DUES IN THE POST INDICATED
Celebrating 100 Years of the US Flag Code

YOURTOWN

NOT VALID UNLESS COUNTERSIGNED BY MEMBER
AUTHORIZED POST OFFICER

Thanks for still serving America.

A/B/C/D/E/F – The characters that appear here make up the scan line. Do not change any of the information on this line. Do not mark in this area for any reason.

A The permanent 9-digit member ID number, which remains the same as long as the member continues to pay dues annually or for life

B The membership year

C The department and post (and country when applicable)

D These numbers serve as a counter – for example, if the post has 195 pre-printed cards for members from last year and you get an extra 25 blank cards (use for new members), the first card will have a 6-digit sequence number of 000001 and the last card will have 000220.

E This variable number is important only to National Headquarters.

F All American Legion cards have an "L," and Sons of The American Legion cards have an "S."

G Only the **first** war era and one branch of service in which a member served is indicated. Update if blank on pre-printed card.

H Current phone number, date of birth and member's email address. Update if blank on pre-printed card.

I Member gender identifier. Update if blank on pre-existing card.

J Update as appropriate.

K City in which the post is located

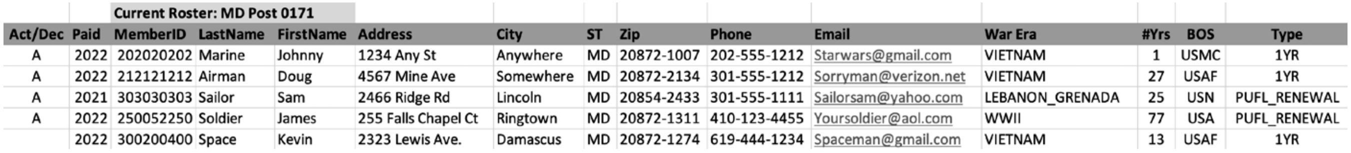
Membership register

- **Post membership roster**
- **Blank cards**
- **Renewal**
- **New and replacement card processing**
- **Correcting information**

When the post receives the cards, it will also receive a membership register. The membership register is double-spaced between each record and has one or more printed sheets. The register will list, in alphabetical order, all the previous year's members whose cards were received at National Headquarters before April 1. The register may also include the names of members who paid dues in previous years but did not pay for the most recent year at the time of printing the register. Their expired records are still in National Headquarters' data system. The post can easily identify these records by reviewing the column headed "Last Paid Year" on the left side of the register.

Special attention is called to the last five columns. Data in these columns is explained in the membership roster graphic on the next page:

Guide to the post membership roster



Current Roster: MD Post 0171

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	Zip	Phone	Email	War Era	#Yrs	BOS	Type
A	2022	202020202	Marine	Johnny	1234 Any St	Anywhere	MD	20872-1007	202-555-1212	Starwars@gmail.com	VIETNAM	1	USMC	1YR
A	2022	212121212	Airman	Doug	4567 Mine Ave	Somewhere	MD	20872-2134	301-555-1212	Sorryman@verizon.net	VIETNAM	27	USAF	1YR
A	2021	303030303	Sailor	Sam	2466 Ridge Rd	Lincoln	MD	20854-2433	301-555-1111	Sailorsam@yahoo.com	LEBANON_GRENADA	25	USN	PUFL_RENEWAL
A	2022	250052250	Soldier	James	255 Falls Chapel Ct	Ringtown	MD	20872-1311	410-123-4455	Yoursoldier@aol.com	WWII	77	USA	PUFL_RENEWAL
	2022	300200400	Space	Kevin	2323 Lewis Ave.	Damascus	MD	20872-1274	619-444-1234	Spaceman@gmail.com	VIETNAM	13	USAF	1YR

Act/Dec This is the code that shows if the member is "A" (active) or "D" (deceased).

Paid This shows the last year of paid membership.

War era This identifies the member's war era on file. A member may have served in more than one era.

#Yrs This identifies the member's number of continuous years.

BOS This identifies the member's branch of service.

Type This indicates the type of membership. Examples are 1Yr (annual paying member), PUFL_Renewal (PUFL member renewed for the current year), PUFL (member who became a PUFL during the current year), PUFL_PP (member on the PUFL payment plan).

Blank cards Every post receives a pre-determined percentage of blank cards in addition to pre-printed ones. If you run out, request additional ones from department headquarters. The blank cards are to be used for new members and providing duplicate or replacement cards.

Handling a renewal membership

After a member pays dues, locate the 3-part membership card and:

- Fill in the date paid on the center section.
- Update blank and/or incorrect member information field.
- Initial the center section next to "date paid" line.
- Sign the member's official card on the line reserved for the authorized officer.
- Place an X in the renewal box in the upper right of the center section of the department card.
- Separate the member's card from the left and center sections (keep together). These go to the department. Give or mail the card to the member promptly.
- Find the member's name on the membership register, which is in alphabetical order, and mark the date paid in the column set aside for this purpose – the far left column.

Member processing through **MyLegion.org** does not require submission of the Member Data Form **(see page 15)**. Once the post submits the member in a batch (online processing), the post needs only to send the member the new card. No other documentation needs to be submitted to the department or National Headquarters.

Handling new members

Instructions on the processing of new members also apply to:

- Transfers for whom there is no pre-printed membership card (Do not send the card's left and center sections to the department if the transfer has paid for the current membership year as a member of the previous post.)
- Any renewal without a pre-printed card

When a new member pays dues for the current year, take the first blank card from those supplied from the department. The serial number printed on the card will be the 6-digit sequence number. Once the card is processed at National Headquarters, the member will be assigned a permanent 9-digit number that will appear on all future cards, mailings and documents.

- Print on the center (department) section the following information: Member ID number (use 6-digit sequential number)
- Post number
- Years of continuous membership (one year for a new member)
- First name, middle initial, last name of new member
- Mailing address: street, city, state, ZIP code
- Complete payment date
- Post adjutant initials
- Check the “new” box

Print on the left (national) section the following information:

- Member ID number (leave blank)
- Post number
- Years of continuous membership (one year for a new member)
- First name, middle initial, last name of new member
- Mailing address: street, city, state, ZIP code
- Phone number
- Date of birth
- Email address
- Conflict
- Branch of service
- Gender (check appropriate option)

Transfers should use their permanent 9-digit ID number. Put an X in the proper box in the center section to show renewal, new or transfer.

Date and initial the line in the center section to validate the card. If membership records are handled by someone other than the adjutant, the initials of that designated official are acceptable.

Print the member’s name on the first line of the official membership card (right side), just above the words “The above member has paid dues for (year) in the post indicated.” If the number of the post has not been pre-printed, enter the post number. On the second line of the official membership card, print or stamp the post name.

A new member paying dues for the first time should be credited with one year of membership. Also, be sure to enter the number of years in the appropriate boxes on the left and center sections. Be sure to fill out all sections of the 3-part card. Do not change, strike over or mark out any of the numbers printed on the cards. Follow this rule when making cards for new and renewal members.

When transferring a current-year paid member, transmit the Member Data Form to the department and issue the transferring member a current-year card (right section). Discard the department and national portions of the 3-part card. It’s recommended you make a notation on the membership records so you and anyone else who handles membership cards has a written record of the post’s actions **(see Member Data Form, page 14)**.

If you do not receive a pre-printed card for one or more members, fill out a blank card for the member. Submit the member’s information and ID number as they appear in the national database. To view this information, access the member’s information online through **MyLegion.org** or contact the department headquarters.

Replacement membership card

If it is necessary to provide a replacement card, the post can use one of the blank stocks provided.

Department record replica

If the left and center section of the 3-part card is lost or destroyed, the post will provide a replica of the card by using a blank card. This should be reported to department headquarters, in the event it requires the post to account for how, when and why every card is used. In preparing a replica card, take the first blank available from the supply provided, and type it to show, as much as possible, the same information as it appears on the original card. On the membership register, make a notation as a written record.

If the post runs out of membership cards

Every post is provided extra cards, but if more are needed, request additional cards from the department. However, they will not have the post's number pre-printed on them. The post will have to print the post number on all three sections of the card when it is issued. The post should also receive new membership register sheets listing the sequential number of the cards. In all instances, write each member's name and address on the membership register to have an accurate record of membership.

If duplicate cards are received

The post might receive more than one pre-printed card for the same member. If this happens, process one of the cards as usual. On the other card, put an X in the box next to "Duplicate" in the lower right of the department record and note the number of the duplicated member ID. Return all three parts of the card to the department. Strike the duplicate name off the membership register and note in the allotted space that the card was returned.

If a member has died

If the post receives a pre-printed card for a member who has died, put an X in the box opposite the word "Deceased" in the lower right corner of the left section. Return the entire card to the department. Note on the membership register that the member is deceased and the card was returned.

If a member dies after dues have already been transmitted, notice of the fact should be reported on a Member Data Form **(see page 14)** or directly online through **MyLegion.org**. Don't assume the department and National Headquarters are aware the member is deceased. National Headquarters mails dues renewals periodically to unpaid members. Report deaths as soon as possible so deceased members can be removed from the mailing list to avoid causing discomfort for the family.

If a member's information is incorrect

If a member's information is incorrect, put an X in the "update record changes as noted" box on the left section of the 3-part card. Put a line through the misspelled information and print the corrected information below the pre-printed information on the left and middle sections of the 3-part card.

Transmitting per capita membership dues payments

The department headquarters has specific guidelines on how dues are to be transmitted. Although there is a perforation between the left and center sections of the card, do not separate these two sections. Both sections are sent intact to the department.

On a regular basis (at least weekly), send to the department all completed cards for which dues have been received, including renewals, new and transferred members. Send the payment along with the cards to the department. If cards for deceased, unknown or duplicate members are being sent (all three parts) to the department with member per capita payments, keep these cards separate from those including payment.

Write or stamp the date the dues were transmitted in the column headed "Date Transmitted" on the membership register. If returning cards for deceased, unknown or duplicate members, note the date returned on the membership records.

Posts in all departments are able to transmit per capita membership dues payments directly to National Headquarters online through **MyLegion.org** using electronic checks. Using this option will reduce the process from three to four weeks to a few days, essentially eliminating the possibility of members receiving dues renewal notices once the post submits the renewal.

Submitting a transmittal through the online processing system takes nine calendar days to process. Once it is accepted, it has advantages to the member, the post, the department and National Headquarters.

1. The member is added to the National Target Date membership reports.

2. The member is immediately available for departments to add to their membership reports.

3. The members are immediately excluded from from any renewal notices (direct mail and email).

4. It prevents members from renewing online (duplicate payments).

5. The average turnaround time for paper transmittals sent to the department (up to National Headquarters) is four or more weeks.

6. The post saves money by not having to pay shipping costs for a paper transmittal to the department.

7. The department does not have to process the post transmittal (open package, out sort and count documents, deposit checks, etc.).

Maintain the membership register for future reference

It is a good practice to keep the membership register in order and to protect it.

The average post keeps membership registers for several years. They are the post's historical record of past membership and history.

Supplemental cards/rosters

Membership cards for the next year are printed in early April by National Headquarters, and sent to departments for distribution. For the balance of the year, until the April cycle rolls back around, activity changes for members continue to happen.

Some members join in the spring (between April and June). National Headquarters provides supplemental post cards and rosters for this period. These are printed in July and sent to departments for distribution. By the end of August, if the post has not received these cards, it is suggested the post contact the department. Any cards included would be for those who joined since pre-printed cards/rosters were produced in April.

Honorary membership

Honorary, associate, social or guest memberships in The American Legion are NOT permitted. The American Legion Constitution, Article IV, Section 2, states, "There shall be no form or class of membership except an active membership." All members must be eligible through the nature and timing of their U.S. military service, or in the case of Sons of The American Legion members, through the nature and timing of the U.S. military service of their predecessors.

Honorary life membership

Many posts recognize their outstanding members for exceptional service or accomplishment by awarding what is known as an honorary life membership. In this option for active membership, the post pays the honored members' dues for the remainder of their lives. Various life membership cards and other items can be purchased from Emblem Sales. Be aware that when a member transfers to a new post, the new post is not required to honor the honorary life membership. As a result, the member may have to begin paying their own membership.

Note: New and even experienced officers sometimes overlook transmitting honorary life members per capita payments. To avoid this happening, consider including the honorary life membership per capita payments with the first transmittal of the membership year (July).

Paid Up For Life (PUFL) membership

Members pay a one-time fee or can utilize a payment plan option to gain lifetime membership in The American Legion. Rates and forms are available at **legion.org/join/pufl** for either electronic submission or printing for mailing. There is a quick link to the application at **MyLegion.org** for posts and departments. The post can contact National Headquarters customer service at **(800) 433-3318** with any questions.

Mylegion.org

--From Section V 2021 Post Adjutant's Manual, The American Legion

SECTION V – MYLEGION.ORG

National Headquarters has a free secure website to assist post officers in their day-to-day membership processing duties. As of April 1, 2021, all MyLegion accounts are **member** accounts registered with the email address on your membership record. Adjutants and commanders have an area called My Groups, which is the administrative side of MyLegion. It provides access to post and squadron membership management, rosters, reports and online membership processing. County and district adjutants and commanders, through their MyLegion accounts, have access to membership information for members assigned to their groups, including rosters and reports. District and county have read-only access.

Membership tools

- View and update membership information for both American Legion and Sons of The American Legion (SAL) members.
- Track member renewal online.
- Renew members, add new members and transfer paying members.
- Generate and print rosters for current, expired and deceased members, and those marked "undeliverable."
- Submit a Consolidated Post Report (CPR) electronically. **Restricted to adjutants.**
- Search for headquarters post and expired members near you to help grow the post.
- Monitor all roster updates to members, including members transferring in and out.
- View leadership on file for the post and squadron.

Manuals and brochures

- Download the *Officer's Guide and Manual of Ceremonies*, *Post Adjutant's Manual* and other publications essential to day-to-day operations at **legion.org/publications**.
- Promote The American Legion in the community with brochures about Temporary Financial Assistance (TFA), Family Support Network (FSN), National Family Week and other programs.
- Take advantage of suggested speeches prepared by National Headquarters for Memorial Day, Veterans Day, Flag Day, Pearl Harbor Day, 9/11 and The American Legion's birthday.

Site security

MyLegion is a member account registered with an email address. Administrative officers (adjutants and commanders) can assign permission to those needing access to online rosters, reports or membership processing without sharing login credentials. For more information regarding assigning permissions, go to Resources > How to use MyLegion > My Groups.

Online help

Online help is available in the Resources area of MyLegion. Step-by-step instructions, training videos and frequently asked questions are provided to assist with day-to-day membership responsibilities.

Online membership processing

To process membership and transmittals, American Legion post and SAL squadron adjutants and commanders must be signed in to **MyLegion.org** and access My Groups.

The following is a brief overview of how to process membership and transmittals:

Renew members

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the post transmittal window.
- Search the member's name and check the box to the left of the name to renew. If no results are found, the member is already paid or is in a pending batch. Results in this search provide only the names of members eligible for renewal. The member is added to the transmittal batch and summary recalculates. Click "Save."
- Repeat this process for each member to renew. Select "Save" with each member added.
- Review the post transmittal summary, which will also update the amount due. If the dues are not correct in the summary, contact department headquarters.

Add a new member

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the post transmittal window.
- Click "Add/Transfer Member" to view add/transfer scenario. A member information window will appear where you can add as much information as possible and save. Saving will add the member to the batch.

Transfer a member

- Click "Process Membership" in the lefthand menu.
- Click "Add/Modify Transmittal" to open the post transmittal window.
- Click "Add/Transfer Member."
- Enter Member ID number and last name (required). Then click "Continue."
- Verify member information, make any updates and save.

Finalize the transmittal

- 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.
- Selecting "Finalize" displays the members in the batch for a final review. Click "Finalize" a second time to reach the payment information window. To view members in the transmittal batch at any time, click "List Selected."
- Add payment information or select "Saved Bank Account" and "Pay Now." Check the "Authorization" checkboxes, then click "Pay Now." A transmittal receipt will appear for you to print or save.
- Bank information can be updated when finalizing a batch. On the transmittal payment window, select "Update Account Information."

Transmittal review

Review transmittal history from Group profile. Go to "Transmittal History" on the lefthand menu. A table will display a summary of transmittals. Select the transmittal number to view members in the batch.

Important information about online membership processing

- Online processing is paid with e-check. Foreign departments have the option of using a U.S. credit card for payment. Posts in the United States are required to use E-check.
- After finalizing the first transmittal, a hold will prevent a second submission until the first transmittal is completed. 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's completion will result in an error message.
- Current processing time can take up to seven business days. MyLegion will update transmittals once approved by the financial institution.
- There is a $10,000 batch limit per transmittal. Amounts higher than that should be broken down to separate transmittals that meet the limit.
- Transmittals are to be finalized within 14 days. Members pay their dues with the expectation that they will be removed from future renewal notices, and that they will receive their membership cards in a timely manner along with their monthly *American Legion 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.
- Finalized batches cannot be changed. Review your transmittal carefully prior to selecting "Pay Now." To remove members from the transmittal, prior to finalizing, uncheck the box next to the name and "Save." To delete the whole transmittal, select "Delete Transmittal."
- Renewing a member for the wrong membership year or any other incorrect transmissions are to be reported to the department. Once a transmittal is in process, it must be completed before any adjustments can be made.
- Declined transmittal will require new bank information to be entered prior to submitting the next batch. This results in a new hold from submitting other batches until it completes.
- Transmittals declined are removed from "Transmittal History." Contact your MyLegion Support Staff with questions regarding missing transmittals.
- Online help is available in MyLegion.org > Resources.

How to Register on Mylegion.com

--From Mylegion.com Help Section

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Verify Account - User Registered Message
Register FAQ

BEFORE YOU REGISTER PLEASE READ

- Register using the email on your membership record. Registering with a different email will not include membership details or officer/committee activity.

- Do not register with a post, squadron, county, or district account. All MyLegion accounts are individual member accounts. Access to post and squadron membership management and online membership processing, reports and rosters are provided to members that hold an Adjutant or Commander position.

- Do not share e-mails. Only one email can be registered. The same email on multiple records will allow only one registration. Other accounts with the same email will not be allowed to register.

- To update or verify the email on your membership record contact your department headquarters.

Register a New Account

1. Go to myLegion.org and select "Register"
2. Enter email in the Register window and click "Next". Register with the email address on your membership record. Registering with an email other than the one on your membership number will not include membership details or officer/committee activity.
    i. Mobile No (Optional) – no functions at this time. Future enhancement.
    ii. Two-Factor Authentication –not recommended unless you wish to add extra security each time you log in. Setting two-factor authentication requires the password and a security code emailed with each log in.
3. Enter your Last Name, First Name and check consents and click "Next". View
4. Create your password in the welcome window. - The email entered must be verified. The email is verified one of two ways.
    i. Enter the OTP sent to your email and click "Finish Registration". This is sent after step 2.
    ii. Do not enter OTP and click "Finish Registration". An email will be sent with a link to confirm and returns to the login page.

5. Click My Account from your myLegion home page view your membership information. Officers registering for post and squadron access will find that information on the My Account window.

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Verify Account - User Registered Message

1. Go to myLegion.org
2. Click "Register"
3. Enter your email in the Register window and click "Next". A Verify Account window opens.
4. Leave this page open. Go to your email and retrieve the OTP (One Time Password).
5. Enter the OTP and click "Verify"
6. Create and verify your new password, be sure to include:
    i. Uppercase Letter
    ii. Lowercase Letter
    iii. Number
    iv. Symbol (!@#$%^&*)
7. Click Next and you will be logged in and your name displays in the upper right.
8. Go to My Account to view membership details.

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Register FAQ

1. I didn't receive my temporary password.
    i. Check your Junk mail of Spam
    ii. Return to myLegion.org and "Register" to re-enter email in the registration window.

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AMERICAN
LEGION

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

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ONLINE Help Manual

--From Mylegion.com

- Transmittal Payment Information – How do I update?
- Transmittal History

REGISTERED MEMBERS

REPORTS / LABELS

- Consolidated Reports – CPR and CSR – EDIT / SAVE / FINALIZE
- Labels – 3/10
- Member Online Renewals
- Find Members in My Area
- Post Current Roster
- District / County Post Roster Roster Listing
- Deceased Report
- Expired Members Report
- Roster Updates
- Undeliverable Report

VIEW MEMBERS ROSTER

TRAINING REQUESTS

VIEW MEMBERS

ASSIGN GROUP PERMISSION

Home > My Views>Assign Group Permissions

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "View Members"
3. Search the member to assign permission and click on their name to open member profile.
4. From the member's profile, select "Assign Group Permissions" from left MY VIEWS panel.
5. Select "Edit" in Management Settings
6. Check permissions to grant and "Save"
    i. Online Group Manager – This is the minimum permission requirement. It provides access to export and print electronic membership roster 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.
    ii. Edit Individual Profile - Grants access to the post roster and authority to view and manage member information.
    iii. Edit Group Profile- Provides roster, membership management and access to administrative membership reports, labels, CPR, CSR, online membership processing and officer materials.
    iv. Register or Order for a Group–Not recommended. This authority will be used in future enhancements and does not provide any access at this time.
    v. Identify Group Manger – Not recommended. This permission allows the group administrator to assign group permissions to someone other than the adjutant or

Have a question? View frequently asked questions.

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commander.

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EMAIL MEMBERS

Home > My Views > Group Profile > Members

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "View Members" from the left MY VIEWS menu.
3. The roster appears on the Group Profile window.
    i. Email full roster
        i. select all records by checking the box to the left of Member ID
        ii. from Actions pulldown, "Send Email"
    ii. Email selected records
        i. select desired records by checking the box to the left of Member ID
        ii. from Actions pulldown, "Send Email"

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GLOBAL MEMBER SEARCH

Search a member that is not member of your group. This search method requires you to have the member's membership ID# or Name and Current Post/Squadron. Limited information is provided to allow verification of membership, status and post/squadron they are associated with.

Home > My Views > Group Profile > Global Member Search

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Global Member Search" from the left MY VIEWS menu.
3. Select Lookup Option
    i. Global Member Search by Member ID
    ii. Global Member Search by Last Name and Post Number
4. Enter required search options and "View Report"
5. Return to Group Profile page: Click top page breadcrumb to "Group Profile"

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GROUP INFORMATION

Group = Post, Squadron, County and District. The My Groups menu displays the group you are located.

Group Attributes / Services - Add

Home > My Views > Group Profile > "group" Services

1. From your My Account page, enter My Groups to access Group Profile

2. Go to "Group Attributes/Services" from the left MY VIEWS menu.
3. Click "Edit" to update attributes / services
4. Check applicable attributes and "Save"
    i. Canteen
    ii. Funeral Services
    iii. Hall Rental
    iv. Smoking Allowed
    v. Auxiliary
    vi. Legion Riders
    vii. Sons of The American Legion

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Group Email - Add

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Contact Information" from the left MY VIEWS menu.
3. Click "Add New Email"
4. Enter the emaillocation, address and preferences.
    i. Set as Main Email Address. Only one main email address can be listed. The current main email address on file is replaced when selected.
5. "Save"

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Group Fax - Add

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Contact Information" from the left MY VIEWS menu.
3. Click "Add New Fax Number"
4. Enter the location, number and preferences.
    i. Set as Main Fax. Only one main fax can be listed. The current main fax on file is replaced when selected.
5. "Save"

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Group Message - Add

Home > My Views > Group Profile > "group" Message

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Group Message" from the left MY VIEWS menu.
3. Click Edit to the right of the Message area to open message box.

4. Enter message and "Save"
    i. Maximum number of characters for message is ____________

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Group Newsletter - Add

Home > My Views > Group Profile >Publish Newsletter

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Publish Newsletter" from the left MY VIEWS menu.
3. Click "Add New Attachment"
4. Select "Choose File" and browse the file to upload. PDF recommended file type
5. Select Document Type (required)
    i. Charter
    ii. Miscellaneous
6. Click "Upload"
7. "Save"

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Group Phone - Add

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Contact Information" from the left MY VIEWS menu.
3. Click "Add New Phone Number"
4. Enter the phone type, location, number and preferences.
    i. Set as Main Phone Number. Only one main phone number can be listed. The current main phone number on file is replaced when selected.
    ii. Do Not Call
5. "Save"

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Group Photo - Add

Home > My Views > Group Profile > "group" Message

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Group Message" from the left MY VIEWS menu.
3. Click "Add" on the photo image
4. Select "Choose File" and browse the photo or image. Supported: gif, jpeg, jpg, png
5. Click "Upload"
6. "Save"

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Group Website - Add

Home > My Views > Group Profile > Contact

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Contact Information” from the left MY VIEWS menu.
3. Click “Add New Website Address”
4. Enter the website name, address and preferences.
    - i. Set as Main Website. Only one main website can be listed. The current main website on file is replaced when selected.
5. “Save”

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MATERIALS – MANUAL, BROCHURES, SPEECHES

Brochures

Home > My Views > Group Profile > Officer Manuals

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Brochures” from the left MY VIEWS menu.
3. Click on the brochure title to open as a PDF. Save or Print
4. View available brochures.

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Officer Manuals

Home > My Views > Group Profile >Officer Manuals

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Officer Manuals” from the left MY VIEWS menu.
3. Click on the manual title to open as PDF. Save or Print
4. View available manuals.

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Speeches

Home > My Views > Group Profile >Suggested Speeches

1. From your My Account page, enter My Groups to access Group Profile
2. Go to “Brochures” from the left MY VIEWS menu.
3. Click on the speech title to open as a PDF. Save or Print
4. View available speeches.

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MEMBER MANAGEMENT

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

Address - Add

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click"View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click " Addresses"
5. Click "Add Address"
6. Enter address "Save"

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Address - Delete

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click " Addresses"
5. Click "Delete"
6. You will be asked to confirm. Select "Delete"

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Address - Edit

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click " Addresses"
5. Select "Edit" view edit address
6. "Save"

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Address - Main

The main address is the address listed as the primary contact address. Unless specified, the main address is used in all mail correspondence

Deceased Member – Update member status to Deceased

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Edit" in Demographics section. View edit demographics window
5. Check Deceased and "Save"

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Email Address - Add

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. "Add New Email Address"
6. Enter Email location and address and "Save" view add new email address window
    - i. Check Boxes (Optional)
        - i. Set as Main Email Address – UN and PW retrieval are sent to Main Email
        - ii. Include in Print Directory
        - iii. Include in Web/Mobile Directory
        - iv. Use for Digital Subscriptions

Email Address - Delete

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Select "Delete" view delete email address window
6. Click "Delete" in delete confirmation window

* The delete option is only available if more than one email is on file. To remove an email, leaving none on the membership record, contact national headquarters customer service at 800.433.3318.

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Email Address Edit

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Select "Edit" view edit email address window
6. Check preferences if applicable and "Save"
    - i. Check Boxes (Optional)
        - i. Include in Print Directory
        - ii. Include in Web/Mobile Directory
        - iii. Use for Digital Subscriptions

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Email Address - Main

The email address listed as MAIN is also the email for account validation. Forgot username and password requests are sent to the main email.

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Phone Number - Add

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. "Add New Phone Number"
6. Enter phone type, location, number and optional preferences boxes.
    i. Set as Main Phone Number
    ii. Do Not Call
    iii. Include in Print Directory
    iv. Include in Web/Mobile Directory
7. "Save"

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Phone Number- Edit

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

1. From your My Account page, enter My Groups to access Group Profile
2. Click "View Members" from left menu "View Members"
3. Search the member and click on their name from the list to view Member Profile
4. Click "Contact Information"
5. Enter updates and "Save" view edit phone number
    i. Do Not Call
    ii. Include in Print Directory
    iii. Include in Web/Mobile Directory
6. "Save"

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Phone SMS Verification.

SMS is a text messaging service component of most telephone, Internet, and mobile device systems. It uses standardized communication protocols to enable mobile devices to exchange short text messages. This feature does not currently function.

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MEMBERS RENEWED ONLINE

Home > My Views > Group Profile > Members Renewed Online

This area is not fully developed.

Create a report to view members that have renewed online to your group with dues allocations for Post and Department. If District and County dues are allocated, they are included in this report.

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PROCESS MEMBERSHIP – ONLINE TRANSMITTAL

Transmittal – Renew Members

Home >Membership > Post Transmittal

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Process Membership" from the left MY VIEWS menu. view menu
3. Click "Add/Modify Transmittal" view
4. Post Transmittal window opens. view post transmittal window
5. Search the member to renew and check the box to the left of the member to renew.
    - i. No search results?
        - i. The member is already paid, in a pending batch, or transferred out of your post/squadron. Results in this search only provide members eligible for renewal.
        - ii. The member has expired more that 2 years. Select Add/Transfer Member to continue.
6. Review post transmittal summary that updates with amount due.
    - i. Dues amount not correct? Contact your department headquarters.
7. Repeat with each member to renew.
    - i. Saving the batch allows you to exit post transmittal and return to submit later. All transmittals are to be submitted within 14 days.
8. View the members in the batch click "List Selected"
9. Click "Finalize".
10. Add Payment information or select the saved bank account and "Pay Now".
    - i. Authorization checkbox required.
11. Print or Save Receipt

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Transmittal – Add or Transfer Member

Home > Membership > Post Transmittal

1. From your My Account page, enter My Groups to access Group Profile

2. Go to "Process Membership" from the left MY VIEWS menu. view menu
3. Click "Add/Modify Transmittal" view
4. Post Transmittal window opens. view post transmittal window
5. Click "Add/Transfer Member" to view add/transfer scenario. view
    i. New member – never been a TAL member or SAL member
        i. Enter contact information and demographics and "Save" view

    ii. Current or former member
        i. Enter ID# and Last Name

6. Add member information and "Save". This adds the member to transmittal.
7. View the members in the batch click "List Selected"
8. Click "Finalize".
9. Add Payment information or select the saved bank account and "Pay Now".
    i. Authorization checkbox required.

10. Add Payment information or select the saved bank account and "Pay Now".
    i. Authorization checkbox required.

11. Print or Save Receipt.

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Transmittal – Transfer Member

Home > Membership > Post Transmittal

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Process Membership" from the left MY VIEWS menu. view menu
3. Click "Add/Modify Transmittal" view
4. Post Transmittal window opens. view post transmittal window
5. Click "Add/Transfer Member" view
6. Enter Member ID# and Last Name (required) and "Continue"
7. Verify member information, make any updates and "Save".
8. View the members in the batch click "List Selected"
9. Click "Finalize".
10. Add Payment information or select the saved bank account and "Pay Now".
    i. Authorization checkbox required.

11. Add Payment information or select the saved bank account and "Pay Now".
    i. Authorization checkbox required.

12. Print or Save Receipt.

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Renew an Expired Member Not on Post Transmittal listing

The post transmittal listing includes members with eligible renewal years current minus 1.To renew members that have let their membership expire greater than one year:

1. Select “Add/Transfer Member”.
2. Process as a Current or former member.
3. Enter the member's ID# and Last Name and “Continue”.
4. This action adds the expired member to your transmittal. Click “Save” with each update.

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Transmittal Payment Information – How do I enter?

Payment information is entered when finalizing the transmittal. When finalizing, click Pay Now and the banking account window will open to enter your bank account and routing number. If you receive an error while entering payment information, please confirm the routing and account information with your financial institution for ACH payments.

- **How to Find Routing Number on a Check**

Look in the lower left hand corner of the check where routing numbers are located.
Look for an icon on the check. The icon is a character is from the BankerScriber MICR font.
Identify the first nine numbers. **All routing numbers are nine numbers.**

- **How do you identify a Routing Number on a Check?**

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.

- **How many numbers are in a bank account number?**

The account number works in conjunction with the routing number. While the routing number identifies the name of the financial institution, the account number-usually between eight and 12 digits -identifies your individual account.

- **How long is a standard bank account number?**

The most common length for bank account numbers is 9, 12, or 10 digits. Although they range from 4 to 17 digits long. I have a large database of valid numbers and there's no pattern that I can see to the "account number".
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Transmittal Payment Information – How do I update?

Bank information can be updated when finalizing the transmittal. The Transmittal Payment window has a link to Update Account Information.
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Transmittal History

Home > Membership > Transmittal History

1. From your My Account page, enter My Groups to access Group Profile

2. Go to "Transmittal History" from the left MY VIEWS menu.
3. Table displays with summary of transmittal history. Select Transmittal Number to view members in the transmittal.

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REGISTERED MEMBERS

Home > My Views > Group Profile > Registered Members

This area is not fully developed.

View a listing of all members that have created a myLegion member account.

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REPORTS / LABELS

Consolidated Reports – CPR and CSR– EDIT / SAVE / FINALIZE

** Available for Post and Squadron Adjutants only. Consolidated reports are only available if a report was started prior to April 1.

1. Click "Edit Reports" or "View / Edit Reports" from the left menu. View dashboard. The dashboard with Consolidated Report options is restricted to Post and Squadron Adjutants.
2. MY CONSOLIDATED REPORTSwindow will open.This window provides information for Open and Closed reports. Post Adjutants have access to Post and Squadron reports. Click "Edit" to open the report.
3. In Preview and Final Steps, click "Edit" to open the report to update.
4. Report information provides field boxes to include data. The number located at the lower right indicates the maximum characters allowed. Tab to go from one field to the next or scroll and click. The report is no longer completed in sections. It is one continuous form. Located the bottom of the form are buttons to "Save as Draft", "Cancel" or "Next" to navigate to Preview and Submit.
5. Select "Submit Final".

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Labels – 3/10

Home >My Views > Group Profile > Reports / Labels

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select the 3x10 label option.
4. Set the last paid year and click "View Report"
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

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Member Online Renewals

Home >My Views > Group Profile > Reports / Labels

Create a report to view members that have renewed online to your group. Member online renewal is limited to Legion members only.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select Member Online Renewal.
4. Set the date range using the calendar icons and "View Report"
5. Names display one column. From the export pulldown menu export to a PDF.
6. Print labels from PDF document.

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Find Members in My Area

Home > My Views > Group Profile > Reports / Labels

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Find Members In My Area".
4. Set parameters for members to find. **Enter the zip code first**. Next enter last paid year. And "View Report"
5. The report generates. View Report. From the export pull down menu export the document to the desired application.

About this report:

Includes headquarters members and expired member meeting search parameters.

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Post Current Roster

Home > My Views > Group Profile > Reports / Labels

- From your My Account page, enter My Groups to access Group Profile
- Go to "Reports/Labels" from the left MY VIEWS menu.
- Select "Current Roster".
- Set parameters that include Group*, Last Paid Year, Status, Mailing Status and "View Report". Group filter must be set first.
- The report generates. View Report. From the export pull down menu export the document to the desired application.

About this report:

- Report displays Status, ID#, Name, Address, Phone, Email, Conflict, Continuous Years, Branch of Service, and Membership Type.
- Includes members of the group meeting search parameters.
- Last Paid includes Current Year and 2 previous years.
- Undeliverable mail status results in the member not receiving renewal notices, TAL magazine or any mailing from National or Department.

- Use this roster to generate a Deceased, Un-renewed and Undeliverable reports.

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District / County Post Roster Listing

Home > My Views > Group Profile > Reports / Labels > Post Roster – Listing

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Click "Post Roster Listing" from COUNTY AND DISTRICT REPORTS area.
4. Select District/County from pulldown menu.
5. Check post/squadron. Select one, multiple of All.
6. Select last paid year(s).
7. Select Status.
8. Select Membership Status.
9. Click View Report. From the export pull down menu export the document to the desired application.

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Deceased Report

Home > My Views > Group Profile > Reports / Labels

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Current Roster".
4. Set parameters that include Last Paid Year, Status "Deceased", Mailing Status and "View Report".
5. The report generates. From the export pull down menu export the document to the desired application.

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Expired Members Report

2 areas will provide members that are expired.

Home > My View > Group Profile > Members

1. From your My Account page, enter My Groups to access Group Profile.
2. Select "View Members" from left menu.
3. Select "Current Roster".
4. Filter Member Status to Expired.
5. Click View Report to generate. From the export pull down menu export the document to the desired application.

Note: Select Member Status only to identify expired members.

Home > My Views > Group Profile > Reports / Labels

1. From your My Account page, enter My Groups to access Group Profile.

2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Current Roster".
4. Set parameters that include Last Paid Year(s), Status "Active", Mailing Status and "View Report".
5. The report generates. From the export pull down menu export the document to the desired application.

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Roster Updates

Home > My Views > Group Profile > Reports / Labels

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Roster Updates".
4. Select group and set date range. Click View Reports.
5. From the export pull down menu export the document to the desired application.

About this report:
Includes all updates made to a member's record, including transfer in and out information.

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Undeliverable Report

Home > My Views > Group Profile > Reports / Labels

Undeliverable mail status results in the member not receiving renewal notices, TAL magazine or any mailing from National or Department.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "Reports/Labels" from the left MY VIEWS menu.
3. Select "Current Roster".
4. Set parameters that include Last Paid Year, Status, Mailing Status set to "Undeliverable" and "View Report".
5. The report generates. From the export pull down menu export the document to the desired application.

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VIEW MEMBERS ROSTER

Home >My Views > Group Profile > Members

View Members displays all members who are current members, new members in process, and paid members that have transferred out. Paid members transferring out will drop from the roster when they renew membership to where they transferred.

View members provides search fields to search and export data, with an Actions menu to send emails.

The primary focus for this roster is to manage or view member detail information, search the member in View Members and click on the name to open additional membership information.

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "View Members" from the left MY VIEWS menu.
3. The roster appears on the Group Profile window.
    - i. Print/Save full roster
        - i. select all records by checking the box to the left of Member ID
        - ii. from Actions pulldown, "Export Full Roster" or "Print Roster"
    - ii. Print/Save selected records
        - i. select desired records by checking the box to the left of Member ID
        - ii. from Actions pulldown, "Export SelectedRecords"

Viewing the list will not display all records if greater than 2000. To view all members, export the list using the Actions menu.
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TRAINING REQUESTS

The Training White Paper project was presented at the Spring & Fall meetings (2017), which resulted in the creation of the 21st Century Committee that defines our training methods. In summary, the leadership decided National should provide materials online for departments, districts and posts to conduct their own local trainings as much as possible.
Respond to myLegion Training Requests using the text below.
National will provide materials online for departments, districts and posts to conduct their local trainings as much as possible.
Online training sessions, accompanying PowerPoints and Q&A summaries are available at https://www.legion.org/training/training-tuesdays for download and to use at the local level. If these do not meet your need, contact National Member Engagement & Training Coordinator at legiontraining@legion.org.
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VIEW MEMBERS

Home > My Views> Group Profile > Members
View members opens the group roster with search options to locate a specific member or group of members. For more information about managing a member's record go to MEMBER MANAGEMENT

1. From your My Account page, enter My Groups to access Group Profile
2. Go to "View Members" from the left MY VIEWS menu.
    - i. Search using search options.
    - ii. Select Member's Name to open more information.
    - iii. Select Member's Email to open an email from your provider.

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AMERICAN LEGION

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

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APPENDICES

THE AMERICAN LEGION | MEMBER DATA FORM

Date ____________________

(Please use ink and print clearly using UPPERCASE letters)

Member ID # (9-digit)	Dept.	Post #	
First Name	MI	Last Name	Suffix

MEMBERSHIP RECORD CHANGE

Deceased   Honorary Life Membership Code: Add   Delete

Member above holds an elected office or appointment within the Department or District

NAME CORRECTION

First Name	MI	Last Name	Suffix

NEW ADDRESS

Line 1		
Line 2		
City	State	ZIP Code
Home Phone	Cell Phone	

EMAIL ADDRESS

DATE OF BIRTH

MM/DD/YYYY

CONTINUOUS YEARS OF MEMBERSHIP

# Years	Last Paid Membership Year

Member Transferring **FROM**:	Department (Alpha Code)	Former Post #
Member Transferring **TO**:	Department (Alpha Code)	New Post #

GENDER

Male   Female

WAR ERA (Mark all that apply)

Global War on Terrorism	Panama	Vietnam	WWII
Gulf War	Grenada/Lebanon	Korea	Other Conflicts

BRANCH OF SERVICE

Air Force   Army   Coast Guard   Marines   Merchant Marines (WWII only)   Navy   Space Force

Signature – Post Adjutant
(Required for Transfers, Deceased, Honorary Life and Cont. Years changes)

Signature – Member
(Required for Transfers)

SEE INSTRUCTIONS ON REVERSE SIDE

Stock# 30-001 (Rev. 10/2020)   Artwork# 62IA1020

National Headquarters Copy

THE AMERICAN LEGION
MEMBER DATA FORM

INSTRUCTIONS

Please clearly print or type the information when filling out the form.

Information that is illegible or incomplete is subject to error. Your help in ensuring the accuracy of the information reported is appreciated and will assist National Headquarters in maintaining a more accurate database for members of The American Legion.

The Member Data Form should be used to report:

- Name/Address Changes
- Date of Birth
- Email Additions or Changes
- Continuous Years Changes
- Post Transfers
- Deceased Members

The Member ID Number, Post Number and the name of the Department is required for a Member Data Form to be processed by National Headquarters.

The following pertains to transfers only:

The transfer from one post to another is a privilege granted to any paid-up Legionnaire with the approval of the post to which the member desires to transfer.

A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:

1. No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one post to another. The accepting post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former post.
3. A Legionnaire desiring transfer of membership must first secure approval from the post to which transfer is desired. This may be done orally or in writing. The Adjutant of the new post will complete and route the parts of the form as instructed.
4. Department or National Headquarters will transfer the member's record to the new post, provided that member's current record is on file and provided the information on the transfer is complete.
5. No member may transfer to another post if the member has disciplinary actions within their post and this post has notified National Headquarters of the situation.

ROUTE THE PARTS OF THE MEMBER DATA FORM AS FOLLOWS:

Parts 1-3: Send to department headquarters. The department will either process the transfer or forward part 1 to National, retain part 2, and mail part 3 to the transferring post.

Part 4: Post should keep for their files.

Note: The signature of the Post Adjutant is required in reporting an Honorary Life Member, a deceased member, a transfer or a continuous years change.

Stock# 30-001 (Rev. 10/2020) Artwork# 62IA1020

HIO

POST LOCATION ADDRESS HERE

Dear Fellow Legionnaire,

Congratulations on your decision to join the American Legion, the largest and best veteran organization in the world. Please understand, you are currently attached to the Headquarters at Department of Ohio. Members belong to posts in the American Legion, the basic organizational unit of the American Legion. Membership is by post only. Ohio currently has 80,000 members in 527 posts located in cities and towns across our entire state.

Our duties are beautifully spelled out in the Preamble to the Constitution of The American Legion. The four Pillars, our primary programs, established in 1919, supporting veterans, national security, children and youth and Americanism make us a respected organization across our nation and in our communities. Mutual helpfulness becomes a reality through the post's comradeship, social activities and service programs.

Because the post is the base organizational unit of the American Legion, per direction from Department of Ohio, we are transferring you into your local American Legion Post in ADD YOUR CITY. We believe we have a responsibility to the veterans and children of our community – and to the community itself.

POST NUMBER is located at POST ADDRESS. We meet the MEETING DAY each month at MEETING TIME. Please contact me to arrange a time to meet and visit our post. Please bring a copy of your DD-214 to confirm your qualifications for membership in the American Legion.

Welcome to the American Legion. We look forward to seeing you at Post NUMBER.

NAME
Post NUMBER Membership Chair
PHONE NUMBER

Simplified Pricing - Effective June 2016.
Post dues must be less than or equal to $48.00.

AGE	18-29	30-39	40-49	50-59	60-69	70-79	80-89	90+
FEE	$1,535	$1,399	$1,229	$1,025	$815	$599	$429	$329

Pricing for members whose Post dues are more than $48.00 are to be calculated from the previous rate chart (eff 10/2009).

THE AMERICAN LEGION NATIONAL HEADQUARTERS
APPLICATION FOR PAID-UP-FOR-LIFE MEMBERSHIP
(Please print clearly)

APPLICANT'S NAME ______________________________ MEMBER ID # ______________

MAILING ADDRESS ____

CITY ______________________ STATE __________ ZIP ______________

TELEPHONE (___) ______________ DATE OF BIRTH ______________ TOTAL PUFL FEE $ __________
(Mo./Day/Year)

EMAIL ADDRESS: ____

BRANCH OF SERVICE (check only one): ☐ US Army ☐ US Navy ☐ US Marines ☐ US Air Force ☐ US Coast Guard

WAR ERA:				
	☐WWII	December 7, 1941 – December 31, 1946	☐Grenada/Lebanon	August 24, 1982 – July 31, 1984
	☐Korea	June 25, 1950 – January 31, 1955	☐Panama	December 20, 1989 - January 31, 1990
	☐Vietnam	February 28, 1961 – May 7, 1975	☐War on Terrorism	August 2, 1990 - Open
			☐Merchant Marines	December 7, 1941 – December 3, 1946 Only

IMPORTANT NOTICE: NATIONAL HEADQUARTERS RESERVES THE RIGHT TO REQUEST FURTHER DOCUMENTATION FROM MEMBER TO CONFIRM ELIGIBILITY AND INFORMATION PROVIDED ON THIS APPLICATION.

☐ **Full Payment Enclosed** *(Deduct $100.00 from fee noted above.)*

☐ **Time Payment Plan** – Requires payment by credit card. Card will be billed monthly, in 12 equal payments. Member's permanent PUFL card will be issued when paid-in-full. *(Must review and sign **Time Payment Agreement**. Not eligible for discount rates.)*

PAYMENT IS MADE BY THE FOLLOWING METHOD (*do not send cash*):

☐ Check or Money Order (*Made payable to The American Legion*) Check or money order number ______________

☐ Charge to MasterCard, Visa, Discover or American Express.

______________________________ ______________
(Credit Card Number) (Expiration Date)

Date ____________ **Signature of card holder required, if different from applicant** ______________

IF GIFT, PROVIDE GIVER INFORMATION BELOW: ☐ **Check here if PUFL is being awarded by Post (Honorary Life)**

Name ______________________ Mbr ID # (If applicable): ______________

Mailing Address ______________________ Phone # ______________

City ______________________ State __________ Zip ______________

Mail PUFL card to: ☐ GIVER ☐ PUFL GIFT RECIPIENT

SIGNATURE OF APPLICANT (required): ______________________________
(Applicant's signature may be omitted only if PUFL is to be given as a gift.)

THIS SECTION TO BE COMPLETED BY NATIONAL HEADQUARTERS

Check/M.O. from:

☐ Member	National Per Capita	______________	Date Received at National:
☐ Post	Dept Per Capita	______________	
☐ Dept.	Post Per Capita	______________	______________

MAIL COMPLETED FORM WITH PAYMENT TO: THE AMERICAN LEGION, PUFL SPECIALIST, PO BOX 1954, INDIANAPOLIS, IN 46206. ALLOW UP TO 6 WEEKS FOR DELIVERY OF PERMANENT PUFL MEMBERSHIP CARD.

FORM #32-001 (Eff January 2014)

Paid-Up-For-Life(PUFL) Agreement

1. The applicant must be in **good standing.**
2. National Headquarters reserves the right to require further information or confirmation of the member's eligibility, which may include a request for the member to provide a copy of his/her DD214 (or similar) or other documentation of age, military service or membership eligibility. The member's Paid-Up-For-Life application will be held pending verification.
3. The member's Post will be notified of the new PUFL membership and will be permitted up to 30 days to challenge the application for acceptance.
4. If payment is being made using a credit card, the full payment will be charged immediately. Payment can be made by MasterCard, Visa, Discover or American Express.
5. The permanent (plastic) PUFL card will be issued within 4-6 weeks of receipt and approval of the application.
6. No refund of payment(s) will be made if the member chooses to discontinue his/her PUFL membership at any time, once the application is approved and processed; the only exceptions are explained in Item 7. This also pertains to members participating in the Time Payment Plan whose account was closed due to delinquency. These members will not be eligible to participate in the Time Payment Plan in the future but may re-submit an application with full payment at any time. (Any funds previously submitted on the cancelled account will not be credited to the new application.)
7. Should a PUFL member hold membership in a Post whose charter has been canceled and no other Post is available to accept a transfer, then the unused portion of the original fee, if any, will be refunded. The same rule will apply in the event that the member is expelled from membership by action of his Post or Department Headquarters. **Except as stated, no refund of any portion of PUFL membership fees paid to National will be made at any time.**
8. Once the application is processed by National Headquarters, the member will no longer receive renewal notices and his/her subscription to *The American Legion Magazine* will never expire. The member will be automatically renewed each year and his/her annual membership card will be mailed around July 1st to the member's address on record at National Headquarters.

Additional Terms for Time Payment Plan Participants ONLY

9. Current members of The American Legion may use the Time Payment Plan to purchase a Paid-Up-For Life (PUFL) membership through National Headquarters. No Interest or service charge is added.
10. After receipt and approval of the application at National Headquarters, the remaining balance will be divided into 11 equal monthly payments.
    - National Headquarters will bill the credit card account provided by the member each month in the amount of 1/12 of the total Paid-Up-For-Life fee.
    - It is the responsibility of the member to contact the PUFL Specialist at 800-433-3318 to report a new credit card expiration date prior to the expiration of the card information originally provided.
    - If the member wants to change the credit card account used at any time after the application is submitted to National Headquarters, the member must contact the PUFL Specialist at 800-433-3318 to provide the replacement credit card information.
11. The total PUFL membership fee must be paid within 12 months after the application is processed at National and consecutive monthly payments are to be maintained. Delinquent accounts may be closed with or without notice to the member. A delinquency will occur if the member's credit card payment is declined for any reason. Any payments already made will be forfeited; no refunds will be issued if a Time Payment account is closed for any reason.
12. The member can elect to pay more than the minimum each month; much the same as a credit card account, paying in advance, or more than the minimum, simply means the account is paid off earlier. To increase the monthly payment amount billed to the member's credit card, the member must contact the PUFL Specialist at 800-433-3318.
13. The permanent (plastic) PUFL membership card will be issued only after the total PUFL fee is paid-in-full. If annual cards are issued before the fee is paid-in-full, the member will receive an annual card with the notation of "TIME PAY."

Please sign below and make sure that the PUFL application is completed to avoid delay in processing.

I acknowledge and understand the terms of The American Legion Paid-Up-For-Life membership program. My signature below indicates acceptance of the Agreement as stated above.

_______________________________ *Signature of Member (Applicant)*

_______________________________ *Member ID#*

_______________________________ *Date*

SAVE PAPER.
SAVE POSTAGE.
SAVE TIME.

www.legion.org/renew

QUICKLY AND EASILY RENEW ONLINE

MEMBERSHIP MATTERS

AMERICAN
LEGION