MyLegion.org

Member/Post Processing

Looking up a member and making changes to record
You can look up a member in three different ways, List All Members, By ID# or By Name. Each way will allow you to edit a members’ information.
List All Members
List All Members

You can select “MORE” for more members names
List All Members

You can select “MORE” for more members names

Click on the members number you are wishing to look at/change
Search by ID #
Search by ID #

Enter the Members ID # and select “Continue”
Search by ID #

Enter the Members ID # and select “Continue”
Search by Name
Search by Name

Enter the Last Name (required), first name (optional)
Search by Name

Enter the Last Name (required), first name (optional)

Select “Search”
You can also get right to the change form by entering the members ID in the Member Data Change by ID.
Member Information
- Name/Membership Number
- Current Address
- Current Telephone Number
- Gender
- Email
- Conflict
- Branch of Service
- Membership Type
- Status
- AELI/Basic Training completion Date
- Dates
- Current Dues

From Here you can get
- Payment Information
- Offices/Commissions
- Data Changes

You can also change their information/report them deceased
Payment History – a history of dues payments
Offices/Commissions – List of offices and Commissions held

<table>
<thead>
<tr>
<th>Office/Commission</th>
<th>Beginning</th>
<th>Ending</th>
<th>Dept/Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>BISHOP ORTOSICAL COMMISSAR</td>
<td>06/18/2017</td>
<td>07/20/2018</td>
<td></td>
</tr>
<tr>
<td>DISTRICT ADJUTANT</td>
<td>09/10/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DISTRICT COMMISSAR</td>
<td>07/23/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST ADJUTANT</td>
<td>09/04/2019</td>
<td>07/15/2019</td>
<td></td>
</tr>
</tbody>
</table>
Data Changes- Any data changes that have been made
Member Information
- Name/Membership Number
- Current Address
- Current Telephone Number
- Gender
- Email
- Conflict
- Branch of Service
- Membership Type
- Status
- AELI/Basic Training completion Date
- Dates
- Current Dues

From Here you can get
- Payment Information
- Offices/Commissions
- Data Changes

You can also change their information/report them deceased
You can report a member deceased
You can change any of the info listed here.
You can report a member deceased
You can change any of the info listed here.

Select “Submit”