

Processing Membership (through MyLegion.Org)

This is a way for the Post to process their membership without having to send anything to Department for processing. No mailing cost, no concerns about it getting lost in the mail. You can transfer members and add new ones using this program.

There is a much larger more complex presentation on the MyLegion.org page that has the MyLegion Bulleting Board page at the Bottom – How to Use the Membership Processing Tool”

Member/Post Processing

Process Membership

If you have not set up your banking info select “Manage Payment Method”.

Enter the banking information, don’t forget to “save” the info

On the Process Membership page there are several columns

Date Opened – the date you started the current process

Number of Cards – the number of membership you are processing

Amount – amount which will be deducted from your bank account

Date Submitted – the date you submitted the membership (a membership can remain open for 14 days at which time National will cancel it)

Processed Date – the date National processed the Membership

Transmittal Status – The status of the transmittal (Open, Pending, Processed or Declined)

Edit/Review – where you start, continue or review a transmittal

To start a transmittal select Edit/Review

From here you can

Add a new Member

Transfer in a member (one that has not paid for the current membership year)
Renew a current post member

Add a new Member

Select Add New Member and complete the info requested.

Transfer in a Member

Select Transfer In and enter the members ID and Last Name, verify the information is correct

Renew a Current Post Member

Enter either the Member ID or the Last Name (First name is optional)
Select the individual you are going to renew by selection the "Renew" button to the far right. Verify the members information. Select the eligible renewal years and then select renew.

Once you are all done with all your renewals/Adds and transfers select the "Submit Batch".

You should receive a notice to verify the email for the Post and the dollar amount that will be subtracted from the bank account. You should also get an e-mail telling you it has been submitted.

It is a good idea to either keep this e-mail or print it and keep it with part 1 & 2 of the membership card. You should receive another e-mail when National has processed the membership.

Once you submit the membership online you can send the member their membership card.