

Processing Membership On-Line

A Post can process their membership online for renewals, new members or transfers that have not yet paid for the current membership year. The Post does not have to send anything to the Department Office.

Click on Process Membership

The screenshot displays the myLEGION.ORG website interface. At the top, the logo reads "myLEGION.ORG The members-only section of Legion.org". A navigation bar includes links for LEGION, SAL, DOWNLOADS, CONTACT US, MY ACCOUNT, and LOGOUT. Below this, a sidebar menu lists various functions, with "Process Membership" highlighted by a blue arrow. The main content area is titled "myLegion Bulletin Board" and features a date of "May 13, 2020". It contains several informational sections: a notice about customer service availability during the COVID-19 pandemic, "New Membership Target Dates" (April Children and Youth target date moved to May 13, 2020; Armed Forces Day Target Date - June 17, 2020 (revised)), and "Questions Regarding Operations and Events" (if you have questions regarding suspension/cancellation of local operations or events, please contact your Department). A "NEED HELP?" section provides contact information for myLegion support, including an email address (mylegion@legion.org) and a new contact number (833.253.9955). A "MEMBERSHIP PROCESSING" section states that transmittals should be submitted within 14 days of opening the batch and that only members paying current dues can be transferred electronically. At the bottom of the page, there are links for "Leadership FAQs" and "How to Use the Membership Processing Tool". The footer contains the text "2019 The American Legion. All Rights Reserved." and "Terms and Conditions | Privacy Policy | Contact Us".

Payment Method

To use this tool, you will need to set up the banking info for the Post.

Click on Manage Payment Method

myLEGION.ORG
The members-only section of Legion.org

LEGION SAL DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

Database = TAL

Member/Post Processing

List All Members

By ID#

By Name

Mtr Data Change by ID

Review Member Changes

Members Renewed Online

Post Inquiry

Consolidated Post Report

Registered myLgn Mbrs

PLFL Application

Process Membership

Report Server

Reports/Labels

Tools

Publish Post Message

Publish Post Image

Publish Newsletter

Global Member Lookup

Materials

Post Officer Manuals

Brochures

Suggested Speeches

Officer's Forum

View Forum

Process Membership

[Manage Payment Method](#)

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
09/20/2020	0	.00			Open	Edit
04/13/2020	2	70.50	04/13/2020	04/22/2020	Processed	Review
01/16/2020	1	35.25	01/20/2020	01/29/2020	Processed	Review
12/27/2019	4	141.00	01/02/2020	01/11/2020	Processed	Review
12/13/2019	3	105.75	12/13/2019	12/23/2019	Processed	Review
10/04/2019	3	105.75	10/04/2019	10/13/2019	Processed	Review
09/19/2019	2	70.50	09/19/2019	09/28/2019	Processed	Review
09/09/2019	1	35.25	09/10/2019	09/19/2019	Processed	Review
09/20/2019	2	70.50	09/21/2019	09/30/2019	Processed	Review
09/14/2019	7	246.75	09/14/2019	09/24/2019	Processed	Review
08/02/2019	7	246.75	08/02/2019	08/11/2019	Processed	Review
07/29/2019	10	352.50	07/29/2019	08/07/2019	Processed	Review
07/23/2019	4	141.00	07/23/2019	08/01/2019	Processed	Review
07/20/2019	4	141.00	07/23/2019	08/01/2019	Processed	Review
07/17/2019	4	141.00	07/17/2019	07/26/2019	Processed	Review
07/16/2019	6	211.50	07/16/2019	07/25/2019	Processed	Review
07/15/2019	44	1,551.00	07/15/2019	07/25/2019	Processed	Review
07/09/2019	21	740.25	07/09/2019	07/18/2019	Processed	Review
07/02/2019	1	35.25	07/02/2019	07/11/2019	Processed	Review
06/27/2019	1	35.25	06/27/2019	06/05/2019	Processed	Review
02/20/2019	1	35.25	02/20/2019	03/01/2019	Processed	Review
02/19/2019	1	35.25	02/19/2019	02/28/2019	Processed	Review
01/27/2019	1	35.25	01/27/2019	02/05/2019	Processed	Review
01/20/2019	2	70.50	01/20/2019	01/30/2019	Processed	Review
11/27/2018	4	141.00	11/28/2018	12/07/2018	Processed	Review
10/30/2018	7	246.75	10/31/2018	11/06/2018	Processed	Review
09/21/2018	9	317.25	09/21/2018	09/30/2018	Processed	Review
09/03/2018	10	352.50	09/03/2018	09/12/2018	Processed	Review
07/28/2018	5	176.25	07/28/2018	08/07/2018	Processed	Review
07/17/2018	17	599.25	07/27/2018	08/05/2018	Processed	Review
07/15/2018	60	2,115.00	07/15/2018	07/27/2018	Processed	Review

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Enter your banking information and select Save

Your account will be held until the 1st-Echeck completes processing in the banking network. This is only necessary for your 1st-transaction to ensure account is set up correctly.

myLEGION.ORG
The members-only section of Legion.org

LEGION SAL DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

Database = TAL

Manage Account

Member/Post Processing
List All Members
By ID#
By Name
Mbr Data Change by ID
Review Member Changes
Members Renewed Online
Post Inquiry
Consolidated Post Report
Registered myLgn Mbrs
PUFL Application
Process Membership

Report Server
Reports/Labels

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Publish Post Message
Publish Post Image
Publish Newsletter
Global Member Lookup

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Post Officer Manuals
Brochures
Suggested Speeches

Officer's Forum
View Forum

Account on File

Account Type: Checking
Routing Transit No. [REDACTED]
Bank Account No. [REDACTED]
Name on Account [REDACTED]
Email Address [REDACTED]

Delete this Account

Update Bank Account

Account Type:

Routing Transit No.

Bank Account No.

Re-Enter Bank Account No.

Name on Account

Email Address

Re-Enter Email Address

Save

Memo: 0000989430 0014409843
Routing Transit Number Account Number

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There are several columns on the Process Membership Page

Date Opened – the date you started the current Process

Number of Cards – the number of membership you are processing

Amount- the amount which will be deducted from your bank account

Date Submitted – the date the membership was submitted (a membership process can stay 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 processing membership click on Edit in the Edit/Review column

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Process Membership

[Manage Payment Method](#)

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12/13/2019	3	105.75	12/13/2019	12/22/2019	Processed	Review
10/04/2019	3	105.75	10/04/2019	10/13/2019	Processed	Review
09/19/2019	2	70.50	09/19/2019	09/28/2019	Processed	Review
09/06/2019	1	35.25	09/10/2019	09/19/2019	Processed	Review
09/20/2019	2	70.50	09/21/2019	09/30/2019	Processed	Review
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07/29/2019	10	352.50	07/29/2019	08/07/2019	Processed	Review
07/23/2019	4	141.00	07/23/2019	08/01/2019	Processed	Review
07/20/2019	4	141.00	07/23/2019	08/01/2019	Processed	Review
07/17/2019	4	141.00	07/17/2019	07/26/2019	Processed	Review
07/16/2019	6	211.50	07/16/2019	07/25/2019	Processed	Review
07/15/2019	44	1,551.00	07/16/2019	07/25/2019	Processed	Review
07/06/2019	21	740.25	07/06/2019	07/16/2019	Processed	Review
07/02/2019	1	35.25	07/02/2019	07/11/2019	Processed	Review
06/27/2019	1	35.25	06/27/2019	06/06/2019	Processed	Review
02/20/2019	1	35.25	02/20/2019	03/01/2019	Processed	Review
02/19/2019	1	35.25	02/19/2019	02/28/2019	Processed	Review
01/27/2019	1	35.25	01/27/2019	02/05/2019	Processed	Review
01/20/2019	2	70.50	01/20/2019	01/30/2019	Processed	Review
11/27/2018	4	141.00	11/28/2018	12/07/2018	Processed	Review
10/30/2018	7	246.75	10/31/2018	11/09/2018	Processed	Review
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08/03/2018	10	352.50	08/03/2018	08/12/2018	Processed	Review
07/28/2018	6	176.25	07/28/2018	08/07/2018	Processed	Review
07/17/2018	17	599.25	07/27/2018	08/05/2018	Processed	Review
07/15/2018	60	2,115.00	07/15/2018	07/27/2018	Processed	Review

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Add a New Member

Click on Add New Member/ Transfer In

Add New Member

Enter the requested information and SAVE

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The members-only section of Legion.org

LEGION SAL DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

Database = TAL

Transmittal Batch

MemberPost Processing
List All Members
By ID#
By Name
Mbr Data Change by ID
Review Member Changes
Members Renewed Online
Post Inquiry
Consolidated Post Report
Registered myLgn Mbrs
PUFL Application
Process Membership

Cards: 0
Total Amount: \$0.00
Status: Open
Charge per member: \$35.25

[Click Here](#)

Add New Member / Transfer-In

Search for Members in My Post to Renew

Member ID: Search by Member ID
Last Name: Search by Last Name
First Name: Search by First Name

No Search Results Found

Members in this Batch

No Member(s) in batch

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Add New Member / Transfer-In

Add New Member
 Transfer-In Existing Member and Renew

Add New Member

* Required Field

First Name*
Middle Initial
Last Name*
Suffix
Date of Birth MM/DD/YYYY
Gender Female Male
Address*

City* (Leave blank if foreign address.)
State* Select State (Leave blank if foreign address.)
Zip* (Leave blank if foreign address.)
Country (Leave blank if US)
Phone
Enter using hyphens (000-000-0000)
Email
Branch of Service Select Branch of Service
Conflict Select Conflict

Transfer in a member

Member cannot have paid for the current membership year

Click on Add New Member/Transfer-In

Select Transfer In Existing Member and Renew



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LEGION SAL DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

Database = TAL

Transmittal Batch

Member/Post Processing
List All Members [Back](#)

By ID# # Cards: 0
By Name Total Amount: \$0.00
Mbr Data Change by ID Status: Open
Review Member Changes Charge per member: \$35.25

Members Renewed Online
Post Inquiry [Add New Member / Transfer-In](#) [Click Here](#)

Consolidated Post Report
Registered myLgn Mbrs
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Search for Members in My Post to Renew

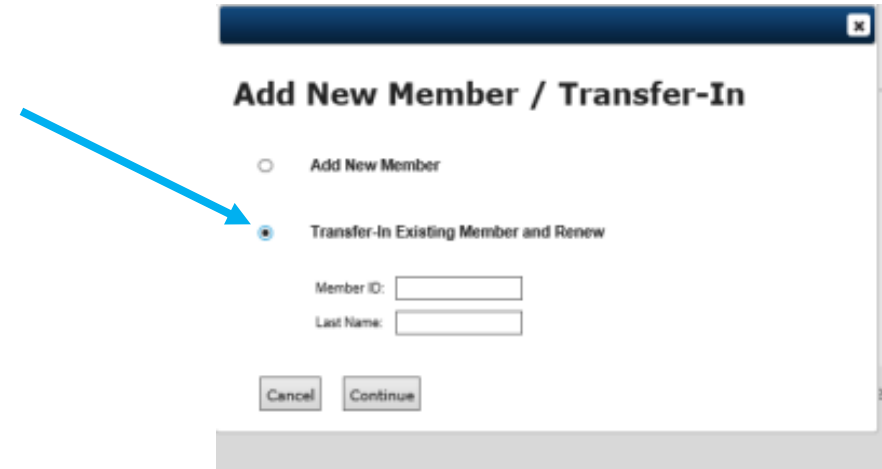
Member ID: Search by Member ID
Last Name: Search by Last Name
First Name: Search by First Name

No Search Results Found

Members in this Batch

No Member(s) in batch

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Add New Member / Transfer-In

Add New Member

Transfer-In Existing Member and Renew

Member ID:

Last Name:

[Cancel](#) [Continue](#)

Renew a Member

In the Search for Members in My Post to Renew area enter the Member ID or Last Name. You can enter the first name along with the Last name, but not alone.

The screenshot shows the myLEGION.ORG interface for a "Transmittal Batch". The page includes a navigation bar with links for LEGION, SAL, DOWNLOADS, CONTACT US, MY ACCOUNT, and LOGOUT. The main content area is titled "Transmittal Batch" and displays summary statistics: # Cards: 0, Total Amount: \$0.00, Status: Open, and Charge per member: \$35.25. A "Back" button is located in the top right corner. On the left side, there is a "Member/Post Processing" menu with options like "List All Members", "By ID", "By Name", "Mbr Data Change by ID", "Review Member Changes", "Members Renewed Online", "Post Inquiry", "Consolidated Post Report", "Registered myLgn Mbrs", "PUFL Application", and "Process Membership". Below this menu, there are sections for "Add New Member / Transfer-In" (with a "Click Here" button), "Search for Members in My Post to Renew" (with input fields for Member ID, Last Name, and First Name), "Report Server" (with "Reports/Labels"), "Tools" (with "Publish Post Message", "Publish Post Image", "Publish Newsletter", and "Global Member Lookup"), and "Materials" (with "Post Officer Manuals", "Brochures", and "Suggested Speeches"). A table titled "Members in this Batch" contains one entry: JOLENE CARLSON, with a "Renew" button in the final column. A blue arrow points to this "Renew" button. At the bottom of the page, there is a footer with "2019 The American Legion. All Rights Reserved." and links for "Terms and Conditions", "Privacy Policy", and "Contact Us".

Click on the renew button of the person you wish to renew

This screenshot is identical to the one on the right, showing the myLEGION.ORG interface for a "Transmittal Batch". It displays the same navigation bar, summary statistics, and menu options. The "Members in this Batch" table shows JOLENE CARLSON with a "Renew" button. A blue arrow points to this button. The footer contains the text "2019 The American Legion. All Rights Reserved." and links for "Terms and Conditions", "Privacy Policy", and "Contact Us".

Verify the information for the individual and select the years you want to renew. Select renew.

Renew Member

Master ID number: 205088789
Last Name: CARLSON
First Name: JOLENE
Middle Initial: [REDACTED]
Address Line: [REDACTED] CO AVE SW
Address Line 2: [REDACTED]
Address Line 3: [REDACTED]
City: COCATO
State Code: [REDACTED]
ZIP Code: [REDACTED]
ZIP Code Extension: [REDACTED]
Country Code: [REDACTED]
Telephone #1: [REDACTED]
E-mail Address: [REDACTED]

Eligible Renewal Years
 2020

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LEGION SAL DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

Database = TAL

Transmittal Batch

Member/Post Processing
List All Members [Back]
By ID# # Cards: 1
By Name Total Amount: \$30.25
Mbr Data Change by ID Status: Open
Review Member Changes Charge per member: \$30.25
Members Renewed Online
Post Inquiry
Consolidated Post Report
Registered myLgn Mbrs
PUFL Application
Process Membership

Add New Member / Transfer-In

Search for Members in My Post to Renew

Member ID:
Last Name:
First Name:

No Search Results Found

Members in this Batch

Master ID number	Name	Membership Year	Edit/Remove
[REDACTED]	JOLENE CARLSON	2020	Edit / Remove

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If you have more members to renew keep entering them until you are all done, then select Submit Batch. An email will go to the email entered on the Payment page, but you will have an option to correct that email.

