



Process Membership On-Line

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



Process Membership

- Renew
- Add new members
- Transfer-in existing members from other Posts.
 - NOTE: Posts can only transfer-in members that dues are being paid.**
- Utilizes electronic payment (ACH). Credit card transactions are only available for departments outside the United States.
- Eliminates the need for Post Officers to send the National/Department portion of the (3-part) membership cards and paper-checks to the Department Headquarters office.
- 7 business day processing time.



How to Process Membership

Step 1 – Set up Payment Method.

Step 2: Click Edit to add renewals and/or new members to an “Open” batch.

Step 3 : Submit Batch for Processing



Open transmittals should be submitted within 14 days to decrease the likelihood of duplicate payments (online), and people complaining about getting renewal notices when they have paid.

If an open batch is not submitted within 14 days the batch will be deleted.

This process eliminates the need for Post Officers to send the National/Department portion of the (3-part) membership cards and paper checks to the Department Headquarters office.



Step 1 – Click on Manage Payment Method.

Process Membership

[Manage Payment Method](#)

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
03/08/2018	0	.00			Open	Edit

Electronic check (Echeck) is the only payment method available when using this feature. The account must be a valid business checking or savings account held with a US Bank.

Credit card payments are only accepted for foreign Posts outside of the US that do not have a checking/savings account with a US Bank.

Your account will be held until the 1st-Echeck completes processing in the banking network. This is only necessary for your 1st- transaction as we need to make sure all account information is setup correctly.



Enter the required information on the “Manage Account” screen and click “Save”

Manage Account

Account on File

Back

No record on file.

Add a Bank Account

Account Type

Checking

Routing Transit No.

Bank Account No.

Re-Enter Bank Account No.

Name on Account

Bank Account Description can be abbreviated.

Email Address

Re-Enter Email Address

Save

Memo	
⑆080989430⑆	0014409843⑆
Routing Transit Number	Account Number



Step 2: Click Edit to “Open” transmittal batch.

Process Membership

[Manage Bank Account](#)

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
11/14/2017	0	.00			Open	Edit

Only one “Open” Membership batch is available for processing. The Open batch must be completed and submitted before a new batch becomes available.

A \$10,000 maximum limit is in effect for each batch.



Transmittal Batch

Back

Cards: 0
Total Amount: \$0.00
Status: Open

Add New Member / Transfer-In [Click Here](#)

Search for Members in My Post to Renew

Member ID:

Last Name:

First Name:

No Search Results Found

Members in this Batch

No Member(s) in batch

ADD A NEW MEMBER

Transmittal Batch

Back

Cards: 0
Total Amount: \$0.00
Status: Open

Add New Member / Transfer-In [Click Here](#)

Search for Members in My Post to Renew

Member ID:

Last Name:

First Name:

No Search Results Found

Members in this Batch

No Member(s) in batch

ADD A NEW MEMBER

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*

State*

Zip*

Country (Leave blank if US)

Phone
Enter using hyphens (000-000-0000)

Email

Branch of Service

Dates of Service

Cancel

Save



Possible Matches

Back

The information you entered matches the members shown below. Click on the member id to transfer the member in rather than adding them as a new member. If the members below are not a match, click on Continue and Add Member.

Member ID	Department	Post	Name	Address	Zip	Date of Birth	War Era
202805302	INDIANA	0777	ROBERT COLLINS	1638 NE 185TH ST	98155	06/05/1983	Aug 2, 1990 - Open

Continue and Add Member

www.China

Transmittal Batch

Back

Cards: 2
Total Amount: \$79.00
Status: Open

Add New Member / Transfer-In [Click Here](#)

Search for Members in My Post to Renew

Member ID:

Last Name:

First Name:

No Search Results Found

Members in this Batch

[Submit Batch](#)

Master ID number	Name	Membership Year	Edit/Remove
999998257	MICHAEL THOMAS	2018	Edit / Remove
999998256	THOMAS CARROL	2018	Edit / Remove

[Submit Batch](#)

TRANSFER PAYING MEMBERS

Add New Member / Transfer-In

Add New Member

Transfer-In Existing Member and Renew

Member ID:

Last Name:

Cancel

Continue



Only members that are paying dues can be transferred through myLegion. If the transferring member is paid for the current membership year, the transfer must be requested using the Member Data Change form mailed to Department.

Transfer-In New Member

Member Id 202 [REDACTED]

* Required Field

First Name* ROBERT

Middle Initial

Last Name* COLLINS

Suffix

Date of Birth 06 / 05 / 1983 MM/DD/YYYY

Gender Female Male

Address* 1638 [REDACTED]

City* [REDACTED] (Leave blank if foreign address.)

State* WASHINGTON (Leave blank if foreign address.)

Zip* 98 [REDACTED] (Leave blank if foreign address.)

Country (Leave blank if US)

Phone 206-605-5190
Enter using hyphens (000-000-0000)

Email rwcollins19@yahoo.com

Branch of Service US ARMY

Dates of Service Aug 2, 1990 - Open

Cancel

Save

RENEW MEMBERS

Transmittal Batch

Back

Cards: 0
Total Amount: \$0.00
Status: Open

Add New Member / Transfer-In [Click Here](#)

Search for Members in My Post to Renew

Member ID:

Last Name:

First Name:

No Search Results Found

Members in this Batch

No Member(s) in batch

RENEW MEMBERS

Transmittal Batch

Back

Cards: 1
Total Amount: \$38.00
Status: Open

Add New Member / Transfer-In [Click Here](#)

Search for Members in My Post to Renew

Member ID:

Last Name:

First Name:

Member ID	Name	Renew Year	
103	THOMAS SAMONS	2018	Renew
103	KENNETH SCHRYVER	2018	Renew
103	HOWARD SEABORN	2018	Renew

Members in this Batch

Submit Batch

Master ID number	Name	Membership Year	Edit/Remove
103	NAHUM DOSKOW	2018	Edit / Remove

Renew Member

Master ID number 103 [REDACTED]
Last Name SAMONS
First Name THOMAS
Middle Initial M
Address Line 1 [REDACTED] 19TH AVE SW
Address Line 2
Address Line 3
City PUYALLUP
State Code WA
ZIP Code 98371
ZIP Code Extension 7303
Country Code
Telephone #1 206-[REDACTED]
Telephone #2
E-mail Address

Eligible Renewal Years	
<input type="checkbox"/>	2018
<input type="checkbox"/>	2017

Cancel Renew

STEP 3 : Submit Batch for Processing

Members in this Batch

Submit Batch

Master ID number	Name	Membership Year	Edit/Remove
1035	NAHUM DOSKOW	2018	Edit / Remove
1035	HOWARD SEABORN	2018	Edit / Remove
1035	HOWARD SEABORN	2017	Edit / Remove

Back

Submit Batch



If bank information is not entered, the Submit Batch option will not be available. To enter bank information, select the Back button for the link to Manage Payment Method.



Submit Batch Confirmation

By clicking the Button (Submit) below, I authorized The American Legion to charge my checking account () on 4/20/2017 for the amount 54.00.

Email receipt will be sent to Legion@legion.org
(Enter new email address for confirmation receipt.)

New Email

Confirm New Email

Your account will be held until this 1st-Echeck completes processing in the banking network.

This is only necessary for your 1st- transaction as we need to make sure all account information is setup correctly.



Process Membership

[Manage Payment Method](#)

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
03/08/2018	0	.00			Open	Edit
03/08/2018	1	27.50	03/08/2018		Pending	Review
03/03/2018	1	27.50	03/03/2018		Pending	Review
02/06/2018	2	55.00	02/22/2018	03/03/2018	Processed	Review
02/03/2018	17	467.50	02/03/2018	02/12/2018	Processed	Review

After submitting the batch for processing, the “Process Membership” form will show the batch in a pending status. Once the transaction has completed processing in the ACH network, the Transmittal Status will change to “Processed”.

Once submitted, changes cannot be made to the batch. If needed, adjustments can be requested through your department once the transmittal processes.

Allow up to 7-business days for the transaction to clear through the ACH network.

REVIEW TRANSMITTALS

To view members that have been processed, click on Review in the transmittal grid.

Process Membership

[Manage Payment Method](#)

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
02/05/2018	0	.00			Open	Edit
11/17/2017	8	200.00	11/17/2017	11/23/2017	Processed	Review
11/02/2017	2	50.00	11/02/2017	11/08/2017	Processed	Review

Transmittal Batch

Cards: 8
 Total Amount: \$200.00
 Status: Processed
 Date Submitted: 11/17/2017
 Invoice #: PSR2017111784GR06001

Back

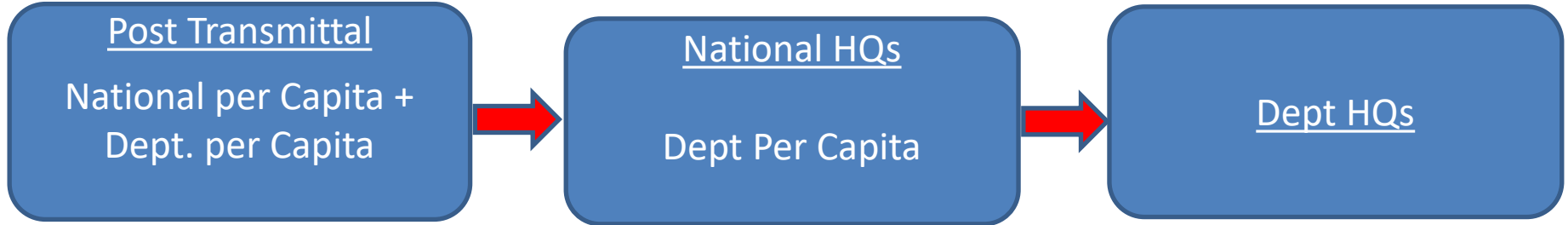
Members in this Batch

Master ID number	Name	Membership Year	Status
200	TIMOTHY HILL	2018	Applied
200	LEEDS BERRIDGE	2018	Applied
201	DANIEL JACOBSON	2018	Applied
202	MIKE SILVER	2018	Applied
202	JANUSZ KACZMAREK	2018	Applied
203	JUAN GOYTIA-DIAZ	2018	Applied
203	DARRELL ROBERTSON	2018	Applied
203	KEITH FREEMAN	2018	Applied



Each dues payment charged for a member is the sum of the National Per Capita plus Department Per Capita in effect at the time of the transaction.

National Headquarters will send payment of the Department Per Capita back to the Department Headquarters office.





ELECTRONIC CHECK (Echeck) PROCESSING GUIDELINES



The processing time for Echecks is up to 7-business days.

During the 7-business day period, a “Pending” charge will be placed on the funds in the checking/savings account designated by the American Legion Post.

In addition, the batch status in myLegion will also show a “Pending” status for the 7-business day period. After a successful transfer of funds to the bank at National Headquarters, the transmittal status of the batch will change to “Processed”, and the member information will be applied to the National Database.



Declined Echecks



If a Post submits payment for a batch of transactions and the Echeck is declined:

1. The transmittal status of the batch in myLegion will be set to “Declined”.
2. The Post Officer will be notified via email, and the batch will NOT be applied to the National database.
3. New bank account information must be entered before you can re-submit the rejected batch.
4. Declined batches can be re-submitted within 14-days. If not re-submitted within the 14-day period, the batch will be deleted.

Declined Echecks

Common reasons for declined Echecks are:

- 1.) Insufficient funds
- 2.) Bank Account has been closed
- 3.) Invalid Bank Information

The Post will be charged all penalty fees levied by the ACH (Automated Clearing House) processor for declined Echecks.

The American Legion National Headquarters reserves the right to suspend the “Process Membership” feature for a Post at any time due to a high volume of declined transactions, or malicious use of the myLegion site.



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