

MEMBERSHIP PROCESSING

Process Membership

Note: Members often submit their due renewals to the Post/Squadron instead of doing an online renewal. It's essential to deposit renewal fees into the organization's checking account in a timely manner to avoid overdrafts on the bank account. National and Department of Ohio dues amounts are transferred electronically from the checking account using the process below.

Open *mylegion.org* and log in with your personal ID and Password info

Click **My Account**

In **My Groups**, use the pull-down to select your **Post / Squadron**

Click on **My Groups** to access your **Post / Squadron's** membership roster

Select **Process Membership**. Details for your OH **Post / Squadron** will appear.

Select **Add / Modify Transmittal**

The current list of unrenewed Members will appear.

Click the box to select the member to renew. Be sure to save in between pages.

Click the box to renew the next member and confirm per capita charges.

Continue this process for all current paid renewals.

Once you are satisfied that all current renewals have been entered, click "List Select."

You can review the list for accuracy. Go back to make changes or updates, or click back to the transmittal.

Finalize

The **Transmittal Payment** page is displayed

Check the appropriate bank routing and account number

Click **Authorization** to pay dues funds to National and Department

Select **Pay Now**. A seven-digit transmittal processing number will appear.

Print the Transmittal Summary for your records.