

## Procedure for Processing Squadron 171 Renewals

July 18, 2024

Note: Members often submit their dues renewals to the Post in lieu of doing an on-line renewal. It's important to deposit renewal fees timely into the organization checking account to avoid overdrafts of the bank account. National and Department of Ohio dues amounts are transferred electronically out of the checking account when you use the process below.

Open *mylegion.org* and Login personal ID and Password info

Click **My Account**

In **My Groups**, use the pull-down to select **Squadron 171**

Click on **My Groups** to access the Squadron 171 membership roster

Select **Process Membership**. Details for OH Squadron 171 will appear.

Select **Add / Modify Transmittal**

The current list of unrenewed Members will appear.

Click the box to select the member to be renewed.

Confirm info above for per capita amounts for National and Department

Click the box for the next member to be renewed and confirm per capita charges

Continue this process for all current paid renewals.

When satisfied that all the current renewals have been input, click **Finalize** to produce a summary list of the current member renewals.

Review the list. If complete and accurate, click **Finalize** again.

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.