POST PROCESSING GUIDELINES

On-line renewal available to **ALL** Legion members for the current membership year.
• **Department of Kansas on-line renewal notification will be the 1st and 16th every month.**
  If the 1st or the 16th falls on a weekend the reports will be mailed the following Monday.
  Posts may not use credit until notified by Department Headquarters.
EXAMPLE A:

THANKS! YOUR 2012 MEMBERSHIP DUES ARE PAID!

Print this form so that you have verification of online payment of your 2012 membership renewal. Your department and post will be notified that your dues have been paid. Your post has your 2012 Official Membership Card and should mail it to you shortly. Or to expedite receipt of your card, you can complete the bottom section of this form and mail or take it to your post to verify your renewal payment and receive your new card. You should also detach your receipt below, by cutting on the dotted line, and carry it with you until you receive your 2012 card from your post.

A message from the National Adjutant:

Thanks for renewing your membership in The American Legion, the world’s largest organization of veterans. I extend my heartfelt gratitude for your service to our great nation.

Whether you choose to get actively involved in The American Legion at the local level, or simply show your support through your membership, there is tremendous value in being an American Legion member. Together, we are accomplishing great things for veterans and their families - - and for a better America.

Daniel S. Wheeler
National Adjutant

Thank you from National Adjutant and Instructions.

Temporary Card and member receipt.

Receipt to mail to the post.
Mail the member their current membership card once you are notified of on-line renewals.

Notification will come from Department Headquarters. However, if a member has a printed receipt, as shown in example A, you may give them their current membership card.
Membership Management Tools

For Members
myLegion for members is a member’s only website designed to connect members of The American Legion to their Post and Department leadership; as well as other veterans with similar interests and the vast array of services offered at every level of the organization.

Post / District / County Officers
The American Legion National Headquarters has designed a secure internet site to assist Post, District, and County Officers in their day-to-day membership processing duties.

myLegion website is AVAILABLE TO OFFICERS AT NO CHARGE!
- Requires authorization form to set-up.
- Go to www.myLegion.org to take a tour and print a request form.

Web Design for Posts
Posts wanting to create a custom Website to keep track of events and program activity can visit www.legionsites.com. Sites are designed so that a person without any computer knowledge can update and change them.

Access more information at www.legion.org
## Members Renewed On-line

<table>
<thead>
<tr>
<th>Member ID</th>
<th>Name</th>
<th>Address</th>
<th>Date Renewed</th>
<th>Natl</th>
<th>Dept</th>
<th>Post</th>
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<tbody>
<tr>
<td>MA002002</td>
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</tbody>
</table>

[Post Processing Guidelines](#)
Each department will determine how the dues per capita will be allocated.

DEPARTMENT OF KANSAS WILL ISSUE CREDITS TO POSTS. POSTS MAY NOT USE CREDITS UNTIL NOTIFIED BY DEPARTMENT HEADQUARTERS.
National Headquarters
Customer Service

1-800-433-3318

OR CONTACT DEPARTMENT OF KANSAS

1-785-232-9315