HOW TO QUICK REFERENCE GUIDE

HOW TO REGISTER (EXISTING MEMBER)
Step 1: Go to myLegion.org
Step 2: Click on "Register"
Step 3: Enter your email address
Step 4: Click "Next"
Step 5: Leave this page open. Go to your email and retrieve the One Time Password (OTP)
Step 6: Enter the OTP
Step 7: Click "Verify"
Step 8: Create new password. Must contain:
   a.   Uppercase Letter
   b.   Lowercase Letter
   c.   Number
   d.   Symbol (!@#$%^&*)
Step 9: Re-enter new password
Step 10: Click "Next

SUBJECT: HOW TO RENEW MEMBERS ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
Step 5: Click "Add/Modify Transmittal"
Step 6: Select the Members to be renewed
Step 7: Click "Save"
Step 8: Click "Finalize"
Step 9: Review your selections and Click "Finalize" again
Step 10(a): Enter bank information
   a. Enter your Bank Information
   b. Select the ACKNOWLEDGEMENT box
   c. Click "Pay Now"
Step 10 (b): If you have previously saved your bank information
   a. Select the correct "Bank Account"
   b. Select the ACKNOWLEDGEMENT box
   c. Click "Pay Now"
Step 11: **NOT REQUIRED** Save and/or print Transmittal Sheet

SUBJECT: HOW TO ADD NEW MEMBERS ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
Step 5: Click "Add/Modify Transmittal"

Step 6: Click "Add/Transfer Member" (located under the **BLUE** Search button)
Step 7: Click the selectable dot in front of "New member- never been a TAL member or SAL member"
Step 8: Click the **BLUE** "Continue" button
Step 9: Fill out required data (*****)
Step 10: Click the **BLUE** "Save" button
Step 11: Click the **BLUE** "Save"
Step 12: Click the **BLUE** "Finalize"
Step 13: Review your selection
Step 14: Click the **BLUE** "Finalize"
Step 15: Enter your Bank Information
Step 16: Select the ACKNOWLEDGEMENT box
Step 17: Click "Pay Now"
Step 18: **NOT REQUIRED** Save and/or print Transmittal Sheet

SUBJECT: HOW TO TRANSFER MEMBERS ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Process Membership" (located in the grey pane on the left side of your screen)
Step 5: Click "Add/Modify Transmittal"
Step 6: Click "Add/Transfer Member" (located under the BLUE Search button)
Step 7: Click the selectable dot in front of "Current or former member"
Step 8: Click the **BLUE** "Continue" button
Step 9: Fill out "Member ID" and "Last Name"
Step 10: Click the **BLUE** "Continue" button
Step 11: Click the **BLUE** "Verify" button
Step 12: Click the **BLUE** "Finalize"
Step 13: Review your selection
Step 14: Click the **BLUE** "Finalize"
Step 15: Enter your Bank Information
Step 16: Select the ACKNOWLEDGEMENT box
Step 17: Click "Pay Now"
Step 18: **NOT REQUIRED** Save and/or print Transmittal Sheet

SUBJECT: HOW TO GET A CURRENT ROSTER ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)

Step 5: Click "Post/Squadron Current Roster"
Step 6: Select your "Group"
Step 7: Select which "Last Paid Year" to include in your roster
Step 8: Select Mailing Status
Step 9: Select "Status"
Step 10: Click "View Report"
Step 11: Review results
Step 12: To Download click the "Floppy Disc Icon"
Step 13: Select which program to save it as
Step 14: Select Save location
Step 15: Click "Save"

SUBJECT: HOW TO VIEW ONLINE RENEWALS ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
Step 5: Click "Members Online Renewals"
Step 6: Select "From Date" and "To Date"
Step 7: Review results
Step 8: To Download click the "Floppy Disc Icon"
Step 9: Select which program to save it as
Step 10: Select Save location
Step 11: Click "Save"

SUBJECT: HOW TO GET A 2930 LIST ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
Step 5: Click "Find Members in my Area"
Step 6: Select "Last Paid Year"
Step 7: Select "Zip Code" **can enter more than one**
Step 8: Click "View Report"
Step 9: Review results
Step 10: To Download click the "Floppy Disc Icon"
Step 11: Select which program to save it as
Step 12: Select Save location
Step 13: Click "Save"

SUBJECT: HOW TO EDIT NAME & DEMOGRAPHICS ONLINE
Step 1: Log into your mylegion.org account
Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"

HOW TO QUICK REFERENCE GUIDE

Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
Step 4: Click "View Members" (located in the grey pane on the left side of your screen)
Step 5: Click the **BLUE** member's name
Step 6: Click "Name & Demographics" (located in the grey pane on the left side of your screen)
Step 7: Click the **BLUE** "Edit" across from NAME to edit Name, Titles, or Credential.
Step 8: Click the **BLUE** "Save" button when done
Step 9: Click the **BLUE** "Edit" across from DEMOGRAPHICS to edit Birthdate, Gender, or mark as Deceased.
Step 10: Click the **BLUE** "Save" button when done