

Process Membership

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

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.

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 |

Step 1 – Click on Manage Payment Method.

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



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

Web Client

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 | | | 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

* 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

City* (Leave blank if foreign address.)

State* WASHINGTON (Leave blank if foreign address.)

Zip* 98 (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

Last Name SAMONS

First Name THOMAS

Middle Initial M

Address Line 1 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-

Telephone #2

E-mail Address

Eligible Renewal Years

- 2018
- 2017

Cancel

Renew

STEP 3 : Submit Batch for Processing

Back

Members in this Batch

Submit Batch

| Master ID number | Name | Membership Year | Edit/Remove |
|------------------|----------------|-----------------|---------------|
| 1035 [REDACTED] | NAHUM DOSKOW | 2018 | Edit / Remove |
| 1035 [REDACTED] | HOWARD SEABORN | 2018 | Edit / Remove |
| 1035 [REDACTED] | HOWARD SEABORN | 2017 | Edit / Remove |

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.

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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

Back

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

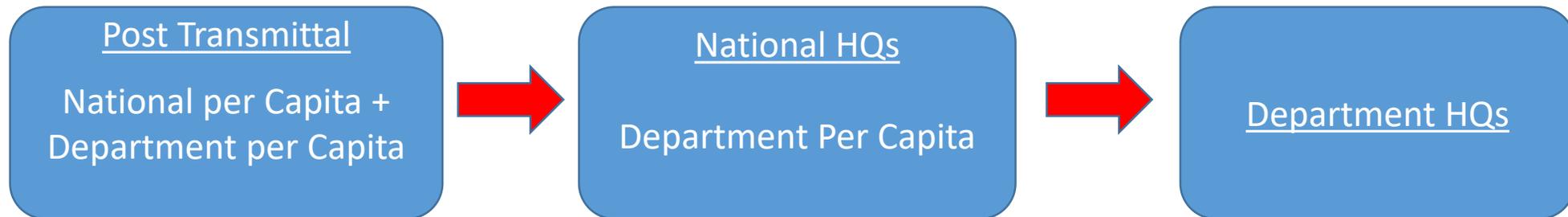
Members in this Batch

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

Common reasons for declined Echecks are:

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

Declined Echecks

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.

Contact Information:

For support using myLegion features contact National Customer Service at 1-800-433-3318.

Email: myLegion@legion.org

Office Hours: 8:00 – 4:30 EST

Download a copy of this presentation:

www.members.legion.org/legion/membershipprocessing.zip

National Customer Service: 1-800-433-3318