



PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

DETACHMENT LEVEL SYSTEM USER

*THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE.
MEMBER LIBRARY / VIDEO DATABASE 101 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST*

DETACHMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES
- 2 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP
- 3 UPDATE MEMBER PHONE NUMBER(S)
- 4 UPDATE MEMBER eMAIL ADDRESS
Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.
- 5 PULL A DETACHMENT LEVEL ROSTER
- 6 VIEW OPEN INVOICES FOR DETACHMENT MEMBERS

DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1 **CURRENT DETACHMENT COMMANDANT** ON CURRENT REPORT OF OFFICER INSTALLATION (ROI) SUBMITS THE REQUEST FOR DETACHMENT SYSTEM USERS TO **DEPARTMENT COMMANDANT**.
- 2 **THE HEADQUARTERS WILL MAKE THE DETACHMENT COMMANDANT AND PAYMASTER "EDITORS" IN THE SYSTEM.**
- 3 If **DETACHMENT COMMANDANT** WOULD LIKE A PERSON OTHER THAN THE COMMANDANT OR PAYMASTER, SELECTS ONE OTHER DETACHMENT OFFICER ON CURRENT ROI FOR SYSTEM REGISTRATION.
Note, usually Adjutant, Paymaster or Adjutant/ Paymaster. Person must be computer literate with some basic database update knowledge.
- 4 **DETACHMENT COMMANDANT** VERFIES USERS SELECTED HAVE CURRENT EMAIL ADDRESS IN DATABASE AS THIS IS USED TO VALIDATE USER REGISTRATION IN THE DATABASE.
- 5 **DETACHMENT COMMANDANT** SENDS EMAIL REQUEST TO **DEPARTMENT COMMANDANT** TO VERIFY THE NAMES SUBMITTED ARE IN GOOD STANDING AND ARE ON CURRENT ROSTER OF INSTALLATION (ROI) on FILE AT DEPARTMENT LEVEL.
- 6 **DETACHMENT COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DETACHMENT USERS TO BE INACTIVATED ON THE SYSTEM AS A DETACHMENT CAN **ONLY HAVE TWO VALID USERS**
- 7 **DEPARTMENT** VERIFIES REQUEST (CHECKS CURRENT DATABASE ROSTER) AND **FORWARDS TO DIVISION NVC** FOR SUBMISSION TO NATIONAL / **J D FOSTER** jfoster@mcleague.org
- 8 **IF THERE ARE ANY ISSUES, CONTACT THE DEPARTMENT PAYMASTER OR J.D. FOSTER (jfoster@mcleague.org)**

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / <https://www.mcleaguelibrary.org/>



TRAINING

101 Detachment Database Procedures

101 Video - Detachment Database Portal

CLICK 101 MEMBER PORTAL VIDEO

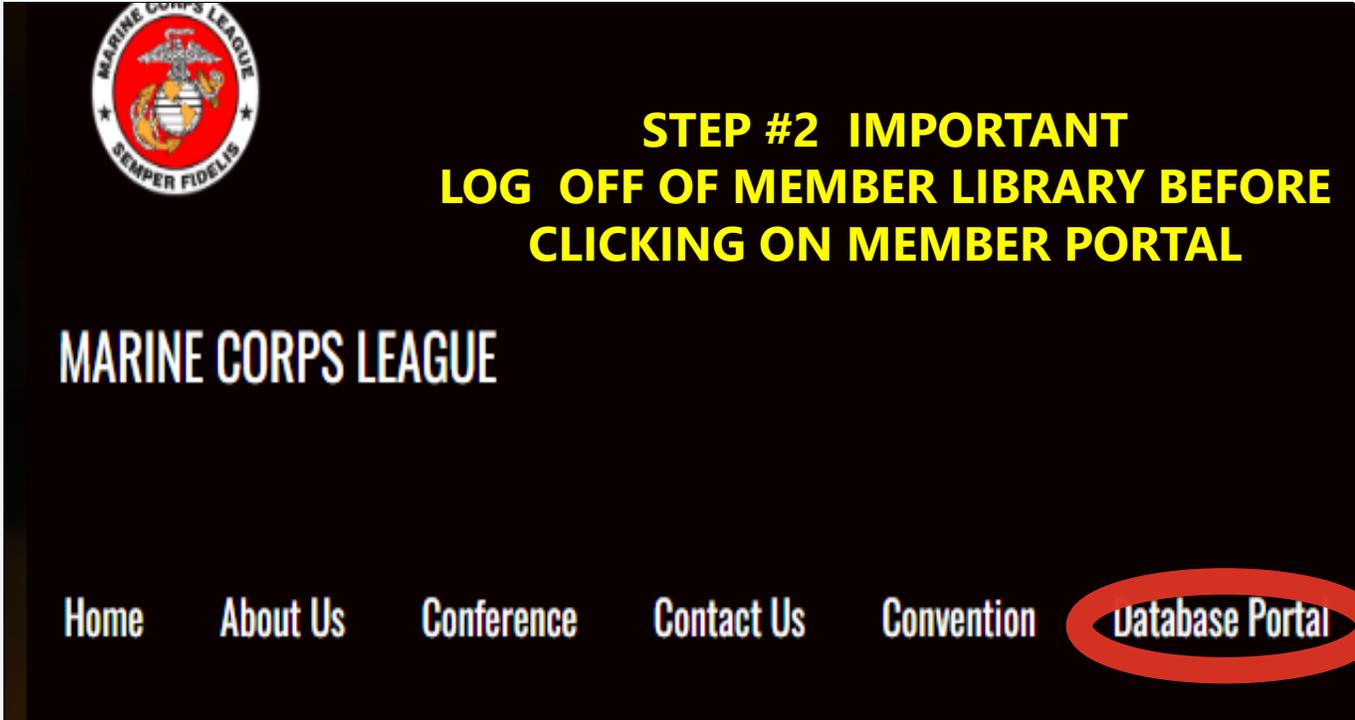
After watching video move to next page

CLICK ON MEMBER LIBRARY

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / <https://www.mcleaguelibrary.org/>



**STEP #2 IMPORTANT
LOG OFF OF MEMBER LIBRARY BEFORE
CLICKING ON MEMBER PORTAL**

LOG OFF LIBRARY

CLICK ON DATABASE PORTAL

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Username

ENTER YOUR EMAIL ADDRESS

Password

ENTER YOUR PASSWORD

LOGIN

[Click here for login information](#)

[Click to change PASSWORD](#)

CLICK TO LOGIN

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MEMBER PORTAL - EDIT PERSONAL PROFILE

Member portal home **Edit this profile** My open invoices Relationships



JD Foster ProfileID: 11425

Email: jfoster@mcleague.org Phone:

Address: 3619 Jefferson Davis Hwy Suite 115 Stafford, VA 22554 Title:

My Events [View all events >>](#)

CLICK EDIT THIS PROFILE

MEMBER PORTAL - UPDATE CONTACT INFORMATION

Title

Address

City State/Province Zip Zip Ext

County

Country

E-mail

Work Phone

YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL OF YOUR TRANSACTION
IF YOU HAVE MADE ANY CHANGES TO YOUR PROFILE CONTACT INFORMATION
CLICK SAVE THIS PROFILE AT THE TOP OF THE SCREEN

CANCEL

SAVE AND CONTINUE EDITING

SAVE THIS PROFILE

MEMBER PORTAL - EDIT / VIEW DETACHMENT MEMBER PROFILES

MEMBER LOGIN

 Marine Corps League

Hi JD! You're currently viewing your personal profile



Switch Profile

Member portal home

Edit this profile

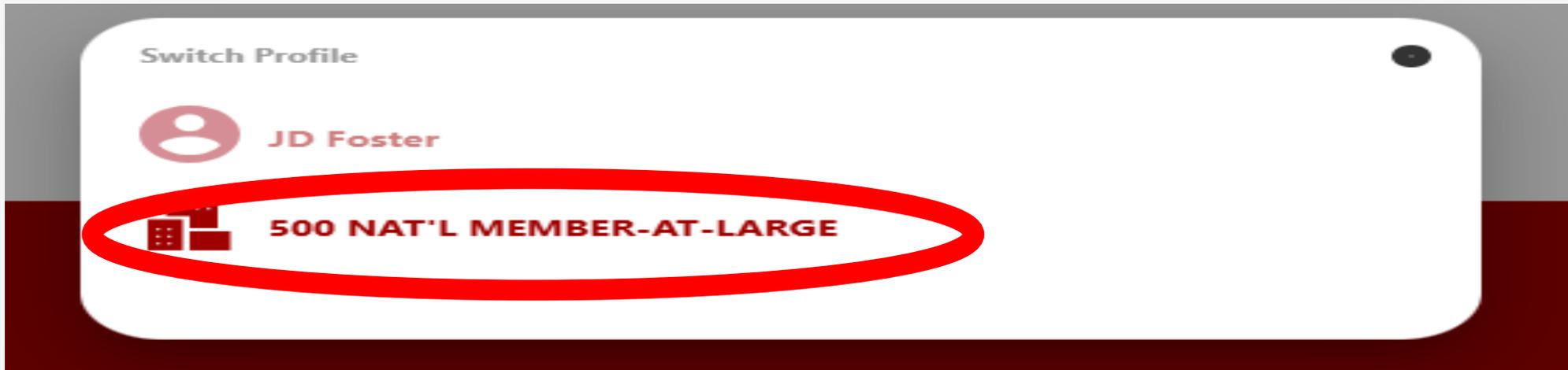
Pay open invoices

Relationships

CLICK ON SWITCH PROFILE

MEMBER PORTAL - EDIT / VIEW DETACHMENT MEMBER PROFILES

HOME PAGE



SELECT "DETACHMENT" TO EDIT / VIEW ALL PROFILES

MEMBER PORTAL - EDIT / VIEW DETACHMENT MEMBER PROFILES

SCROLL DOWN TO RELATED PROFILES

4132 Related Profiles

[Add a profile](#) [View and edit all >>](#)

	JD Foster	jfoster@mcleague.org ★ Main Contact
	Harold Aaron	haroldaaron@comcast.net
	JOSEPH E ABELE	
	James Abramovitz	honestabe6@live.com
	CARLOS ABREU	cabreu3052@yahoo.com

...and 4127 more.

CLICK VIEW AND EDIT ALL

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - EDIT / VIEW DETACHMENT MEMBER PROFILES

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type (DO NOT CHANGE)	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by phone	Filter By Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JD Foster		jfooster@mcleague.org		Detachment Paymaster	ACTIONS

TYPE LAST NAME

SORT BY RELATION TYPE

Relation Type	Name	Title
<input type="checkbox"/>	FOSTER	Filter by title
<input checked="" type="checkbox"/>	JD Foster	
<input checked="" type="checkbox"/>	GEORGE W FOSTER III	
<input checked="" type="checkbox"/>	Adam Foster	
<input checked="" type="checkbox"/>	EDWARD L FOSTER	Life Member
<input checked="" type="checkbox"/>	MARVIN L FOSTER	Life Member
<input checked="" type="checkbox"/>	ROY M FOSTER	Life Member

Relation Type (DO NOT CHANGE)
Voting Member

Main Contact	Billing Contact	Editor
Filter	Filter	Filter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DO NOT CLICK ANY OF THESE CHECK BOXES

THESE SHOULD ONLY BE MODIFIED BY NATIONAL HEADQUARTERS

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MEMBER PORTAL- EDIT / VIEW DETACHMENT MEMBER PROFILES

1. CLICK ACTIONS AND EDIT ON MEMBER

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ACTIONS ▾	
	Edit	
	Delete	

Address

3619 Jefferson Davis Hwy

Suite 115

City State/Province Zip Zip Ext

Stafford VA 22554

County

Virginia

Country

E-mail

jfoster@mcleague.org

Work Phone

Home Phone

CANCEL SAVE AND CLOSE

2. CLICK GENERAL INFORMATION

Relationship

General Information

Additional Addresses

Additional Phones

Additional Emails

Social Media

Update Your Preferences

Prefix

First Name

JD

MI

YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL OF YOUR TRANSACTION

IF YOU HAVE MADE ANY CHANGES TO A PROFILE SELECT SAVE AND SUBMIT AT BOTTOM OF WINDOW



**IF A MEMBER'S PROPER NAME NEEDS TO BE CHANGED
SUBMIT VIA TRANSMITTAL + PROPER PAPERWORK**

DO NOT ADD OR CHANGE NAMES TO NICK NAMES, ex Doc

MEMBER PORTAL - EMAIL VERIFICATION OF DATA CHANGED

From: info@mcleague.org

Date: April 8, 2021 at 5:52:41 PM CDT

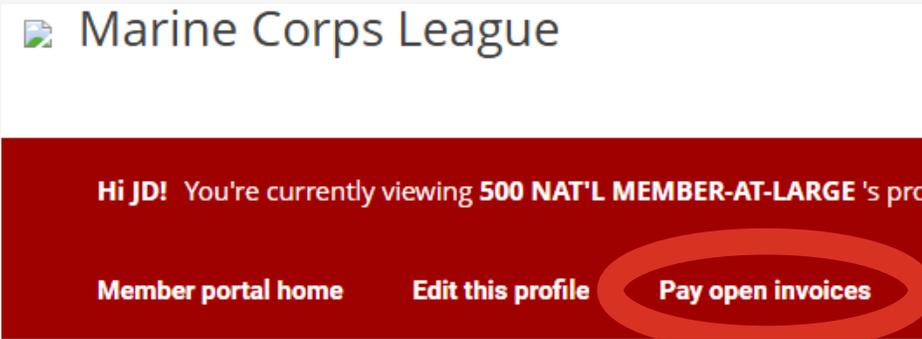
To:

Subject: Profile Change Request for KENNETH N FAIN

Thank your for submitting changes to your profile. The time you took will help us maintain accurate data. The changes are not immediate. Please allow our staff a few days to review the changes.

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - VIEW OPEN INVOICES FOR MEMBERS



Marine Corps League

Hi JD! You're currently viewing 500 NAT'L MEMBER-AT-LARGE 's pro

Member portal home Edit this profile Pay open invoices

CLICK PAY OPEN INVOICES

CLICK INVOICE PROFILE TO SORT BY FIRST NAME

Open invoices across accounts

PAY NOW Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ▲	Description	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	9/1/2024	9/1/2024	196693	Abraham Gonzalez II	500 NAT'L MEMBER-AT-LARGE NATIONAL DUES	\$30.00	\$0.00	\$30.00
<input type="checkbox"/>	9/1/2024	9/1/2024	197065	Adam Foster	500 NAT'L MEMBER-AT-LARGE NATIONAL DUES	\$30.00	\$0.00	\$30.00
<input type="checkbox"/>	9/1/2024	9/1/2024	196993	ADAM R SUMMERS	500 NAT'L MEMBER-AT-LARGE NATIONAL DUES	\$30.00	\$0.00	\$30.00

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - VIEW OPEN INVOICES FOR MEMBERS

<input type="checkbox"/>	9/1/2024	9/1/2024	196861	Jason Bodek
<input type="checkbox"/>	9/1/2024	9/1/2024	211430	JD Foster

CLICK BLUE INVOICE NUMBER

- PDF WILL LOAD IN A NEW SCREEN
- SHOWS NATIONAL DUES AMOUNT
- SHOWS DATE FOR THIS INVOICE 9-1-2024 TO 8-31-2025
- THESE CAN BE PRINTED AND USED FOR REFERENCE



THESE INVOICES CANNOT BE PAID ONLINE
DUES MUST STILL BE PAID TO THE DETACHMENT
AND SUBMITTED VIA TRANSMITTAL TO THE
DEPARTMENT

 **Invoice**
211430

Marine Corps League
3619 Jefferson Davis Highway, Suite 115
Stafford, VA 22554

JD Foster
3619 Jefferson Davis Hwy
Suite 115
Stafford, VA 22554

Invoicing Date: 09/01/2024
Member ID: 11425
Invoice Due: 09/01/2024

Description	Qty	Rate	Amount
500 NATL MEMBER-AT-LARGE NATIONAL DUES 09/01/2024 to 08/31/2025	1.00	30.00	30.00

Total: 30.00
Amt Paid: 0.00
Balance Due: 30.00

Member ID	Invoice	Due Date	Total Due	Total Payment Enclosed
11425	211430	09/01/2024	530.00	\$

Please verify address and provide corrections: Correct Address:

Make check payable to: Marine Corps League
3619 Jefferson Davis Highway, Suite 115
Stafford, VA 22554

MasterCard Visa Discover American Express

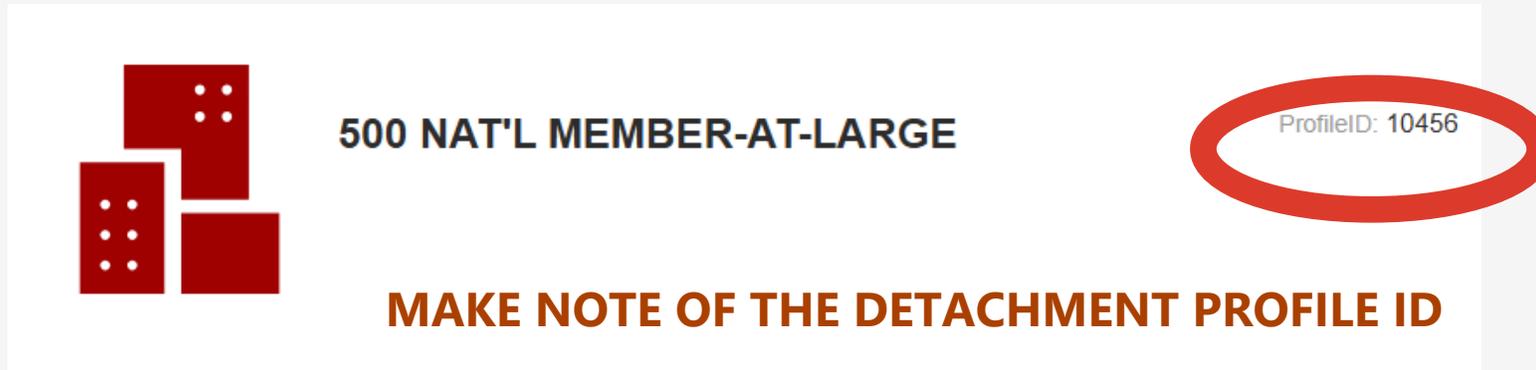
Card No. Exp. Date Signature Sec. Code

Convenient online payment option at: <http://www.mclnational.org>

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

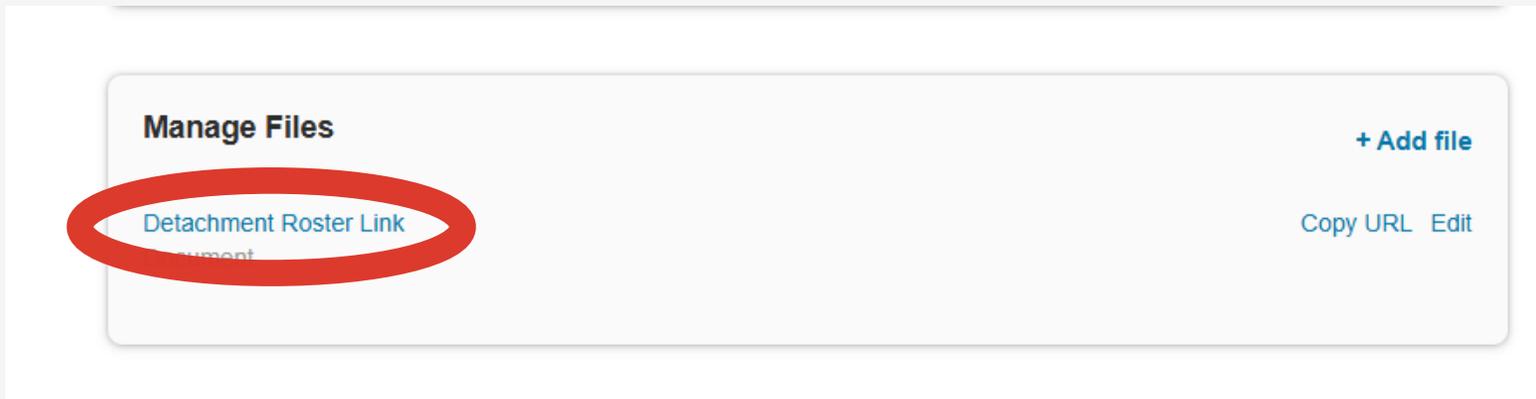
MEMBER PORTAL - PULL DETACHMENT LEVEL ROSTER



500 NAT'L MEMBER-AT-LARGE

ProfileID: 10456

MAKE NOTE OF THE DETACHMENT PROFILE ID



Manage Files

+ Add file

Detachment Roster Link

Copy URL Edit

SCROLL TO THE BOTTOM OF THE DETACHMENT PROFILE PAGE AND FIND MANAGE FILES

LOCATE DETACHMENT ROSTER LINK AND CLICK TO DOWNLOAD

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MEMBER PORTAL - PULL DETACHMENT LEVEL ROSTER

[Link to Detachment Roster Reports](#)

Click the Image

OPEN THE PDF WHEN IT HAS DOWNLOADED



CLICK THE LOGO TO RUN THE ROSTER REPORT

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - PULL DETACHMENT LEVEL ROSTER

Enter Values

Enter Detachment ID DETID

**ENTER YOUR DETACHMENT PROFILE ID
CLICK OK**

Profile ID	Member	Email	Address	City	St	Zip	MemberID	Life Number	Expires	UnPaid: 262	Mbr Since	Paid
245957	Jim-Paul Adams	jimpauladams@gmail.com	1220 Woodlands Rd	Watkinsville	GA	30677	R245957		08/31/2024	02/13/2024	N	
10832	Trevis D. Adams	adamstrevi74@hotmail.com	15105 ST JAMES DR	CONYERS	GA	30094-1200	240828		08/31/2024	03/21/2024	N	
245959	Joseph Allen	jcallestr@yahoo.com	1976 Tanner Valley Cir	Las Vegas	NV	89123	R245959		08/31/2024	02/11/2024	N	
229204	Michael G Allen	mallen151@cox.net	826 N Lawrence Lane	Wichita	KS	67206	R229204		08/31/2024	10/25/2022	N	
120401	JAMES D AMOS	jamesamosone092@gmail.com	213 MARKHAM ST.	SUFFOLK	VA	23435	141408		08/31/2024	06/01/2022	N	
229313	Robinson Arana	aran24ny@gmail.com	40 Jefferson Ave	Lynbrook	NY	11563	R229313		08/31/2024	11/14/2022	N	
229314	Quinn Ardel	xisingularityix@gmail.com	10897 Aliso Dr	Colorado Springs	CO	80925	R229314		08/31/2024	11/13/2022	N	
248788	Anthony Banks	banks817@yahoo.com	3973 Albers Pointe Dr	Florissant	MO	63034	R248788		08/31/2024	04/25/2024	N	
14564	LAWRENCE A BARCLAY		605 AIKEN AVE	PERRYVILLE	MD	21903	117879		08/31/2024	12/04/2022	N	
247317	David Barrows	davidbarrows13@gmail.com	141 Lamond Ct	Prosper	TX	75078	R247317		08/31/2024	04/02/2024	N	
250096	Terra Becker	tibecker13@outlook.com	18920 Atlanta Mira Rd	Ida	LA	71044	R250096		08/31/2024	06/01/2024	N	
245954	John Beltran	jmbeltran53@gmail.com	5260 Orchard St	Montclair	CA	91763	R245954		08/31/2024	02/23/2024	N	
229201	Alen Bernales Abetria	abetriaamb@aol.com	1014 Roundtree Ct	Sacramento	CA	95831	R229201		08/31/2024	11/01/2022	N	
160648	WILLIAM F BETZNER III	bba96@yahoo.com	53 Northford Rd	Wallingford	CT	06492	220490		08/31/2024	02/10/2023	N	
110272	JAMES BIGBACK	JBIGBACK@HOTMAIL.COM	732 4TH AVE	STEVENS POINT	WI	54481	218478		08/31/2024	10/20/2023	N	
232177	Glenn Bloise	gbloise89@gmail.com	2106 Quarrystone Lane	Middle Island	NY	11953	R232177		08/31/2024	01/26/2023	N	
241620	Boniface Boakye	bonifaceboakye@gmail.com	9610 57th Ave Apt 14D	Corona	NY	11368	R241620		08/31/2024	10/26/2023	N	
233600	Jason Bodek	bodekjav@yahoo.com	1707 Crawford Ave	N Cambria	PA	15714	365913		08/31/2024	02/15/2023	N	
241874	Christian Boles	bolesret@gmail.com	810 Hurd Pond Rd	Newport	NH	03773	R241874		08/31/2024	11/13/2023	N	
242259	James Bond	jmzntodd@gmail.com	3422 Dorchester Way	Madison	WI	53719	R242259		08/31/2024	12/27/2023	N	
248532	John Thomas Bosserman	john.bosserman@gmail.com	3710 Aquia Dr	Stafford	VA	22554	R248532		05/01/2024	04/25/2024	N	
113849	JOSEPH G BOWE	thebowe8@hotmail.com	96 Governors Dr	East Greenwich	RI	02818	205497		08/31/2024	06/03/2021	N	
239646	James Boyd	azboyd2@yahoo.com	703 Beaver Park	Versailles	KY	40383	R239646		08/31/2024	08/03/2023	N	
248542	Robert Boyd Sr	bulldogs07@ymail.com	1032 Cedar Ridge Trail	Park Hills	MO	63601	R248542		08/31/2024	04/13/2024	N	
245965	Clifford Boyer	cliff4859@vhidbey.net	924 W Springfield Dr	Coeur D Alene	ID	83815	R245965		08/31/2024	10/05/2023	N	
235558	Craig Boyle	craigboyle.epcll@gmail.com	237 Brook St	Rehoboth	MA	02769	R235558		08/31/2024	04/24/2023	N	
10490	TERRY E BRAND	tbrand33@gmail.com	237 CRESTWOOD DR	GAYLORD	MI	49735	172799		08/31/2024	03/02/2003	N	
121381	GEORGE E BRINKLEY	devild84@gmail.com	122 Forest Drive	Darlington	PA	16115	215655		08/31/2024	11/02/2023	N	
240046	Sterling Brown	sterbbi@gmail.com	11357 South Ada St	Chicago	IL	60643	R240046		08/31/2024	08/22/2023	N	
241357	Anthony Bunkley	anthonybunkley@gmail.com	245 Main St Apt 401	Toms River	NJ	07832	R241357		08/31/2024	10/08/2023	N	

Detachment:500 NAT'L MEMBER-AT-LARGE

v 3.0

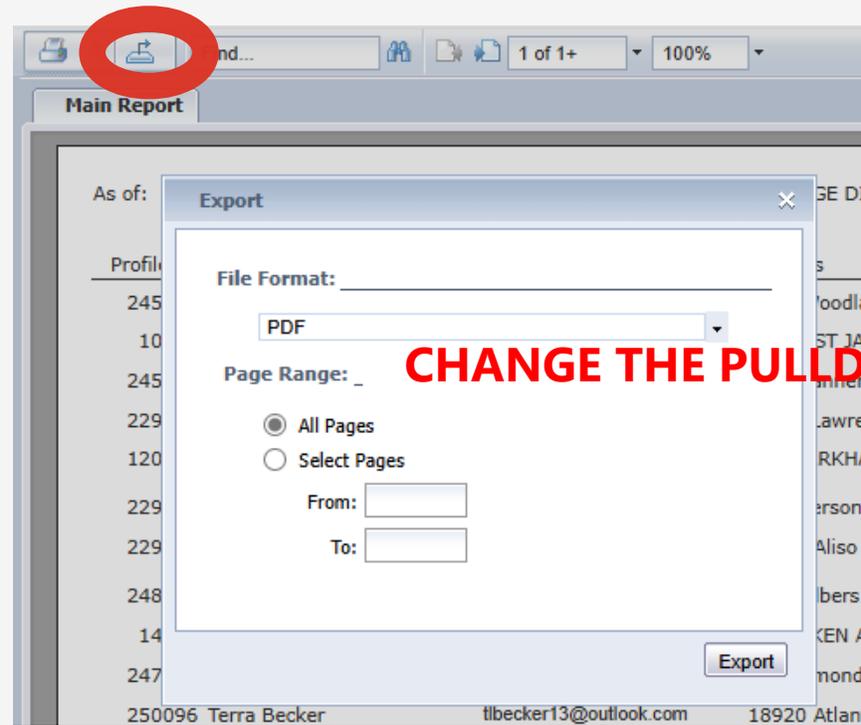


DO NOT ATTEMPT TO PULL ANY OTHER DETACHMENT'S ROSTER

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MEMBER PORTAL - PULL DETACHMENT LEVEL ROSTER
CLICK THE EXPORT REPORT BUTTON IN THE TOP LEFT



CHANGE THE PULLDOWN TO PDF

**CLICK EXPORT AND THE PDF ROSTER WILL
DOWNLOAD TO YOUR COMPUTER**