INTRODUCTION

The "Process Membership" feature in myLegion allows American Legion Post Officers to renew, add new members and transfer-in existing members from other Posts. (NOTE: Posts can only transfer-in members that dues are being paid for.) This feature utilizes electronic payment methods via myLegion, and 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.

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.

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 handle payment of the Department Per Capita back to the Department Headquarters office.

ELECTRONIC CHECK (Echeck) PROCESSING GUIDELINES

The processing time for Echecks is 5-8 business days. During the 5-8 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 5-8 business day period. After a successful transfer of funds to the bank at National Headquarters, the transmittal status of the batch will change to "Closed", and the member information will be applied to the National Database.

Credit card transactions should clear within 24-hours

Declined Echecks

If a Post submits payment for a batch of transactions and the Echeck is declined, the transmittal status of the batch in myLegion will be set to "Declined". Common reasons for declined Echecks are:

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

In the event a membership batch is declined, the Post Officer will be notified via email, and the batch will NOT be applied to the National database. Declined batches can be re-submitted within 14-days. If not re-submitted within the 14-day period, the batch will be deleted.

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.

From the left-menu, choose "Process Membership"



STEP 1: Click "Manage Payment Method" to enter your Post's Bank Information. Click "Switch to Credit Card" to enter credit card information.



Enter the required information on the "Manage Account" screen and click "Save"

STEP 2: ADD RENEWALS AND/OR NEW MEMBERS TO AN "Open" BATCH.

Only one "Open" Membership batch is available for processing. The Open batch must be completed and submitted before a new batch becomes available. In addition a \$10,000 maximum limit is in effect for each batch.

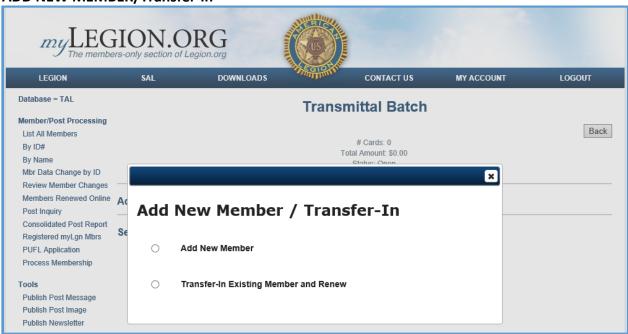


Click "Edit" to begin adding members to the batch.

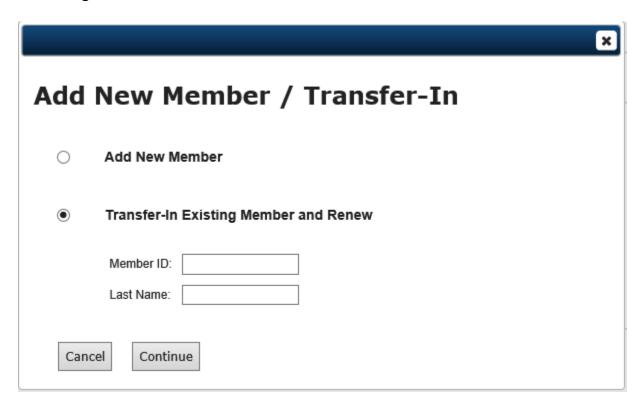


The "Transmittal Batch" form allows you to Add New Members, Transfer-in and pay for a member from a different Post, as-well-as select from a list of members that currently reside in your Post.

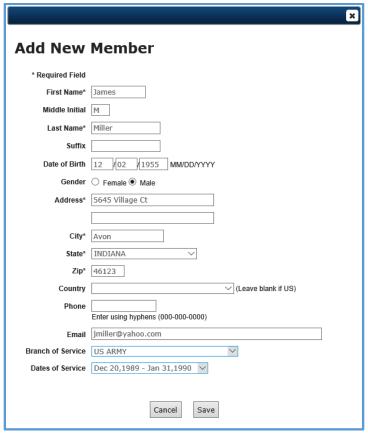
ADD NEW MEMBER/Transfer-in



Choose whether you are adding a new member (never-before-Legionnaire), or transferring-in an existing member from a different Post.



Member ID# and name are required to transfer-in a member from another Post.

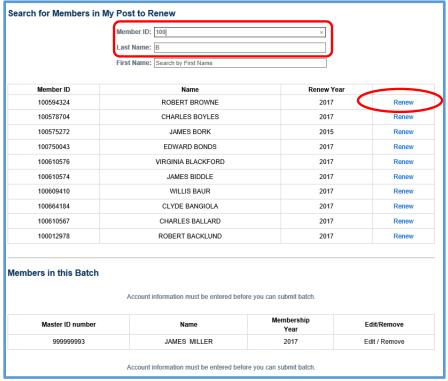


Complete the "ADD NEW MEMBER" form and click "Save"

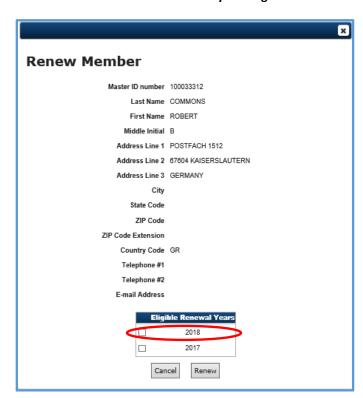


After "Save", notice the member shows up under "Members in this Batch". Click "Edit" to change demographic information, or "Remove" to delete this member from the batch.

PROCESS MEMBERSHIP Search for Members in My Post to Renew

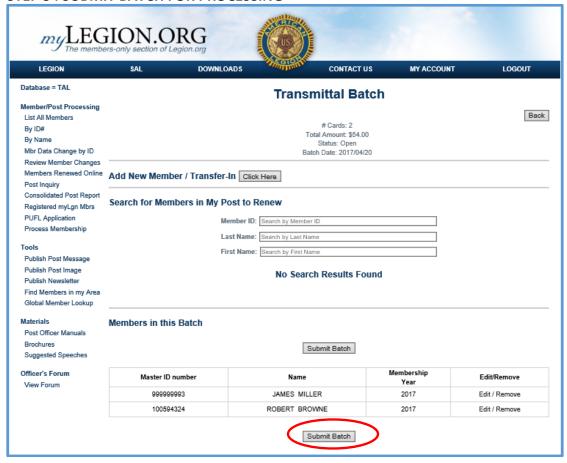


Use the Search feature to find the member in your Post that you want to renew. Notice that the search feature follows along with you as you type. The example above shows "100" entered for "Member ID:", and "b" for last name. The form then finds all members in your Post where Member ID begins with "100" and Last Name starts with "b". Select the member by clicking "Renew".



Select the Renewal Year(s) and click "Renew"

STEP 3: SUBMIT BATCH FOR PROCESSING



When your batch is complete, click "Submit Batch" to initiate payment.



A confirmation screen will appear with the email address where the transaction receipt will be sent. This screen also allows you to change where the email receipt will be sent.

Click "Submit" to initiate payment for the batch.



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 "Closed". Allow up to 5-business days for the transaction to clear through the ACH network.