

HOW TO PAY DUES AS A UNIT FULL USER

1. From the home screen go to **unit**.
Select: **select members to pay**.
2. You will find a list of unit members to pay.
3. Make your selections and then hit **continue**.
4. You will then hit **submit**.
 - It will bring up a confirmation sheet.
 - **Click here to continue** when you get that button.
5. When you get the **green check**, hit **pay dues**.
6. On the next screen, you must select the members again as verification.
7. If there are members you did not intend to select or pay, do not select them on this verification screen. Notify National so they can remove them and readjust their billing.
8. Click **proceed to check out** and they'll be moved into your cart.
 - The list is now in your cart. If there are people you don't want on it, click **remove**.
9. Scroll down. Select your **payment type**, name on card or checking account, card number, etc.
10. Click **submit order**. You'll get verification on the screen. This receipt will be emailed.
11. Send **another copy**, if you want, to your treasurer, etc. Hit **send**.

HOW TO ADD A NEW MEMBER

1. Start by going to **members** -> drop down -> **add new members**.
2. Enter the info as it is on the application: name, name of veteran they're eligible through.
 - If the veteran is living, leave the check marked. If deceased, unselect that.
 - Continue to enter city, state, Legion ID number of the veteran, select when served and relationship to veteran.
 - Add city, state, zip code as on the application.
 - Fill in the phone numbers and email addresses.
 - Enter the date of birth. This is required and especially important if they are a junior.
3. Put in **member join date**. Hit **submit**.
4. At the bottom of the screen, you will see the new member you added.
5. **Allow 15 minutes** before the dues become available to pay.
6. If you have other members to add, **scroll to the top** and add the next member.

Please note: When adding new members for 2027 be sure to use an effective date of 9/1/2026 or later

 **AMERICAN
LEGION
AUXILIARY**

HOW TO REJOIN A MEMBER

1. Go to **members** -> **Manage Members** then **rejoin**.
2. You will select the member that you want to rejoin. Hit **continue**.
3. Put in the **effective date** and click **submit**.
4. You will get a **confirmation** on the screen that your rejoin is being processed.

Note: Units paying dues can pay by unit check. Transaction limit for checks is \$1000. Transaction for debit cards is \$2500.

Disclaimer: If you enter a wrong account number or have insufficient funds, you will be charged a \$30 fee. If there are more than 2 incidents in a year, you will lose your access.

Problems or Questions?
If you have any problems or questions, please contact in the following order:

- Dept Email: membership@alafl.org
- ALA MIS Help Desk:
Phone: 317.569.4536
Fax: 317.569.4502
- National Email: alamishelp@ALAforVeterans.org