



American Legion Auxiliary

Management Information System (ALA MIS)

Unit Full Training Manual

June 29, 2026

Table of Contents

Overview	4
Accessing ALA MIS	4
How to Bookmark the Member Portal	5
Logging In.....	5
User Profile Menu.....	6
My Account	7
Red Book	7
Sign Out	7
Shopping Cart.....	7
Opening ALA MIS.....	7
ALA MIS Home Page	8
Universal Controls	8
Filtering Lists	8
Sorting Lists	9
List Paging Controls	9
Exporting Lists	10
Members Menu	10
Manage Members	11
Roster	11
Edit Member Profile	11
Info Tab	13
Activity Tab	15
Change History Tab	15
Rejoin a Former Member.....	16
Honor by Unit.....	17
Member Search in Unit.....	18
Add New Members	19
Unit Menu	21
Manage Unit Leadership.....	22
Roster	22

Add	23
Manage	24
Manage Unit Profile.....	25
Unit Reports	27
Dues Paid by Unit Report	27
New Member Report.....	28
Unit Dues Activity Report	28
Unit Dues Paid Online Report.....	28
Unit Rosters	29
Unit Deceased Roster.....	29
Unit Expired Roster.....	30
Unit Former Roster	30
Unit HLM Roster	30
Unit Junior Roster	31
Unit Leadership Roster	31
Unit Membership Roster	31
Unit Paid Dues Roster	32
Unit Pending Mbr Roster	32
Unit PUFL Roster	33
Unit Unpaid Dues Roster.....	33
Select Members To Pay	34
Pay Dues.....	36
Forms Menu	37
Unit ALA MIS Calendar	38
Help Menu	38

Overview

The American Legion Auxiliary Management Information System (ALA MIS) is used by units, districts/divisions, and departments to manage members, units, departments and leadership information. Units are only allowed to designate up to two users for login access for a fee. The fee is collected through the department and transmitted to the National Headquarters. The department headquarters authorizes who has access. Units must contact their department with the name of the member who should have access to ALA MIS along with the member's email address, member ID number, and phone number for the person at the unit who will be using the account.

Units can stay informed of important reminders from National Headquarters by viewing our announcements on ALA MIS.

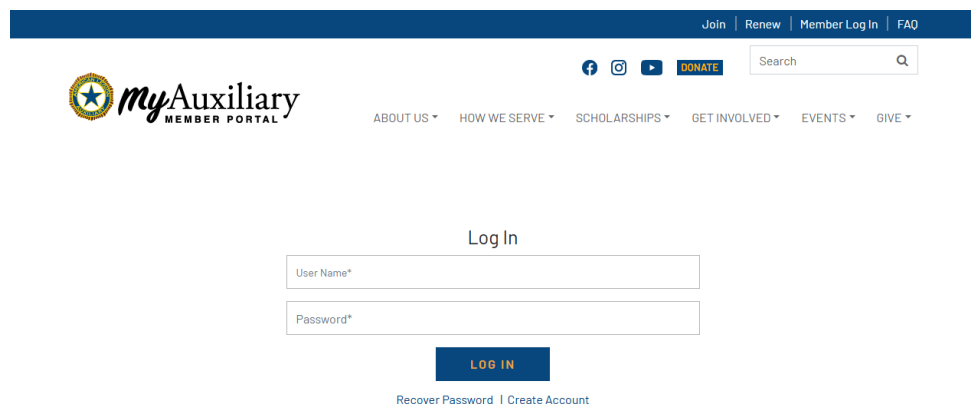
Unit Full users have access to:

- Add a new member.
- Update member personal information.
- Rejoin a former member.
- Update a member as Honor by Unit.
- Search for members within the Unit.
- Manage Unit Leadership.
- Manage Unit Profile.
- Pay membership dues.
- View Unit reports.
- View Unit roster reports.
- Access forms.
- Request help from ALA Help Desk.

Accessing ALA MIS

ALA MIS is accessed via the My Auxiliary Member Portal at <https://members.legion-aux.org/ALAMembers/>. See *Figure 1: My Auxiliary Member Portal – Member Login*.

Figure 1: My Auxiliary Member Portal – Member Login



The screenshot shows the 'My Auxiliary Member Portal' login page. At the top, there is a dark blue navigation bar with links for 'Join', 'Renew', 'Member Log In', and 'FAQ'. Below this, the 'myAuxiliary MEMBER PORTAL' logo is on the left, and social media icons (Facebook, Instagram, YouTube) and a 'DONATE' button are in the center. A search bar is on the right. A horizontal menu contains links: 'ABOUT US', 'HOW WE SERVE', 'SCHOLARSHIPS', 'GET INVOLVED', 'EVENTS', and 'GIVE'. The main content area is titled 'Log In' and features two input fields: 'User Name*' and 'Password*'. Below these fields is a blue 'LOG IN' button. At the bottom of the login section, there are links for 'Recover Password' and 'Create Account'.

How to Bookmark the Member Portal

Regardless of which browser you use you should be able to bookmark the My Auxiliary Member Portal page with the steps below.

1. Open your browser.
2. Open the My Auxiliary Member Portal page.
3. Either use Ctrl + D (for Windows/PC) or Command +D (for Mac) on your keyboard or click the star icon (☆) on the right side of the address bar.
4. A pop-up will appear where you can rename the bookmark and change the save folder.

Logging In

- Enter your Username – Usernames are NOT case sensitive.
- Enter your Password – Passwords are case sensitive.
- If a pop-up appears asking you to remember your password, select the option to never remember your password. It is a security risk to allow a browser to save your passwords.

Do NOT share your password with other members of your Unit or Department. If a new user is appointed, then contact your Department Headquarters for a new ALA MIS account.

After successfully logging in, you will be taken to the My Account page. See *Figure 2: My Account Page*.

Figure 2: My Account Page

The screenshot displays the 'My Account' page for a 'Unit Full User'. The page is divided into a left sidebar and a main content area. The sidebar contains the user's name, unit information, and membership details, along with a 'Membership Card' button. The main content area has three tabs: 'My Contact Info', 'My Dues & Donation History', and 'Communication Preferences'. The 'My Contact Info' tab is active, showing 'My addresses' and 'My details'. The 'My addresses' section lists a permanent address with checkboxes for preferred mailing, billing, and shipping addresses. The 'My details' section includes fields for first, middle, and last names, mobile, home, work, and fax phones, email, and seasonal address information.

Unit Full User
Unit Full User
American Legion Aux Unit 0003

Member Number
303121411

Member Since 6/8/2026

Membership Category

Member Status Active

Membership Valid Until 12/31/2026

Membership Card

My Contact Info **My Dues & Donation History** **Communication Preferences**

My addresses

Permanent **Alternate** +

3450 Founders Rd
Indianapolis, IN 46268
UNITED STATES
unitfull@test.com

✓ Preferred Mailing Address
✓ Preferred Billing Address
✓ Preferred Shipping Address

My details

First Name Unit Full Last Name User
Middle Name
Mobile Phone Home Phone
Work phone Fax
Email unitfull@test.com
Seasonal Address Begin Month Seasonal Address Begin Day (None)

User Profile Menu

At the top right of the page, you will find your user profile icon, name, and a drop-down menu. See *Figure 3: User Profile Menu* and *Figure 4: Expanded Menu*.

Figure 3: User Profile Menu

This screenshot focuses on the top right of the page, where the user profile menu is located. A red rectangle highlights the area containing the user profile icon, the name 'Unit Full User', a drop-down arrow, and a shopping cart icon. Below this, the rest of the page is visible, showing the American Legion Auxiliary logo, social media links, and the 'GO TO ALA MIS' button. The main content area shows the same user profile and address details as in Figure 2.

Unit Full User **Unit Full User** **Unit Full User**

Unit Full User
Unit Full User
American Legion Aux Unit 0003

Member Number
303121411

Member Since 6/8/2026

Membership Category

My Contact Info **My Dues & Donation History** **Communication Preferences**

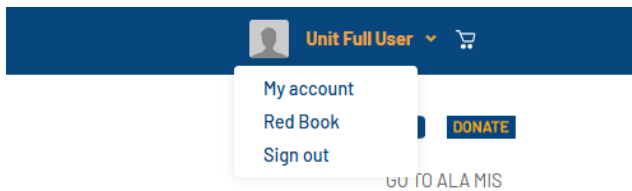
My addresses

Permanent **Alternate** +

3450 Founders Rd
Indianapolis, IN 46268
UNITED STATES
unitfull@test.com

✓ Preferred Mailing Address
✓ Preferred Billing Address
✓ Preferred Shipping Address

Figure 4: Expanded Menu



My Account

My Account page displays your personal and membership information.

Red Book

Opens the Red Book Directory.

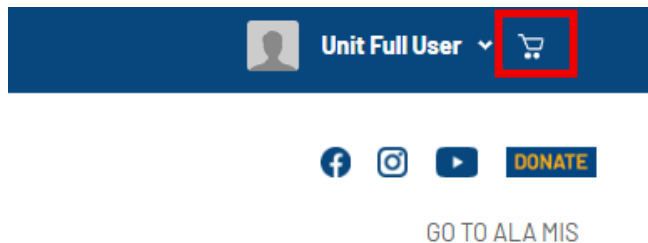
Sign Out

You will use this menu option to log out of ALA MIS and the Member Portal.

Shopping Cart

Your shopping cart will always be displayed next to your user profile name on the top right of the page. See *Figure 5: Shopping Cart*.

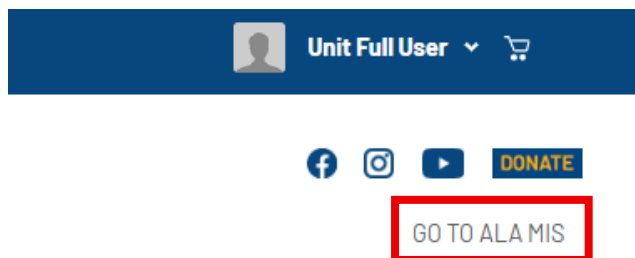
Figure 5: Shopping Cart



Opening ALA MIS

To open ALA MIS, click the “GO TO ALA MIS” link at the top right of the My Account or Red Book page. See *Figure 6: Go To ALA MIS Link*.

Figure 6: Go To ALA MIS Link

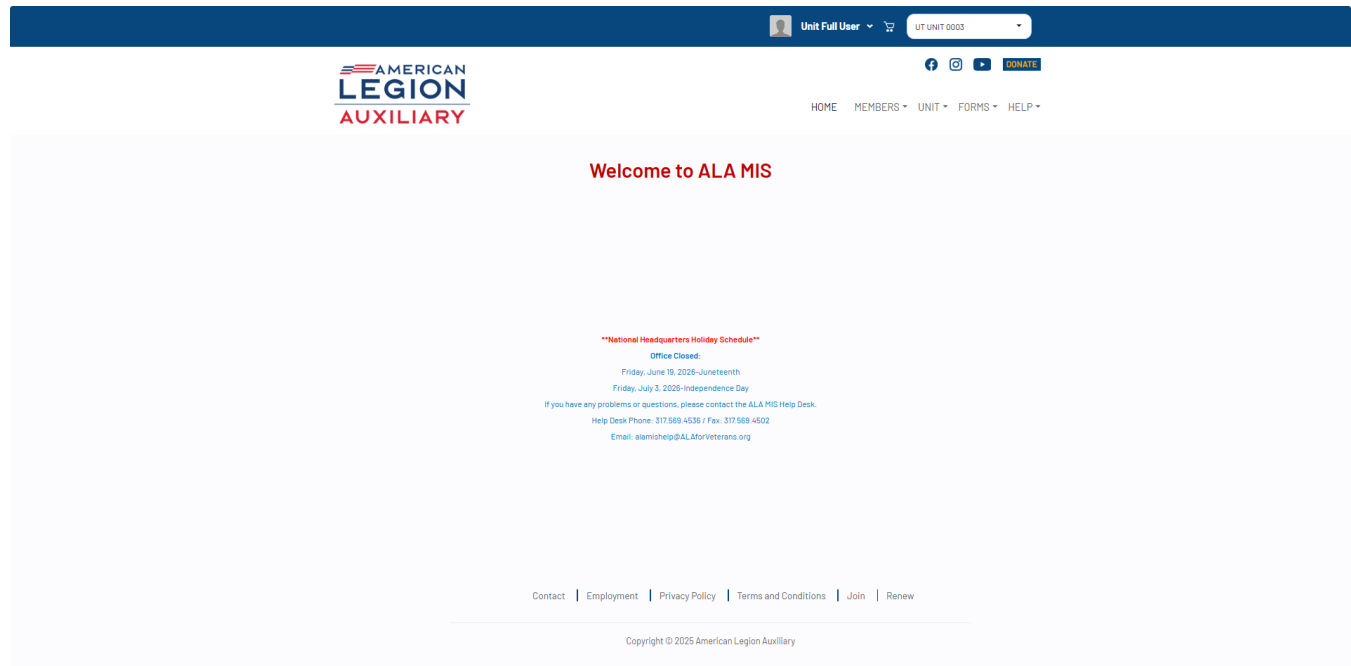


ALA MIS will open to the Home page.

ALA MIS Home Page

The Home page is the main landing page when you open ALA MIS. It is where National Headquarters will post system announcements or deadline reminders. See *Figure 7: ALA MIS Home Page*.

Figure 7: ALA MIS Home Page



Universal Controls

This section covers various controls you have access to in ALA MIS to be able to filter, sort or export various lists in the system.

Filtering Lists

The Manage Members Roster list and any list where you must select a member to take action on will have one of the following control options to find the desired member. See *Figures 8-10: Filter Options 1 -3*.

You do not have to enter values in all fields present. The more you enter the smaller number of rows you will retrieve. The less you enter the greater number of rows you will retrieve.

After entering a partial or complete name or member number, click the “Find” button to filter the list. If present, the Reset button will clear the filtering. If the Reset button is not present, then deleting the values you entered in the fields and clicking the “Find” button will restore the list.

Figure 8: Filter Option 1

Name Contains

Find

Figure 9: Filter Option 2

First Name Starts With Last Name Starts With

Find **Reset**

Figure 10: Filter Option 3

First Name Starts With Last Name Starts With Member Number

Find **Reset**

Sorting Lists

Any lists in the system will allow you to change the order the rows are sorted by simply clicking on a column header.

List Paging Controls

Any list in the system that is longer than one page will have one of the two possible paging controls shown below. See *Figures 11 & 12: Paging Controls Options 1 & 2*. You will find these controls at the end of the page.

Page size will allow you to change how many rows you see in a page. Simply, select or enter the desired number of rows you wish to view on a single page, and if present, click the Change button. This setting is not saved.

If present, the area highlighted in Figure 12 will allow you to move to a specific page. Simply change the Page number and click the Go button.

Figure 11: Page Controls Option 1

◀ ◀ 1 2 ▶ ▶ Page size: 20 ▼ 40 items in 2 pages

Show all 40

◀ ▶

Figure 12: Page Controls Option 2

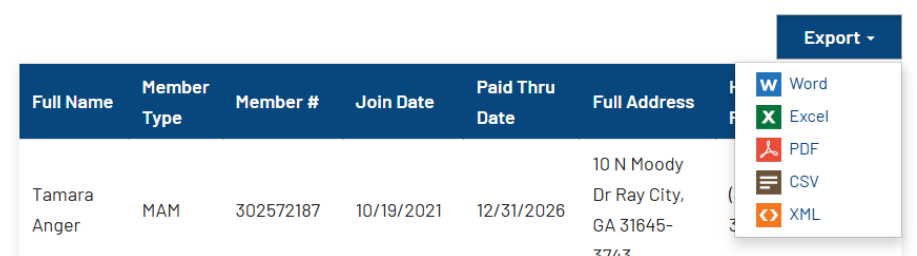


First Previous Next Last Page: 1 of 2 Go Item 1 to 20 of 40
Page size: 20 Change

Exporting Lists

Any list with the Export drop-down will allow you to export the list in the format you select. See *Figure 13: Export Drop-Down*.

Figure 13: Export Drop-Down



Full Name	Member Type	Member #	Join Date	Paid Thru Date	Full Address
Tamara Anger	MAM	302572187	10/19/2021	12/31/2026	10 N Moody Dr Ray City, GA 31645-3743

Export ▾

- Word
- Excel
- PDF
- CSV
- XML

Word, Excel and PDF are the most common formats.

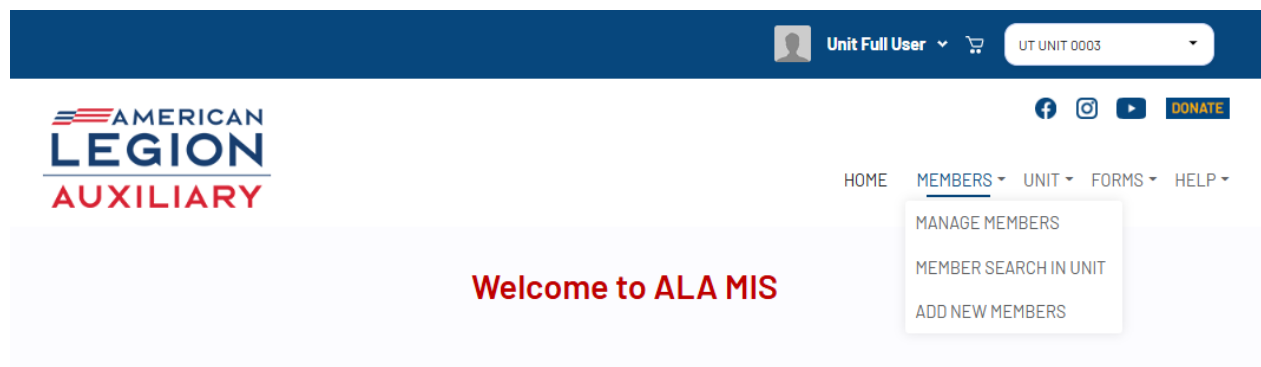
CSV is comma separated value meaning that each column of data is separated by a comma. This file format will open in Excel. The only caution with this option is if any value in a column contains a comma, it will throw off the alignment of the data in the columns when opened in Excel.

XML is a specific format used for IT purposes.

Members Menu

The Members menu provides you with the ability to manage existing members' information, search for members within the unit, and add new members. See *Figure 14: Members Menu*.

Figure 14: Members Menu



Unit Full User UT UNIT 0003

AMERICAN LEGION AUXILIARY

HOME MEMBERS UNIT FORMS HELP

MANAGE MEMBERS
MEMBER SEARCH IN UNIT
ADD NEW MEMBERS

Welcome to ALA MIS

Manage Members

The Manage Members page will allow you to:

- View the Roster within the Unit.
- Update a member's personal and membership information.
- Rejoin a former member.
- Update a member as Honor by Unit.

Roster

The Roster will display a list of current members in the unit. See *Figure 15: Roster List Page*.

Figure 15: Roster List Page

The screenshot shows the 'Roster' page interface. On the left is a sidebar with three buttons: 'Roster' (selected), 'Rejoin', and 'Honor by Unit'. The main content area is titled 'Roster'. It features a search section with a 'Name Contains' text input field and a 'Find' button. In the top right corner of the main area is an 'Export -' button. Below this is a table with the following columns: Full Name, Member Type, Member #, Join Date, Paid Thru Date, Full Address, and Home Phone. A single member is listed: David Bowie, MAM, 303121403, 6/4/2026, 12/31/2026, 123 Glam Way Guitar, UT 12345 UNITED STATES. To the right of the member's address is an 'Edit Profile' link.

Full Name	Member Type	Member #	Join Date	Paid Thru Date	Full Address	Home Phone
David Bowie	MAM	303121403	6/4/2026	12/31/2026	123 Glam Way Guitar, UT 12345 UNITED STATES	Edit Profile

Edit Member Profile

The Edit Profile link to the right of each member in the Roster list will allow you to view and edit the member's personal, membership background, communication preference information, and set the member as a temporary seasonal member. You can also view the member's Activity and Change History. See *Figures 16-18: Edit Profile Page – Scroll Segments 1-3*.

The top section of the member's profile page is not editable.

The member's profile page will open with the Info tab open.

Figure 16: Edit Profile Page – Scroll Segment 1

Membership ID 303121407

Membership Type MAM

Membership Status

Membership Category A

Info Activity Change History

Permanent Alternate +

123 N Main St
Sample City, UT 12345
UNITED STATES
deptfull@test.com

✓ Preferred Mailing Address
✓ Preferred Billing Address
✓ Preferred Shipping Address

First Name Department Full
Middle Name
Last Name User

Home Phone
Cell Phone
Email Address deptfull@test.com
Work Phone

Save Cancel

Figure 17: Edit Profile Page – Scroll Segment 2

Background

Join Date 6/8/2026

Recruited By

Current Unit 0003

War Era Vietnam

Legion Post

Legion State

Veteran Related Thru Department Full User

Initial Unit 0003

Current Dept Utah

Branch of Service (None)

Legion City

Legion Member No

Related Type Mother

Personal

Marital Status (None)

Date of Birth

Figure 18: Edit Profile Page – Scroll Segment 3

Communication

Magazine Preference (None) ▾

☐ No Mail

☐ No Solicitation

☐ No Renewal

Season End Day (None) ▾

Season Begin Day (None) ▾

☐ Temp seasonal

☐ No Magazine

☐ No Department Publication

☐ No Calls

☐ No Email Renewal

Season End Month (None) ▾

Season Begin Month (None) ▾

Save Cancel

Info Tab

Each member can have a permanent, alternate, and seasonal address. Each address type is on a separate tab. The '+' tab will allow you to add an alternate or seasonal address if it has not already been added. Use the pencil icon in the right corner of each address tab to edit the member's address, phone, and email. See *Figure 19: Address Tabs and Edit Icon*.

Figure 19: Address Tabs and Edit Icon

Info Activity Change History

Permanent Alternate +

123 N Main St

Sample City, UT 12345

UNITED STATES

deptfull@test.com

✓ Preferred Mailing Address

✓ Preferred Billing Address

✓ Preferred Shipping Address

✎

After clicking the edit 'pencil' icon, the Edit Address window will appear. See *Figure 20: Edit Address Window*.

IMPORTANT: Remember to click the Save & Close button once you have completed your edits. The system will not prompt you to save, nor will it automatically save your changes if you close the window.

Figure 20: Edit Address Window

Permanent

CountryUnited States

Address123 N Main St

CitySample City

StateUtah

Postal code12345

Phone

Emaildeptfull@test.com

☒ Preferred Mailing Address

☒ Preferred Shipping Address

☒ Preferred Billing Address

Save & Close

Cancel

Most of the remaining sections of the Info tab are editable and will allow you to edit the member's personal, membership background, and communication preference information, and set the member as a temporary seasonal member.

Under the Background section, the Join Date, Current Unit, Current Dept, and Legion information are not editable. See *Figure 21: Background Section of Info Tab*.

If the Join Date or Legion data need to be changed, Contact National Headquarters.

Figure 21: Background Section of Info Tab

Join Date6/8/2026

Recruited By

Current Unit0003

War EraVietnam

Legion Post

Legion State

Veteran Related ThruDepartment Full User

Initial Unit0003

Current DeptUtah

Branch of Service(None)

Legion City

Legion MemberNo

Related TypeMother

Activity Tab

Clicking on the Activity tab, will open the Individual Activity Report. Activities listed include dues payments, changes to leadership positions and committees, continuous year adjustments, and event attendance. See *Figure 22: Activity Tab*.

Figure 22: Activity Tab

Info

Activity

Change History

Individual Activity Report

Export

Activity Type	Transaction Date	Effective Date	Product Code	Description	Source System	Amount	Note
COMMITTEE	6/18/2026	6/18/2026	COMMITTEE/UUT_0003	Price 0003 Unit Leadership UT		0.00	
COMMITTEE	6/9/2026	6/9/2026	COMMITTEE/DEPT_UT	Dept Of Utah Leadership		0.00	
DUES	6/9/2026	6/1/2026	UNIT	Unit Dues	DUES	1.50	
DUES	6/9/2026	6/1/2026	DEPT	Department Dues	DUES	15.50	
DUES	6/9/2026	6/1/2026	NATL	National Dues	DUES	18.00	

Change History Tab

Clicking on the Change History tab, will open the Member Change Log, which will list changes made to the member's profile. See *Figure 23: Change History Tab*.

Figure 23: Change History Tab

Info

Activity

Change History

Member Change Log

Export ▾

Id	Date Time	Sub Type	User Id	Log Text
303121407	6/15/2026	CHANGE	csi_sp_FixCompanySort	Name.COMPANY_SORT: AMERICAN LEGION AUX UNIT 0003 -> UT UNIT 0003
303121407	6/11/2026	CHANGE	DEPTFULL	Name.EMAIL: deptfull@happy.com -> deptfull@test.com
303121407	6/11/2026	CHANGE	DEPTFULL	Name.EMAIL: deptfull@test.com -> deptfull@happy.com
303121407	6/9/2026	CHANGE	MANAGER	Name.TITLE: -> Dept ICE Full User
303121407	6/9/2026	CHANGE	KHARRIER	Name.EMAIL: -> deptfull@test.com
303121407	6/9/2026	CHANGE	MANAGER	Name.MEMBER_TYPE: PAM -> MAM
303121407	6/8/2026	CHANGE	MANAGER	Name.JOIN_DATE: 1/1/0001 -> 6/8/2026
303121407	6/8/2026	ADD	MANAGER	User, Department Full, American Legion Aux Unit 0003

Rejoin a Former Member

Clicking on the Rejoin tab will open to the Selection screen displaying a list of expired and cancelled members. See Figure24: Rejoin Tab Selection Screen.

Figure 24: Rejoin Tab Selection Screen

Select the member from the roster below, or you can search by first name, last, name or member ID number, you will then hit continue and put in an effective date. Units can only rejoin members that last paid in their unit. If you need to rejoin a member not in your unit, please contact your Department Headquarters.

Selection Information

First Name Starts With Last Name Starts With Member Number

Find **Reset**

☐	First Name	Last Name	Type	Member Number	Category	Dues Paid Thru
☐	Sunshine	Day	FYM	303121432	CL	12/31/2026
☐	Misty	Rain	FAM	303121430	CL	12/31/2026

Continue

After selecting the member(s) to rejoin, click the “Continue” button. The Information screen will then appear. See Figure 25, Rejoin Tab Information Screen. If the wrong member was selected, you can go back to the Selection screen and change your selection.

For each member selected:

1. Enter the Effective Date.
2. Enter a Reason for the rejoin, if needed.

Once all information has been entered, click the “Submit” button. A confirmation screen will appear, and the request will take a few minutes to process.

Figure 25: Rejoin Tab Information Screen

Select the member from the roster below, or you can search by first name, last, name or member ID number, you will then hit continue and put in an effective date. Units can only rejoin members that last paid in their unit. If you need to rejoin a member not in your unit, please contact your Department Headquarters.

Selection Information

First Name Travis

Last Name aPerkins

Type FAM

Member Number 301960577

Category

Dues Paid Thru 2020-12-31T00:00:00

*Effective Date

mm/dd/yyyy

Reason

* Required Input

Submit

Honor by Unit

Created for Units who confer Honorary Life Membership on outstanding members. Per the most current version of the Unit Handbook, each Department shall establish its own rules for conferring Honorary Life Memberships and certification of these memberships.

SPECIAL NOTE: Honorary Life Memberships may not be transferred from Unit to Unit; nor Department to Department; nor from one member to another member.

Honorary Life Members are members whose unit will pay the annual membership dues for the life of the member. Members who are classified as Honorary Life Members do not receive an annual renewal notice. Payment of annual dues is the responsibility of the unit.

To cancel the Honorary Life Membership status of a member, email the ALA MIS Helpdesk at alamishelp@ALAforVeterans.org.

Clicking on the Honor by Unit tab will open to the Selection screen displaying a list of current members. Select the member(s) to update and click the “Continue” button. The Information screen will appear. See *Figure 26: Honor by Unit Tab Information Screen*.

For each member selected enter the Effective Date.

Once all information has been entered, click the “Submit” button. A confirmation screen will appear, and the request will take a few minutes to process.

Figure 26: Honor by Unit Tab Information Screen

Roster

Rejoin

Honor by Unit

Honorary Life Members are members whose unit will pay the annual membership dues for the life of the member. Members who are classified as Honorary Life Members do not receive an annual renewal notice. Payment of annual dues is the responsibility of the unit.

To cancel the Honorary Life Membership status of a member, email ALAMISHelp@ALAforVeterans.org.

Selection

Information

First Name

David

Last Name

Bowie

Type

MAM

Member Number

303121403

Category

Dues Paid Thru

2027-12-31T00:00:00

* Effective Date

mm/dd/yyyy

* Required Input

Submit

Member Search in Unit

You may use any combination of the member’s name, member number, and email to search for a member within the unit. You do not have to enter the member’s entire name or email to perform a search. Click the “Find” button once you have entered your search criteria. See *Figures 27 & 28: Search Results – Scroll Segments 1 & 2*. Notice at the bottom of the search results is a horizontal scroll bar that will allow you to see additional columns.

Figure 27: Search Results – Scroll Segment 1

Name Contains

Depart

Member Number Equals

Email Starts With

Find

Export

First Name	Company Sort	Paid Thru	Id	Full Name	Address 1	Address 2	City	State Province	Zip	Birth Date
Department Full	UT UNIT 0003	12/31/2026	303121407	Department Full User	123 N Main St		Sample City	UT	12345	

Figure 28: Search Results - Scroll Segment 2

Name Contains

Member Number Equals

Email Starts With

Find

Export ▾

Address 1	Address 2	City	State Province	Zip	Birth Date	Member Type	Status	Category	Bad Address	Email
123 N Main St		Sample City	UT	12345		MAM	A			deptfull@test.com

Add New Members

Please search for new members before adding them to the database. This reduces the number of duplicate records in the system. See the Unit Handbook for guidelines for new members as well as eligibility requirements. After you add a new member, she will be added as a Pending Member. After payment is processed, the member will become an Active Member.

Fill out the information in the form and click the “Submit” button. Fields required to be populated have a red asterisk (*) next to them. See *Figures 29 & 30: Add New Members Page – Scroll Segment 1 & 2*.

Special note about Female Veterans: If the new member is a female veteran who is not a member of The American Legion, unselect the “Veteran is Living?” box to bypass the required fields.

The Birthday field is only required for Junior Members. If the Birthday field is not populated the member will be added as a Senior Member with senior dues rates.

The Member Join Date is defaulted to the current date but may be changed. Please pay special attention to the note added above the field. The note will be updated by National Headquarters each year.

Once the page has been completed for the new member, click the “Submit” button. The new member will be added to the “New Members Pending Processing” table at the bottom of the page. The new member form will clear so you may add additional members.

The system will take 10-15 minutes to process the new member. If you have finished adding new members, you may go to another page in the system. Once the system has completed processing the new member’s their record will be removed from the table. You can come back

to the page periodically to check if the table has cleared. Once the new member is no longer in the table you can proceed to pay their dues. See the Select Members to Pay subsection under the Unit Menu section of this document.

Figure 29: Add New Members Page - Scroll Segment 1

Unit Selected: UT UNIT 0003

Fill out the information below and click the **Submit** button. Required fields have an asterisk(*) next to them.

Name *First Middle *Last 	Permanent Address *Line 1 Line 2 Line 3 *City *State (None) *Zip/Postal Code *Country United States
Eligibility *Name of Veteran Eligible Through Veteran is Living? ☒ *Post City Required Field *Post State (None) Required Field *Veteran's Legion Member ID Number Required Field *Served In (None)	Contact Information Home Phone

Figure 30: Add New Members Page - Scroll Segment 2

*Relationship

(None) ▾

*Furthest allowable descendant is granddaughter

Work Phone

Cell

Email

Birthday - Required for Junior Members

*Member Join Date

6/25/2026

Submit

The below new members will be processed in a few minutes.

You can go to another page while new members process. You will know the members are processed if you come back to this page and they are no longer listed under New Members Pending Processing. There may be a delay between the time a member is no longer listed under 'New Members Pending Processing' and being available on the 'Select Members to Pay' page.

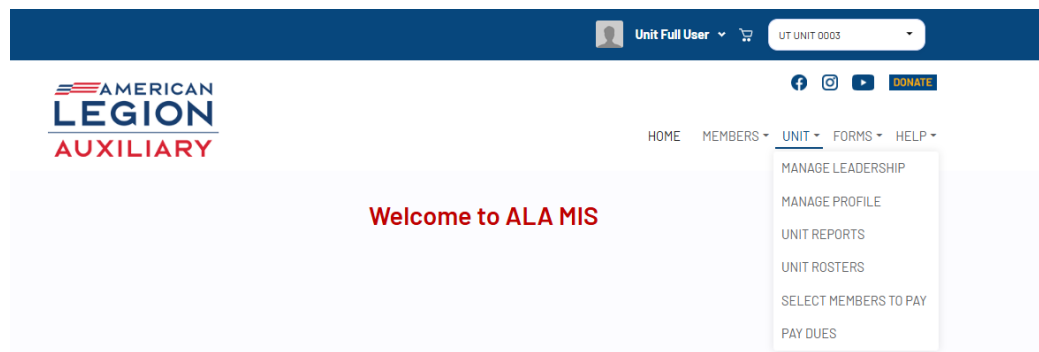
New Members Pending Processing-it may take 10-15 minutes for new members to be available to pay

First Name	Last Name
There are no records.	

Unit Menu

The Unit menu provides you with the ability to manage a Unit's leadership and profile, view Unit reports and rosters, and pay member dues. See *Figure 31: Unit Menu*.

Figure 31: Unit Menu



Manage Unit Leadership

Manage Unit Leadership will allow you to view the Unit's leadership roster, add a member to a leadership position, and inactivate a member's leadership role.

ALA policies state to be selected for a leadership position, a member must be in good standing, and dues must be paid current. To edit leaders for a Unit, you will need to know the name of the member, their leadership position, and the effective date.

Roster

Clicking on the Mange Leadership menu option under the Unit menu will open the Unit's current leadership roster. See *Figure 32: Unit's Current Leadership Roster Page*.

If the member will be leaving a leadership position in the near future and their leave date has been added to the system, they will continue to appear in the Roster list until the End Date has passed.

Figure 32: Unit's Current Leadership Roster

This is the roster of your current leadership. Click on Add to add new leadership positions. Click on Manage to update end dates.

Roster

Add

Manage

Current Leaders

Export

Full Name	Title	Start Date	End Date
Department Full User	Dept ICE Full User	6/9/2026	
District View User	Dept/Dist View Only	6/9/2026	

Add

Clicking the Add tab opens the Selection screen displaying a list of current members. This tab will allow you to add a member to an existing leadership position for the Unit. Below is a list of current Unit Leadership Positions as of July 1, 2026. Newly created leadership positions must be added by National Headquarters.

Unit AEF Chairman	Unit Legislative Chairman
Unit Americanism Chairman	Unit Liaison Child Welfare Foundation Chairman
Unit Cavalcade of Memories Chairman	Unit Membership Chairman
Unit Chaplain	Unit National Security Chairman
Unit Children & Youth Chairman	Unit Past Presidents Parley Chairman
Unit Community Service Chair	Unit Poppy Chairman
Unit Constitution & Bylaws Chairman	Unit President
Unit Dues Remit	Unit Public Relations Chairman
Unit Education Chairman	Unit Sergeant-At -Arms
Unit Field Service Director	Unit Secretary
Unit Finance Chairman	Unit Treasurer
Unit Girls State Chairman/Director	Unit UD&R Chairman
Unit Historian	Unit VA & R Chairman
Unit Junior Activities Chairman	Unit Vice President
Unit Leadership Chairman	

Select the member(s) you wish to add to a leadership position then click the “Continue” button. The Information screen will appear. *See Figure 33: Manage Unit Leadership – Add Tab – Information Screen.*

For each member:

1. Enter the Effective Date.
2. Select the Position the member will take.

Once all information has been entered, click the “Submit” button. A confirmation screen will appear, and the request will take a few minutes to process.

Figure 33: Manage Unit Leadership - Add Tab - Information Screen

RosterAddManage

REMINDER: Remit to Person and Remit to Address are not linked. If you need to update the Remit to Address, go to Manage Profile under the Unit Tab.

SelectionInformation

First NameTaylor

Last NameSwift

Member TypeMAM

Unit and StateUT UNIT 0003

*Effective Date

mm/dd/yyyy

*Position

Select an option

First NameDavid

Last NameBowie

Member TypeMAM

Unit and StateUT UNIT 0003

*Effective Date

mm/dd/yyyy

*Position

Select an option

*Required Input

Submit

Manage

Clicking the Manage tab opens the Selection screen displaying the current leadership roster list. This tab will allow you to inactivate a member's leadership role. If you know a member will be vacating a leadership role in the immediate future, you may update their role as soon as you know the leave date.

Select the member(s) and leadership role(s) you wish to inactivate then click the "Continue" button. The Information screen will appear. *See Figure 34: Manage Unit Leadership – Manage Tab – Information Screen.*

For each member enter the Position Thru Date. Once all information has been entered, click the "Submit" button. A confirmation screen will appear, and the request will take a few minutes to process.

Figure 34: Manage Unit Leadership – Manage Tab – Information Screen

This is the roster of your current leadership. Click on Add to add new leadership positions. Click on Manage to update end dates.

RosterAddManage

Selection

Information

Full Name

Taylor Swift

Title

Unit Chaplain

Start Date

2026-06-25T00:00:00

End Date

*Position Thru Date

mm/dd/yyyy

Full Name

David Bowie

Title

Unit Historian

Start Date

2026-06-25T00:00:00

End Date

*Position Thru Date

mm/dd/yyyy

*Required Input

Submit

Manage Unit Profile

The Manage Unit Profile page will allow you to update the Unit’s addresses (permanent and remit to) and some contact information.

NOTE: The remit to address for the unit is listed as the ‘alternate’ address on the unit profile.

Additionally, it displays metrics of paid dues. See Figure 35 Manage Unit Page.

Figure 35: Manage Unit Page

American Legion Aux Unit 0003

Paid Current Year JR Members 2
Paid Current Year SR Members 24,00
Paid Next Year JR Members 2
Paid Next Year SR Members 14
VIM Members 0,00
Paid Dues Members 26,00
Unpaid Dues Members 0,00
E Unit False
EIN Number
Legal Name Sample Unit
Division/District/County
Division/District/County
Charter Date 4/11/1923 12:00 AM
Unit Number 0003
Dept 144

To update the Remit to address, click the 'Alternate' address tab below and click the pencil icon to edit. REMINDER: The Remit to Person must be updated under the Manage Leadership tab.

Permanent

Alternate

+

PO Box 123
Price, UT 84501-0123
UNITED STATES

✓ Preferred Mailing Address
✓ Preferred Billing Address
✓ Preferred Shipping Address

Unit Contact

Legal Name Sample Unit

Remit to Person Cookie Monster

Remit ID 303121420

Home Phone

Fax

Email

Website

Save Cancel

Each Unit Profile can have a permanent, alternate, and seasonal address. Each address type is on a separate tab. The '+' tab will allow you to add an alternate or seasonal address if it has not already been added. Use the edit 'pencil' icon in the right corner of each address tab will open the Edit Address window allowing you to edit the Unit's address, phone, fax, and email.

You can select which of the three address types is the preferred mailing, shipping, or billing address when you have the Edit Address window open. By default, the permanent address is the preferred address for each.

IMPORTANT: The alternate address is the address that is the Remit To address. This is the address that will be included in renewal notices for where to submit payment.

Under the Unit Contact section, you may update the Unit's Home Phone, Email, Fax, and Website. To change the Remit to Person, it must be updated via the Manage Leadership page using the Unit Dues Remit leadership role.

IMPORTANT: Remember to click the Save & Close button once you have completed your edits. The system will not prompt you to save, nor will it automatically save your changes if you close the window.

Unit Reports

Unit Reports may be updated, added, or deleted on a regular basis.

Unit Reports are about the dues paid or unpaid. Clicking on the Unit Reports submenu opens the page to the first report in the “Select a report” drop-down menu. *See Figure 36: Unit Reports Page.* Each report in the “Select a report” list has its own set of search criteria fields you will use to retrieve the report data. Clicking the “Find” button will run the report and display the search results.

Figure 36: Unit Reports Page

Select your report from the dropdown menu

Payment Source Legend:

DEPT - Department paid through ALA MIS *UNIT - Unit paid through ALA MIS *WEB - Member paid through Member Portal
EDUES - Member paid by Phone to National *PUFL - Paid Up for Life

Select a report Dues Paid by Unit

Payment Date is Between and

Find

Please enter your search criteria to view results

Dues Paid by Unit Report

Lists all dues paid by the Unit in ALA MIS. Excluded from the report are dues a unit submits to the department to process, and dues paid by the member either online or by phone with National Headquarters. *See Figure 37: Dues Paid by Unit Report Search Results.*

Figure 37: Dues Paid by Unit Report Search Results

Select a report Dues Paid by Unit

Payment Date is Between 6/1/2026 and 6/30/2026

Find

Export -

Receipt ID	Payment Method	Transaction Date	Member ID	First Name	Last Name	Dues Year	Amount	Entered By Name
3684628	GPVISA	6/29/2026	303121426	Holly	Benton	2026	\$18.00	Unit Full User

New Member Report

Lists new members for a selected membership year. See *Figure 38: New Member Report Search Results*.

Figure 38: New Member Report Search Results

Select a report New Member Report ▼

*Join Year 2025 ▼

Find

Unit Dues Activity Report

List of all members who have paid dues to the unit, whether still in the unit, transferred to another unit, or have passed away. This includes payments made by the unit, department, or the member online or by phone. See *Figure 39: Unit Dues Activity Report Search Results*.

Figure 39: Unit Dues Activity Report Search Results

Select a report Unit Dues Activity ▼

*Dues Year Equals 2026 ▼

Payment Date is Between 1/1/2026  and 6/26/2026 

Find

Export ▼

Member ID	First Name	Last Name	Email	Payment Date	Dues Year	Amount	Transaction #	Payment Source
-----------	------------	-----------	-------	--------------	-----------	--------	---------------	----------------

Unit Dues Paid Online Report

Is a listing of all members who have either paid their dues online or by phone to National Headquarters. See *Figure 40: Unit Dues Paid Online Search Results*.

Figure 40: Unit Dues Paid Online Search Results

Select a report Unit Dues Paid Online ▼

Dues Year Equals 2026 ▼

Find

Export ▼

First Name	Last Name	Member ID	Email	Transaction Date	Transaction Number	Dues Year	Amount	Payment Source
------------	-----------	-----------	-------	------------------	--------------------	-----------	--------	----------------

Unit Rosters

Unit Rosters reports may be updated, added, or deleted on a regular basis.

Unit Rosters reports are about memberships and the members. Clicking on the Unit Rosters submenu opens the page to the first report in the “Select a roster” drop-down menu. See *Figure 41: Unit Rosters Page*. Some of the reports in the “Select a roster” list has its own set of search criteria fields you will use to retrieve the roster data then click the “Find” button to run the report and display the search results. Other roster reports will automatically display results after selecting them in the drop-down menu.

Figure 41: Unit Rosters Page

Select a roster

Unit Deceased Roster

Deceased Date is greater or equal to

1/1/2020

Find

Export

Id	First Name	Last Name	Member Type	Category	Join Date	Deceased Date
301144792	Member 1	Deceased	DMAM		4/3/2009	7/6/2024
301144793	Member 2	Deceased	DMAM		2/28/2023	10/21/2025
300863582	Member 3	Deceased	DMAM		10/19/2021	1/14/2025

Unit Deceased Roster

List of deceased members for the time frame you request. See *Figure 42: Unit Deceased Roster Search Results*.

Figure 42: Unit Deceased Roster Search Results

Select a roster

Unit Deceased Roster

Deceased Date is greater or equal to

1/1/2020

Find

Export

Id	First Name	Last Name	Member Type	Category	Join Date	Deceased Date
301144792	Member 1	Deceased	DMAM		4/3/2009	7/6/2024
301144793	Member 2	Deceased	DMAM		2/28/2023	10/21/2025
300863582	Member 3	Deceased	DMAM		10/19/2021	1/14/2025

Unit Expired Roster

Includes any member who has not paid for the current and prior year. See *Figure 43: Unit Expired Roster Search Results*.

Figure 43: Unit Expired Roster Search Results

Select a roster		Unit Expired Roster											Export	
Paid Through	Id	First Name	Last Name	Member Type	Address 1	Address 2	City	ST	Zip	Home Phone	Cell Phone	Email		
12/31/2024	301042664	Stevie	Nicks	XAM	5307 Fleetwood Mac Ln		Rock City	UT	46239-1931					

Unit Former Roster

Includes any member who has not paid for the current, and two prior years or longer. See *Figures 44: Unit Former Roster Search Results*.

Figure 44: Unit Former Roster Search Results

Select a roster

Unit Former Roster

Export

Paid Through	Id	First Name	Last Name	Member Type	Category	Address 1	Address 2	City	State Province	Zip
12/31/2012	301017771	Former	Member	FAM		123 Sample St		Logan	UT	84341

Unit HLM Roster

Includes any members whom the unit has bestowed an Honorary Life Membership. Units are responsible for paying the annual dues of any HLM members. See *Figure 45: Unit HLM Roster Search Results*.

Figure 45: Unit HLM Roster Search Results

Select a roster		Unit HLM Roster											Export	
Paid Through	Id	First Name	Last Name	Address 1	Address 2	City	ST	Zip	Member Type	Birth Date	Join Date	Email		
12/31/2026	303121423	Lois	Chapman	3450 Founders Rd		Salt Lake City	UT	56234	MAM	3/8/1963	June 2026			

Unit Junior Roster

Includes any junior members in the unit. See *Figure 46: Unit Junior Roster Search Results*.

Figure 46: Unit Junior Roster Search Results

Select a roster		Unit Junior Roster							Export	
Id		First Name	Last Name	Address 1	Address 2	City	State Province	Zip	Email	
303121416		Sample	Junior Member	3450 Founders Rd		Indianapolis	IN	46268	juniormembersample@juniormem	

Unit Leadership Roster

Includes any member who has been assigned a leadership/committee position within the unit. See *Figure 47: Unit Leadership Roster Search Results*.

Figure 47: Unit Leadership Roster Search Results

Select a roster		Unit Leadership Roster							Export	
Id		Position	Term Start	First Name	Last Name	Address 1	Address 2	City	State Province	Zip
300034999		Unit President	6/18/2026	Sample	Member	123 Main St		Vernal	UT	84078-8839

Unit Membership Roster

Includes all current members in the unit, including juniors. See *Figure 48: Unit Membership Roster Search Results*.

Figure 48: Unit Membership Roster Search Results

Select a roster

Unit Membership Roster

Export

Paid Through	Id	First Name	Middle Name	Last Name	Address 1	Address 2	City	ST	Zip	Member Type
12/31/2026	303121403	David		Bowie	123 Glam Way		Guitar	UT	12345	MAM

Unit Paid Dues Roster

Includes all currently paid members in the unit. This report is different than the Unit Dues Activity Report under the Units Report submenu. This report will show any transferred members who may have paid another unit prior to transfer and will not show any members cancelled or marked deceased but may have already paid the unit. See *Figure 49: Unit Paid Dues Roster Search Results*.

Figure 49: Unit Paid Dues Roster Search Results

Select a roster

Dues Year Equals

Full Name Contains

Find

Export

Member ID	Member Type	First Name	Last Name	Email	Dues Year
303121403	MAM	David	Bowie		2026

Unit Pending Mbr Roster

Includes any members who have newly joined or rejoined but have not been paid their dues. See *Figure 50: Unit Pending Mbr Roster Search Results*.

Figure 50: Unit Pending Mbr Roster Search Results

Select a roster

Export

Member Type	Id	First Name	Last Name	Address 1	Address 2	City	State Province	Zip	Home Phone	Mobil Phone
PAM	300905396	Janis	Joplin	PO Box 36		Rolling Stones	UT	84001-0036		
PYM	303121416	Sample	Junior Member	3450 Founders Rd		Indianapolis	IN	46268	(317) 569-4500	
PAM	134577239	Expired	Member	123 Test St		Sample Town	UT	84302-1314		
PAM	303121420	Cookie	Monster	3450 Founders Rd		Salt Lake City	UT	56234	(317) 569-4500	

Unit PUFL Roster

Includes any member who is a Paid Up for Life (PUFL) member. These members may also be known as VIM (Very Important Member). See *Figure 51: Unit PUFL Roster Search Results*.

Figure 51: Unit PUFL Roster Search Results

Select a roster

Unit PUFL Roster

▼

Export -

Id	First Name	Last Name	Member Type	Address 1	Address 2	City	State Province	Zip	Email	Home Phone	Cell Phone	Pa Th
300599579	PUFL	Member	MAM	1111 Sample Rd		Test	UT	57702-1876				12/

Unit Unpaid Dues Roster

Includes all members who have not paid dues for the selected year. See *Figure 52: Unit Unpaid Dues Roster Search Results*.

Figure 52: Unit Unpaid Dues Roster Search Results

Select a roster

Unit Unpaid Dues Roster

* Dues Year

2027

Find

Export -

Member ID	Member Type	Category	First Name	Last Name	Address 1	Address 2	City	State	Zip	Home Phone
303121403	MAM		David	Bowie	123 Glam Way		Guitar	UT	12345	
303121423	MAM	HLM	Lois	Chapman	3450 Founders Rd		Salt Lake City	UT	56234	(317) 4500
303121416	MYM		Sample	Junior Member	3450 Founders Rd		Indianapolis	IN	46268	(317) 4500

Select Members To Pay

The Select Members to Pay page will allow you to select members within your Unit to pay their dues. See *Figure 53: Select Members To Pay Page – Selection Screen*. The page will list current members, pending, expired and former members.

Figure 53: Select Members To Pay Page - Selection Screen

Select members below that you wish to pay. This is step 1 of 2. Click continue below, then hit submit. When you hit submit the member's billing will be adjusted so that you only pay the national portion. This adjustment can take a few minutes depending on the number of members selected. If you recently added new members, it may take a few minutes for them to appear for selection. Simply refresh your browser to see if they have been added.

Selection

Information

Unit Contains

Full Name Contains

Member Number

Member Type

Find

Reset

☐	Member Number	Unit	Full Name	Member Type	Year
☐	303121416	UT UNIT 0003	Sample Junior Member	PYM	2026
☐	303121418	UT UNIT 0003	Sample Junior Member	PYM	2026

You may filter the list using the filter controls or page through the list using the paging controls at the bottom of the page. Select the member(s) who you wish to pay their dues then click the “Continue” button. The Information screen will appear where you can verify the list of members for which you intend to pay their dues. See *Figure 54: Select Members To Pay – Information Screen*.

Figure 54: Select Members To Pay – Information Screen

Selection

Information

Member Number

303121419

Unit

UT UNIT 0003

Full Name

Minnie Mouse

Member Type

PAM

Year

2026

Submit

Once you have verified the list click the “Submit” button. The Confirmation screen will appear. See *Figure 55: Select To Pay - Confirmation Screen*.

Figure 55: Select To Pay - Confirmation Screen

Select members below that you wish to pay. This is step 1 of 2. Click continue below, then hit submit. When you hit submit the member's billing will be adjusted so that you only pay the national portion. This adjustment can take a few minutes depending on the number of members selected. If you recently added new members, it may take a few minutes for them to appear for selection. Simply refresh your browser to see if they have been added.

Confirmation

Thank you. Your request will be processed shortly.

[Click Here To Continue](#)



Summary

Member Number 303121419

Unit UT UNIT 0003

Full Name Minnie Mouse

Member Type PAM

Year 2026

The Confirmation screen provides you with one more chance to verify the list. Once verified again, click the “Click Here To Continue” button. The Dept Invoice Submitted screen will appear. See *Figure 56: Select Members To Pay - Unit Invoice Submitted Screen*.

Figure 56: Select Members To Pay - Unit Invoice Submitted Screen

Unit Invoice Submitted

We are processing your requested change. This page will auto update to inform you of progress. Please wait until this process has finished before proceeding to pay your invoice(s). This could take a couple of minutes.



Unit Invoice record updates

Status: Done

[Pay Dues](#)

The system will adjust the invoices to remove the Unit portion of the dues.

You will know that the invoices have been adjusted when the green circle with the white checkmark appears. You can then click the “Pay Dues” button. See the Pay Dues section below to continue the payment process.

If you have a larger number (50 or more) of members to pay, you **do not** need to remain on the Unit Invoice Submitted screen while the system adjusts the invoices. You can navigate to another part of the system while it is working on the adjustments. After about 20 minutes you can navigate to the Pay Dues page under the Unit menu to continue the payment process. See the Pay Dues section below to continue the payment process.

Pay Dues

The Pay Dues page allows you to select the members who you are ready to pay and add to your shopping cart. See Figure 57: Pay Dues Page.

Figure 57: Pay Dues Page

If you need to select additional members click the button below. If you are ready to pay, select the members from the list below and proceed to checkout.

If there are any members on the list below you do not intend to pay, contact the Helpdesk at ALAMISHelp@ALAforVeterans.org. National staff will need to readjust their billing to remove them from the list.

Select Members to Pay

Unit Contains

Full Name Contains

Find

Reset

☐	Member Number	Unit	Full Name	Member Type	Year	Balance
☐	303121419	UT UNIT 0003	Minnie Mouse	PAM	2026	33.50

If you do not see the member(s) you want to add to your shopping cart, it could be because the system hasn’t completed adjusting the invoices or the member was not selected to pay.

You can click the “Select Members to Pay” button to include additional members who may have been initially missed. If you click this button, see the Select Members To Pay section above for instructions.

If the member(s) was selected to pay, but not in the Pay Dues list, give the system a little more time to adjust invoices. If the member(s) are still not listed, contact the ALA Helpdesk at alamishelp@ALAforVeterans.org.

If the member(s) are found in the list on the Pay Dues page, select the members you want to add to your shopping cart and click the “Proceed to Checkout” button. The Shopping Cart page will appear. See *Figure 58: Shopping Cart Page*.

Enter your Payment Details and click the “Submit Order” button to process the payment.

Figure 58: Shopping Cart Page

Items

Expand Collapse	Item	Quantity	Price	Total
No records to display.				

Update

Invoices

Expand Collapse	Invoice Number	Description	Balance Due	
▶	794043	National Dues - Minnie Mouse	18.00	Remove

Cart charges

Invoice total	18.00
TRANSACTION GRAND TOTAL	18.00

Forms Menu

The Forms menu is a list of forms National Headquarters has made available to the Department. Hovering over some of the menu times will open a submenu. Clicking on any of the forms will either open or download the form. See *Figure 59: Forms Menu*.

Figure 59: Forms Menu



Unit Full User

UT UNIT 0003

HOME

MEMBERS

UNIT

FORMS

HELP

2026-2027 UNIT ALA MIS CALENDAR

Welcome to ALA MIS

Unit ALA MIS Calendar

Lists important dates and deadlines specific to ALA MIS Unit Full Users for ALA MIS.

Help Menu

The Help Menu only has the Request Help option. See *Figure 60: Help Menu*.

Clicking on the Request Help will open the ALA MIS Help Ticket form you can complete and submit to request assistance from the ALA Helpdesk.

Figure 60: Help Menu

