



AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA ALAMIS* Access for Units & District Presidents

*American Legion Auxiliary Management Information System

Unit access for the ALAMIS program for the 2023 membership year is now available. Below are the guidelines that MUST be followed for units to obtain access, now, for the 2023 membership year.

Department leadership recommends access to the ALAMIS database for each Unit include the current Unit Membership Chair (*responsible for the processing of membership at the Unit*) and the current Unit President. It is important that the number of people accessing, changing, and entering data is limited.

Please note, to use ALAMIS, all users such as Unit Member(s) and District Presidents must have a computer, an email address, and access to the internet to access the program and reference materials.

ALAMIS allows each Unit to have up to two, one-year subscriptions. The 2023 fee schedule is:

- \$10.00 for Unit View Only capability (cannot make changes) – recommend for Unit President.
- \$15.00 for Unit View and Write capability (**can** make changes) – recommend for Unit Membership Chairs.
- \$10.00 for District President View Only capability (cannot make changes but can see all District data)).

Subscription choices: a Unit may have **one** View and Write subscription and one View Only subscription. OR, a Unit may choose to have two View Only subscriptions. OR instead of two subscriptions, either one View Only OR one View and Write subscription. A Unit **may not have** two View and Write subscriptions.

Units pay the annual fee once per year. It is due no later than December 1 for access the next year. If not received by December 23rd, ALAMIS access will be terminated January 1. Generally, Units and Districts change leadership at the beginning of the administrative year that begins approximately July 1. Submitting this form **and payment** near the beginning of the administrative year is highly recommended. IF there is a leadership change in the middle of the cycle, the form can be submitted to request a change in people, but no payment will be necessary. Department staff can advise if the Unit or District needs to pay. Please call them if in doubt.

Once the Unit has selected and verified the two (or one) Members, the Unit shall complete the attached ALAMIS FORM, obtain appropriate signatures, and return it with payment to the Department.

Once the Department approves the Members and verifies the information provided, the Department will contact ALA National advising the staff to process the access request. ALA National staff will contact the Members and assign a Username and a Password for the ALAMIS Program.

Visit the ALA National Website for more information. Log into the website to access ALAMIS at this link: <https://member.legion-aux.org/member/resources/alamis>. On this page is also the entry port to enter ALAMIS. Training manuals are available on the site. Additionally, Department will honor requests for a training session or will answer all calls and emails to assist with success using ALAMIS. It is critical that Unit Members with View and Write access NOT take actions – or attempt to – that are not allowed by the level of access.

Please do not hesitate to call during business hours with questions or seek assistance from the team at Department Headquarters. Call 678-289-8446 or email Krista Massengale at amlegaux@bellsouth.net or Patty Hawkins at secamlegaux@bellsouth.net.

AT NO TIME SHOULD ANY USER SHARE HER/HIS USERNAME OR PASSWORD WITH ANYONE!

**ONLY THE PERSON WHO HAS BEEN GIVEN PERMISSION TO SIGN INTO ALAMIS
SHOULD BE SIGNING IN AND MAKING ANY CHANGES!**

**THE DEPARTMENT HAS THE RIGHT TO SUSPEND ACCESS RIGHTS
FOR THOSE THAT CHOOSE TO NOT FOLLOW THE GUIDELINES.**



AMERICAN LEGION AUXILIARY DEPARTMENT OF GEORGIA
ALAMIS Access for Units & District Presidents
SUBMIT THIS ALAMIS ACCESS REQUEST FORM

Please fill out all the information requested. For assistance, please do not hesitate to call Department Headquarters during business hours at 678-289-8446 or email Krista Massengale at amlegaux@bellsouth.net or Patty Hawkins at secamlegaux@bellsouth.net.

Please submit this completed form along with payment to the Department.

Mail to: American Legion Auxiliary Dept. of Georgia, Attention Patty Hawkins, 3035 Mount Zion Road, Stockbridge, GA 30281.

Remember, Units may have only ONE View and Write subscription.		Check here if this is a people change (no \$\$ due): <input type="checkbox"/>	
Unit #	Location:	District:	
Unit President:			
Cell Phone:		Email Address:	

Unit Member #1: ALAMIS Access Type: Choose One: \$10 View Only OR \$15 View & Write

Name:			
Address:			
Cell Phone:		ALA Membership ID #:	
Other Phone:		Email Address:	

Unit Member #2 or District President (DP): ALAMIS Access Type: \$10 View Only

Name:		Check here if for a DP: <input type="checkbox"/>	
Address:			
Cell Phone:		ALA Membership ID #:	
Other Phone:		Email Address:	

Five (5) current Unit Officers MUST sign this form attesting that the information listed above is correct and that the Members receiving the access to ALAMIS have been voted on and approved at each Unit.

This section is not necessary for District Presidents.

Position:		Signature:	
Print Name:			
Position:		Signature:	
Print Name:			
Position:		Signature:	
Print Name:			
Position:		Signature:	
Print Name:			
Position:		Signature:	
Print Name:			

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