

Unit #

District #

Office use only/Rcvd

2025 UNIT (OR DISTRICT) ALAMIS ACCESS FORM

DUE BY DECEMBER 1, 2024

Mail to: American Legion Auxiliary
Department of Oklahoma Headquarters
P.O. Box 14562, Oklahoma City, OK 73113

Or Email: auxdeptok@sbcglobal.net

Unit Name:

Unit Mailing Address:

City

State

ZIP_

ALAMIS Access: Units/Districts allowed up to 2 users **2025 fee due December 1, 2024**
Please limit Full Users to one member per Unit. Districts Allowed View Access Only.

User	Name	E-mail	Member	ID#
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User	Name	E-mail	Member	ID#
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UNIT/DISTRICT ACCESS FEES (Per User – Not Per Unit/District - Districts Allowed View Access Only.)

\$10.00 – VIEW	User can view and print reports.
\$15.00 – WRITE	User can view and print reports, and make changes for information and addresses.
\$20.00 – FULL	User can View and Write, and pay dues online (must have debit or credit card and complete online training course).

PLEASE INDICATE WHICH FORM OF USER ACCESS, NAME AND NUMBER OF USERS YOU PREFER:
Please limit Full Users to one member per Unit.

VIEW

WRITE

FULL

Date	Signed	Title	Check #	= TOTAL \$	Phone
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We now have the capability of receiving payment by credit/debit card. Note: a \$1.00 convenience fee per \$20.00 will be added.

Card Number

Expiration Date

CVV Number

Name on Card

Zip Code

ALAMIS – (American Legion Auxiliary Membership Information System)

ALAMIS gives the user access to the National membership database for your Unit or District.

Units and Districts requesting ALAMIS access **MUST pay their access fees on or before December 1, 2024**. If payment is not received by that date, access will be terminated.

Units and Districts may have up to 2 users. District users have View rights only. However, District users may also be permitted to Unit Write or Unit Full access if requested. They must pay for both levels of access.

VIEW access – Users can access information and run reports.

WRITE access – Users can access information, run reports, and make changes to member information such as address, phone number and name changes.

FULL access – Users have all the capabilities listed under WRITE access and can also pay dues online. They must have a credit/debit card and receive online training from National. This allows the units to pay their members' dues to National/Department and keep the unit portion of the dues in their treasury.

ALAMIS set up requests will be frozen during January to finalize invoicing.