

# MyLegion.org



## Register a MyLegion Account

Manage profile information. View and edit contact and demographic data.

Manage American Legion subscriptions to e-newsletters, Dispatch and The American Legion Magazine.

**Print membership card.** You don't have to wait for a new membership card to arrive in the mail. By having access to your membership record through MyLegion.org, you can easily print a current membership card.

Renew membership. You can renew your membership online or set up automatic membership renewal.

## Register a MyLegion Account

View member-only discounts. American Legion members have access to veteran and military family discounts from retail to travel.

Find an American Legion accredited service officer. The Service Officer Directory in MyLegion.org provides access to accredited American Legion service officers who provide expert assistance, free of charge, to veterans and their families.

Officer Administrative Tools. Adjutants and Commanders have access to Post and squadron membership through their individual MyAccount log in. Administrative tools include member management, online membership processing, reports and officer publications. Create an individual member account and transition to the administrative side of MyLegion.





\* Please use the e-mail address associated with your member account during registration to allow data and access permissions to be assigned correctly.



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John Sample

MY ACCOUNT







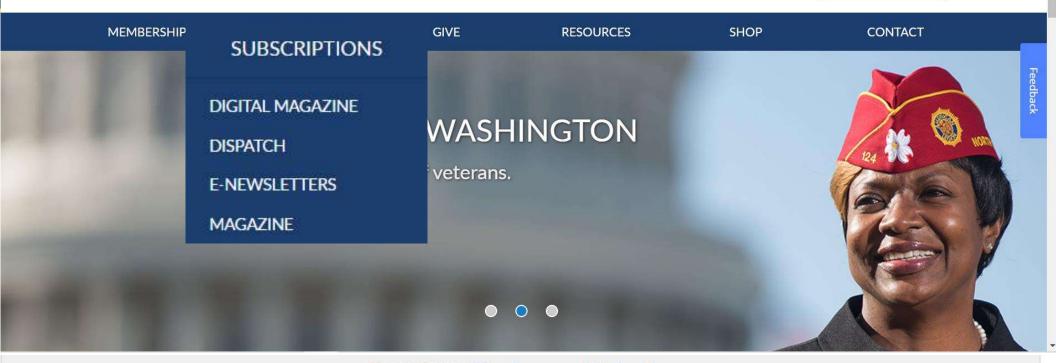


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John Sample

MY ACCOUNT









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John Sample

MY ACCOUNT









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John Sample

MY ACCOUNT







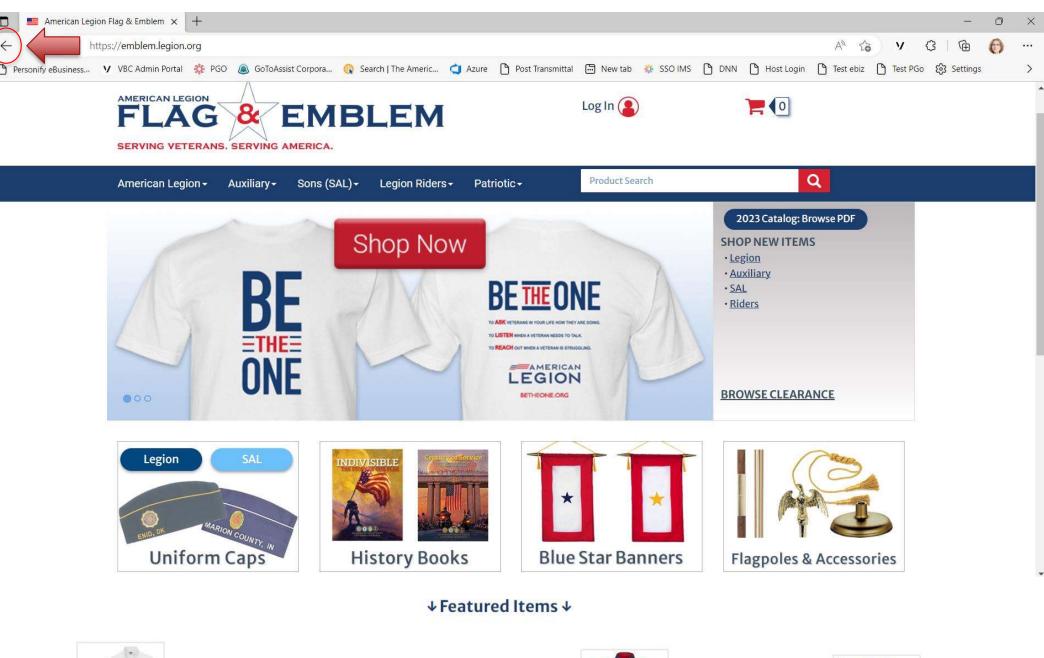




































## **Contact Directory**

#### **Customer Service**

**(\*(800) 433-3318** 

#### Send E-mail

Membership dues questions, membership record verification, membership application, change of address, notification of member death, change of magazine subscription, Paid Up For Life (PUFL), member benefits

#### myLegion & mySAL

(833) 253-9995 (Toll Free)

#### Send E-mail

Through myLegion, members can view their information on file at National, make address changes, renew their membership, view messages and events published through the department and post myLegion sites, and network with other myLegion members. (mySAL provides most of the same options.)

Departments, Posts, Districts & Counties also have customized myLegion sites allowing them to submit membership transmittals, view & update member records, complete CPR information, and other options. It also provides various tools to help manage and grow membership.

#### Americanism

L\*(317) 630-1203

#### **Emblem Sales**

\$ (888) 453-4466

#### Send E-mail

Order inquiries, item availability, problems with merchandise

#### **Finance**

(317) 630-1200

#### Send E-mail

Department Accounts, financial questions

#### **Human Resources**

(317) 630-1346

#### Send E-mail

Employment opportunities

#### Internal Affairs

**(317)** 630-1330

#### Send E-mail

Membership programs/policies, Paid Up For Life, post information/concerns, Legion Riders, National Emergency Fund, Sons of The American Legion

#### Legislative

\$ (202) 861-2700

#### Send E-mail

Federal government issues and legislation

#### Library and Museum

(317) 630-1366

#### Send E-mail

Legion History, Memorabilia, Resolutions

#### Media & Communications

\$ (317) 630-1272

#### Send E-mail

References to articles, magazine requests, Vet Voice, advertising information

#### Media Relations

#### Send E-mail

Media queries about Veterans Affairs & Rehabilitation, Education & Employment, Legislative, National Security

**(\*(317) 630-1350** 

#### Send E-mail

Media queries about American Legion youth programs, American Legion charities, post operations, organization history and national officers.

#### **National Security**

**\$\((202)\)** 861-2700

#### Send E-mail

Military, National security, foreign relations, retirement benefits, ceremonies



















Pay Open Orders

LEGION.ORG

SHOP ONLINE

HELP

LOGOUT



John Sample

CONTACT

Active

1 Year

Post 0360

8/11/2011

12

Active

1 Year

12/31/2023

Membership Ohio

123456789

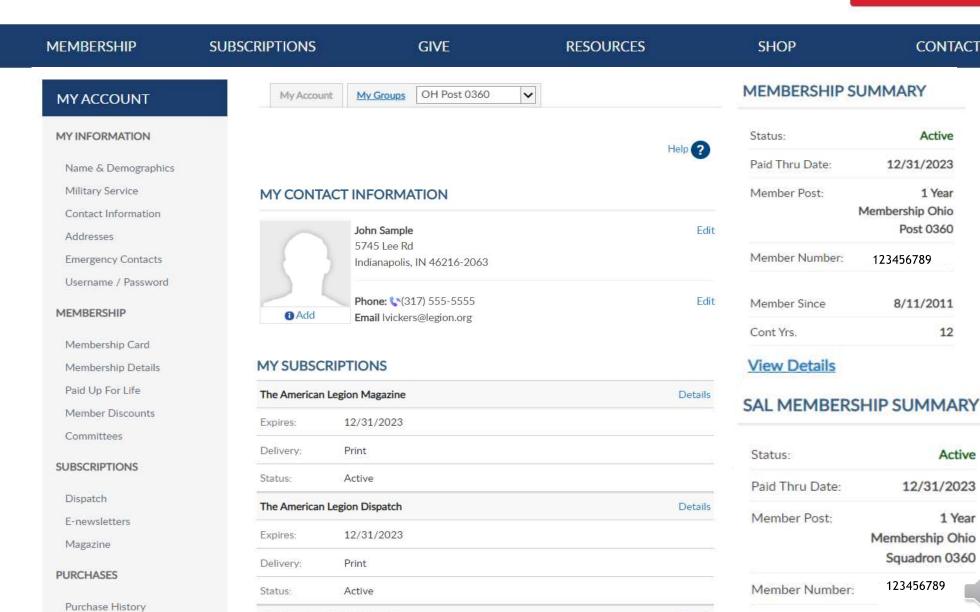
Squadron 0360

12/31/2023

Membership Ohio

123456789

MY ACCOUNT

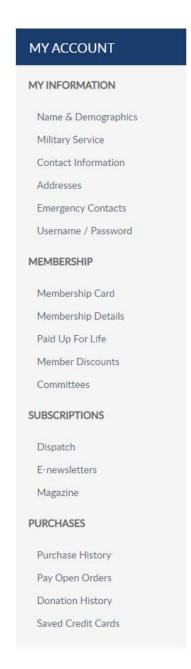


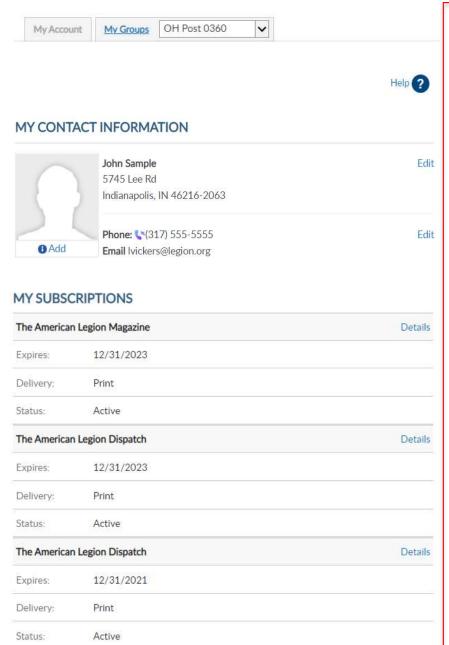
The American Legion Dispatch

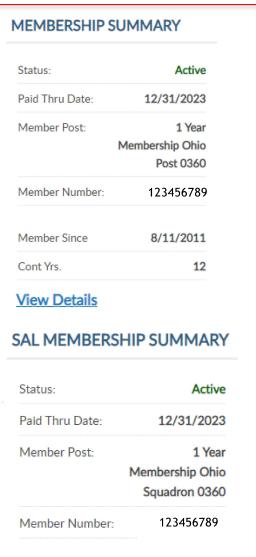
0/05/0040

Details

## View and manage member information.







Member Since

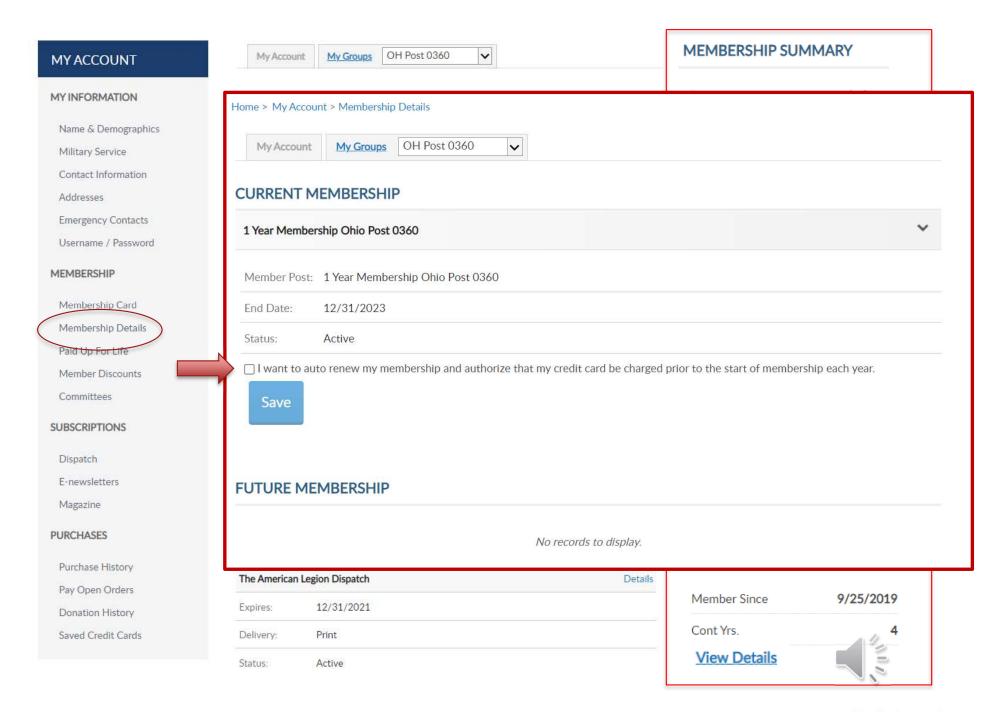
View Details

Cont Yrs.

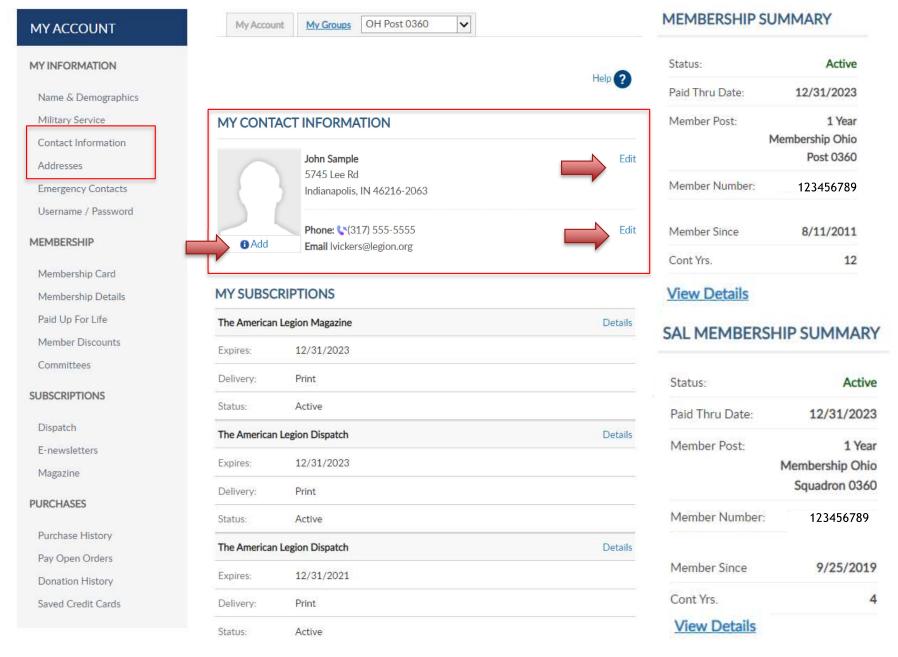
4

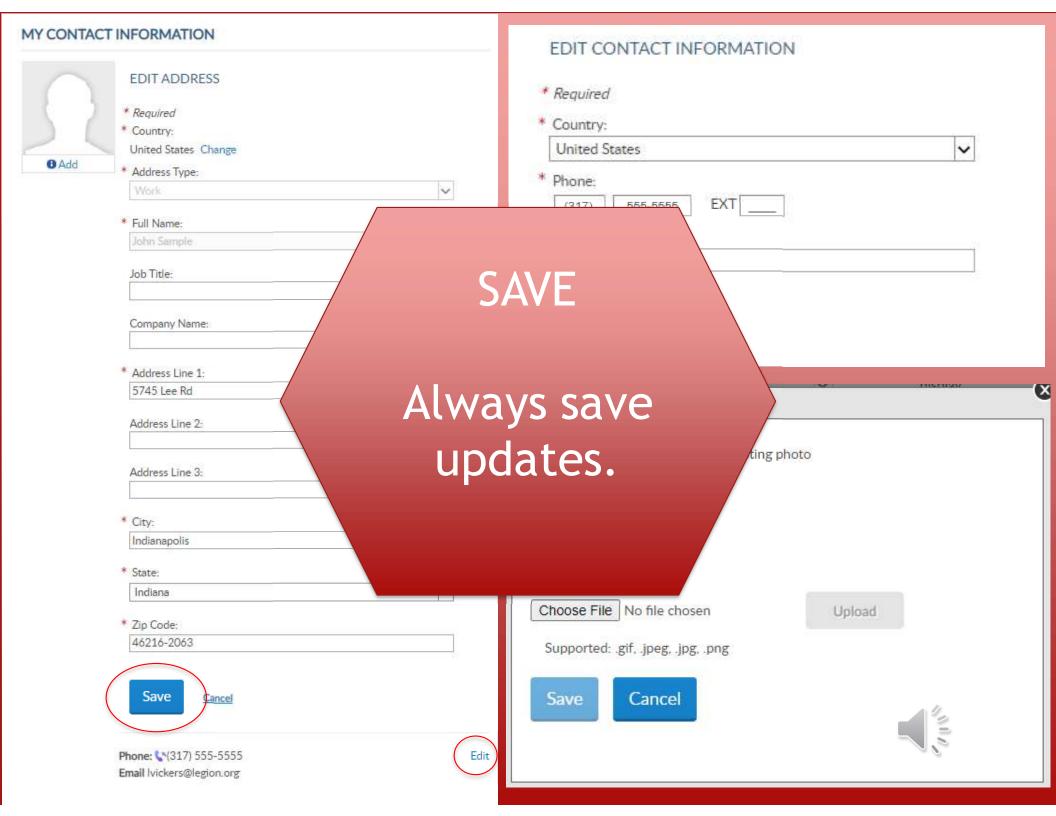
9/25/2019

## **Automatic Renewal**



## **Member Contact Information**





## **Member Demographic Information**

Home > My Account > Name & Demographics

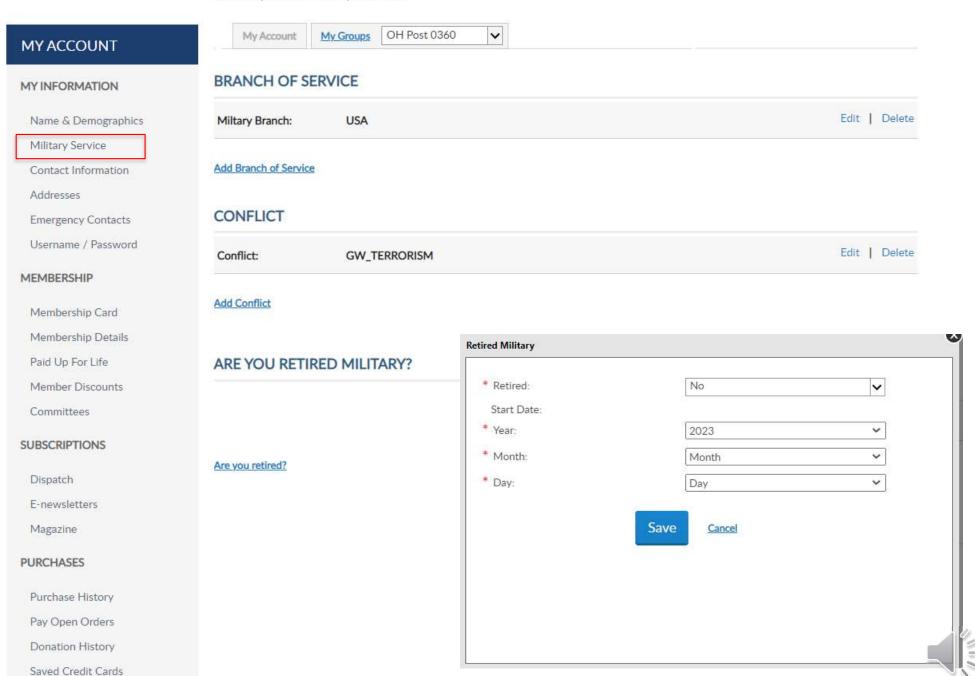
MY INFORMATION	
Name & Demographic	cs
Military Service	
Contact Information	
Addresses	
Emergency Contacts	
Username / Password	í
MEMBERSHIP	
Membership Card	
Membership Details	
Paid Up For Life	
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SUBSCRIPTIONS	
Dispatch	
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Magazine	
PURCHASES	
Purchase History	
Pay Open Orders	
Donation History	
Saved Credit Cards	

	1140		
My Accou	mt My Groups	OH Post 0360	~
NAME			
Prefix:			
First Name:	John		
Middle:			
Last Name:	Sample		
Suffix:			
Nickname:	John		
Credentials:			
DEMOGRAI	PHICS		
Birth Date:			
Gender:			
Deceased:			



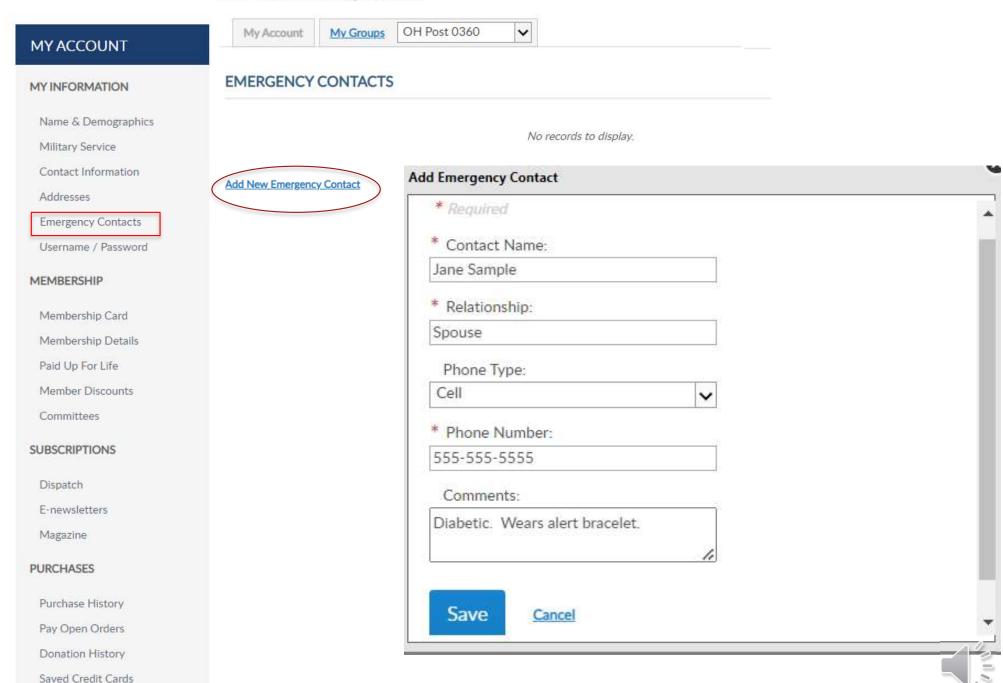
## **Member Demographic Information**

Home > My Account > Military Information



## **Member Demographic Information**

Home > My Account > Emergency Contacts



## **Print Membership Card**



#### MY INFORMATION

Name & Demographics

Military Service

Contact Information

Addresses

**Emergency Contacts** 

Username / Password

#### MEMBERSHIP

Membership Card

Membership Details

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Member Discounts

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Magazine

#### **PURCHASES**

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MEMBERSHIP SUMMARY

## MEMBERSHIP CARD



#### VIEW LEGION MEMBERSHIP CARD

Click the link above to view Legion Membership Card.

### VIEW SONS MEMBERSHIP CARD

Click the link above to view Sons Membership Card.

Delivery:	Print	
Status:	Active	
The American	Legion Dispatch	Details
Expires:	12/31/2021	
Delivery:	Print	
Status:	Active	

Member Number:	123456789
Member Since	9/25/2019
Cont Yrs.	4
View Details	0.11



### THANKS! YOUR 2023 MEMBERSHIP DUES ARE PAID!

Print this form and then detach your 2023 membership card below so that you have verification of payment of your membership renewal. Your department and post will be notified that your dues have been paid and your post should mail your traditional annual membership card to you shortly. The card that appears below is also valid and considered to be an Official Membership Card by The American Legion.

#### A message from the National Adjutant

Thanks for renewing your membership in The American Legion, the world's largest organization of veterans. I extend my heartfelt gratitude for your service to our great nation.

Whether you choose to get actively involved in The American Legion at the local level, or simply show your support through your membership, there is tremendous value in being an American Legion member. Together, we are accomplishing great things for veterans and their families - - and for a better America.

Namit Abhala

DANIEL S. WHEELER National Adjutant

The member noted below has paid dues in the post indicated:

JOHN SAMPLE - ID# 123456789

**OH POST 0360** 

2023 Post Dues Paid: \$45.00

Post Address:

**PO Box 123** 

New Paris, OH 45347

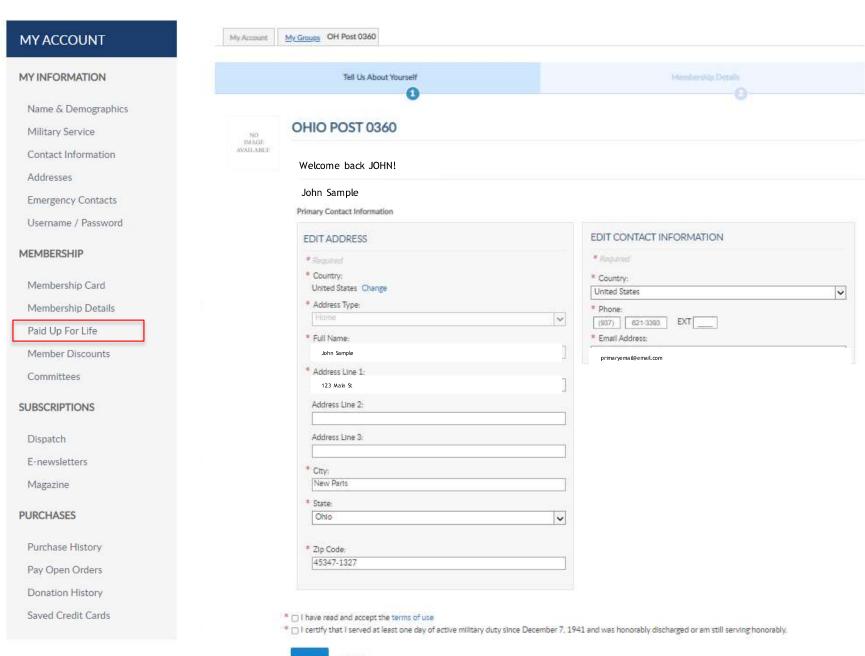
Please cut on the line below and detach your new membership card:







## Purchase Paid Up For Life Membership



Cancel



## Member Only Discount Codes

Hame \* Membership \* Member Discounts

#### MY ACCOUNT

#### MY INFORMATION

Name & Demographics

Military Service

Contact Information

Addresses

**Emergency Contacts** 

Username / Password

#### MEMBERSHIP

Membership Card

Membership Details

Paid Up For Life

#### Member Discounts

Committees

#### SUBSCRIPTIONS

Dispatch

E-newsletters

Magazine

#### **PURCHASES**

Purchase History

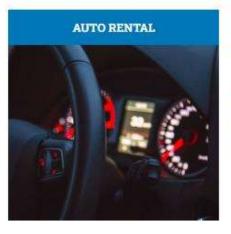
Pay Open Orders

Donation History

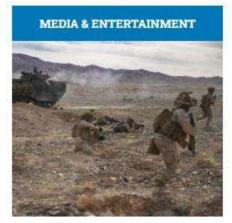
Saved Credit Cards

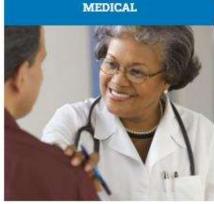
#### MEMBER DISCOUNTS

Discount programs are offered exclusively to members of The American Legion and Sons of The American Legion



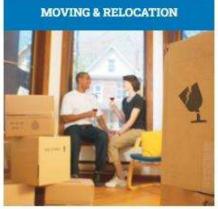


















## Committee and Officer Information

Home > My Account > Committees

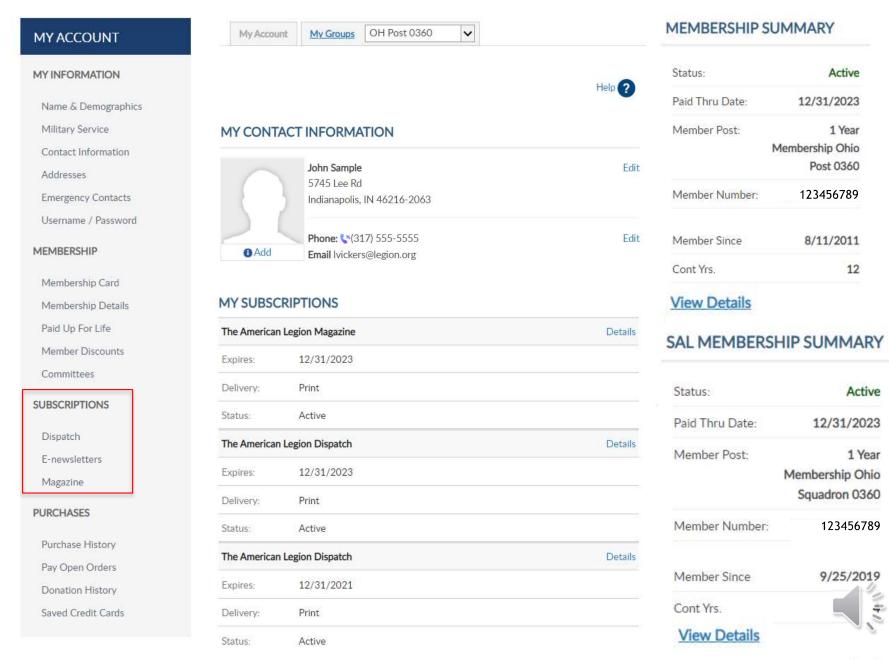
## **MY ACCOUNT** MY INFORMATION Name & Demographics Military Service Contact Information Addresses **Emergency Contacts** Username / Password MEMBERSHIP Membership Card Membership Details Paid Up For Life Member Discounts Committees SUBSCRIPTIONS Dispatch E-newsletters Magazine **PURCHASES** Purchase History

Pay Open Orders

My Account	My Groups OH Post 0360 ✓				
CURRENT PO	CURRENT POSITIONS				
Name:	OH Post 0360 Officers				
Position:	Adjutant				
Start Date:	5/15/2018				
End Date:					
Representing:					
FUTURE POS	SITIONS				
	No records to display.				
PAST POSITI	ONS				
	No records to display.				



## Manage American Legion subscriptions to e-newsletters, Dispatch and The American Legion Magazine.



## The Digital Dispatch is free of charge for anyone who registers to receive it.

## THE AMERICAN LEGION DISPATCH

Sign up to receive the Digital Dispatch, a monthly e-newsletter sent directly to subscribers' e-mail inboxes that features stories from the print publication. The e-newsletter features headlines with clickable links to the full stories on the Digital Dispatch website.

Subscribe to Digital Dispatch



#### MY ACCOUNT

#### MY INFORMATION

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**Emergency Contacts** 

Username / Password

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#### PURCHASES

Purchase History

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Saved Credit Cards

My Account My Groups OH Post 0360 ✓



#### **INSTRUCTIONS**

Please check any of the boxes below to opt-in to an e-newsletter. When finished click save at the bottom. To opt-out, uncheck the box and click save at the bottom.

#### OPT IN/OUT

I am interested in receiving information on the following topics:

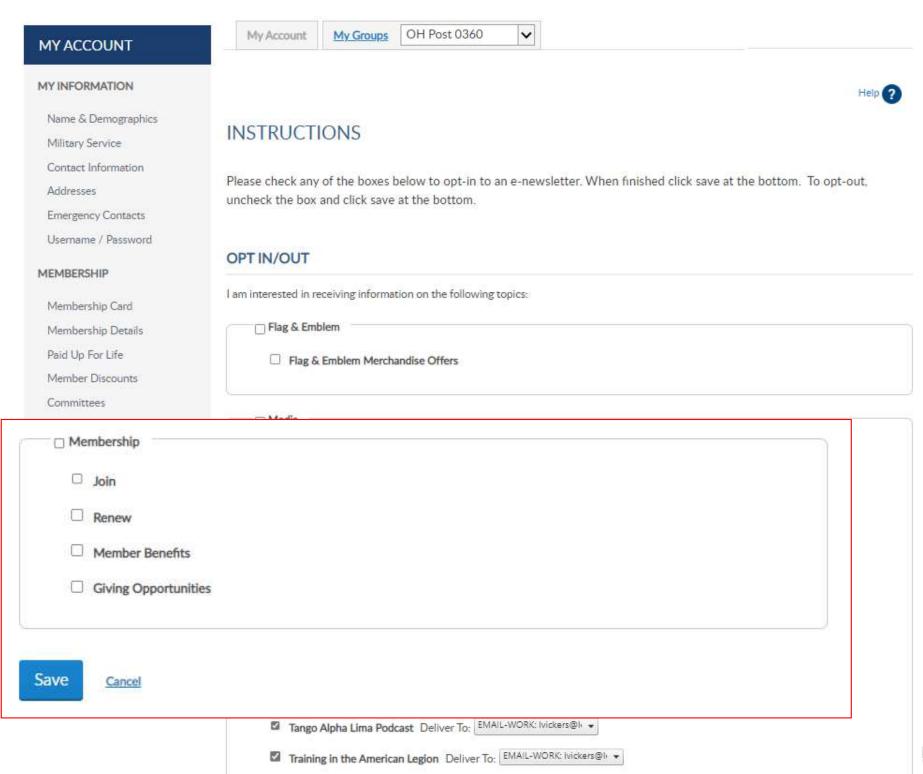
- Flag & Emblem
  - ☐ Flag & Emblem Merchandise Offers



- 100 Miles for Hope Deliver To: EMAIL-WORK: lvickers@li ▼
- Commander's Message Deliver To: 
   EMAIL-WORK: lvickers@li 
   ▼
- ☑ Digital Dispatch Deliver To: EMAIL-WORK: Ivickers@li ▼
- Dugout
- Flag Alert Deliver To: EMAIL-WORK: Ivickers@li .
- Legion Riders
- Online Update Deliver To: EMAIL-WORK: Ivickers@l •
- SAL Commander's Message
- ☐ Sons of The American Legion
- Tango Alpha Lima Podcast Deliver To: EMAIL-WORK: Ivickers@li 

  ■
- ☑ Training in the American Legion Deliver To: EMAIL-WORK: Ivickers@Iv ▼







#### MY ACCOUNT

#### MY INFORMATION

Name & Demographics

Military Service

Contact Information

Addresses

**Emergency Contacts** 

Username / Password

#### **MEMBERSHIP**

Membership Card

Membership Details

Paid Up For Life

Member Discounts

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#### SUBSCRIPTIONS

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Donation History

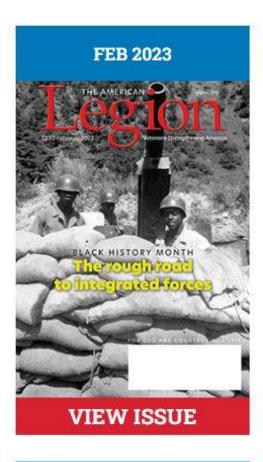
Saved Credit Cards

#### My Account

My Groups

OH Post 0360

#### THE AMERICAN LEGION MAGAZINE













## **Purchase Information and Payment Maintenance**

Home > My Account > Purchase History

MY ACCOUNT	My Account 1	My Groups OH Post 0360	<b> </b>			
MY INFORMATION	Keyword/Order#:					
Name & Demographics	Show Purchases: Product Type:	All of the above	·	(ANN THE PARTY OF		
Military Service	rrodder type.	All	~	Search Clear		
Contact Information Addresses		Only show orders with	ı a balance			
Emergency Contacts Username / Password	Date Range: All	~	Expand All	Collapse All	Printable View	
MEMBERSHIP	Order #:	1507140328				
Membership Card	Total Balance Due:	\$0.00 USD				
Membership Details	Ship To:	John Sample				
Paid Up For Life	Order Date:	6/26/2022				
Member Discounts	Total:	\$30.00 USD				
Committees						
SUBSCRIPTIONS	Order Detail					;
Dispatch	Order #:	1503836386				
E-newsletters	Total Balance Due:	\$0.00 USD				
Magazine	Ship To:	John Sample				
PURCHASES	Order Date:	6/26/2021				
Purchase History	Total:	\$30.00 USD				
Pay Open Orders	-	TANGET STORY AND THE STORY				
Donation History	Order Detail					2
Saved Credit Cards	Order #:	1016466761				
	Total Balance Due:	\$0.00 USD				

John Sample

Ship To:



#### **MY ACCOUNT**

#### MY INFORMATION

Name & Demographics

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**Emergency Contacts** 

Username / Password

#### **MEMBERSHIP**

Membership Card

Membership Details

Paid Up For Life

Member Discounts

Committees

#### SUBSCRIPTIONS

Dispatch

E-newsletters

Magazine

#### **PURCHASES**

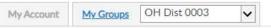
Purchase History

Pay Open Orders

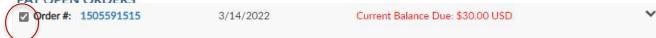
Donation History

Saved Credit Cards

#### Home > My Account > Pay Balances



#### PAY OPEN ORDERS

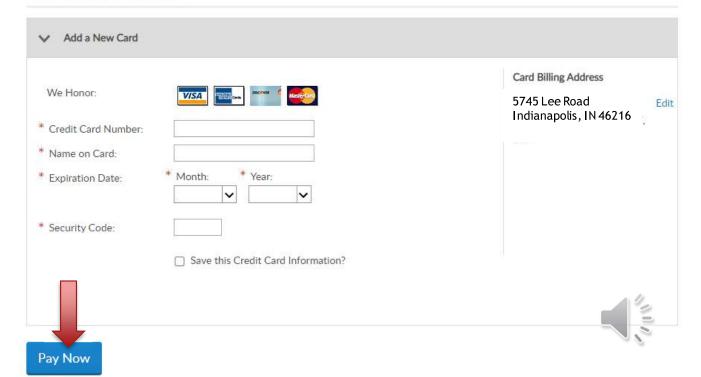


Ohio Post 0360		
Total:	\$30.00 USD	
Paid/Future Payments:	\$0.00 USD	
Current Balance Due:	\$30,00 USD	

#### Total Balance Due: \$30.00

Total Selected To Pay: \$30.00

#### PAYMENT INFORMATION



## **Saved Credit Card Information**

Home > My Account > Saved Credit Card

	MY ACCOUNT
N	Y INFORMATION
	Name & Demographics
	Military Service
	Contact Information
	Addresses
	Emergency Contacts
	Username / Password
N	MEMBERSHIP
	Membership Card
	Membership Details
	Paid Up For Life
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s	UBSCRIPTIONS
	Dispatch
	E-newsletters
	Magazine
p	URCHASES
	Purchase History
	Pay Open Orders
	Donation History

	Card Billing Address
We Honor:	123 Main St. New Paris, OH 45347
Credit Card Number:	USA
Name on Card:	
* Expiration Date: * Month: Year:	
Security Code:	
Add New Card	
Cancel	





LEGION.ORG

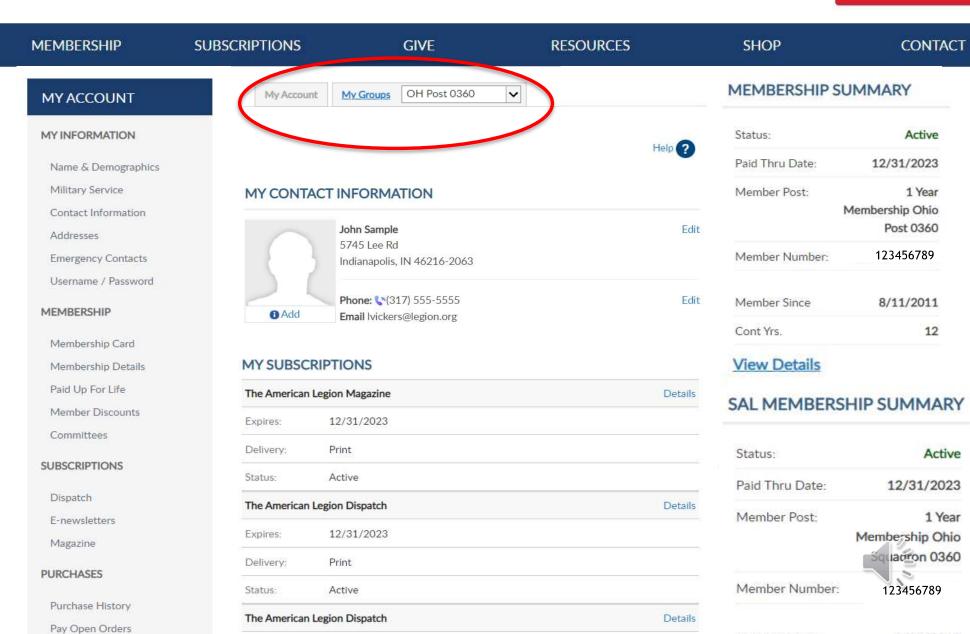
SHOP ONLINE

HELP LC

LOGOUT



John Sample
MY ACCOUNT







MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT



## Adjutants & Commanders



#### **MY VIEWS**

#### MEMBERSHIP PROCESSING

Process Membership

Transmittal History

#### **MEMBERS**

View Members

Reports / Labels

Global Member Search

#### GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

#### MATERIALS

Documents

Officer Manuals

Brochures

Suggested Speeches

- My Account My Groups OH Post 0360
- Process Post and Squadron Membership
  - -- Not available for County and District --
- View and Manage Member Info
  - -- County and District have view only for members --
- Reports and Labels
- Global Member Search
- View and Update Group information
  - -- Officer Updates send to Dept. HQs --
- Officer Manuals, Brochures and Suggested Speeches

Upload newsletter or other files.

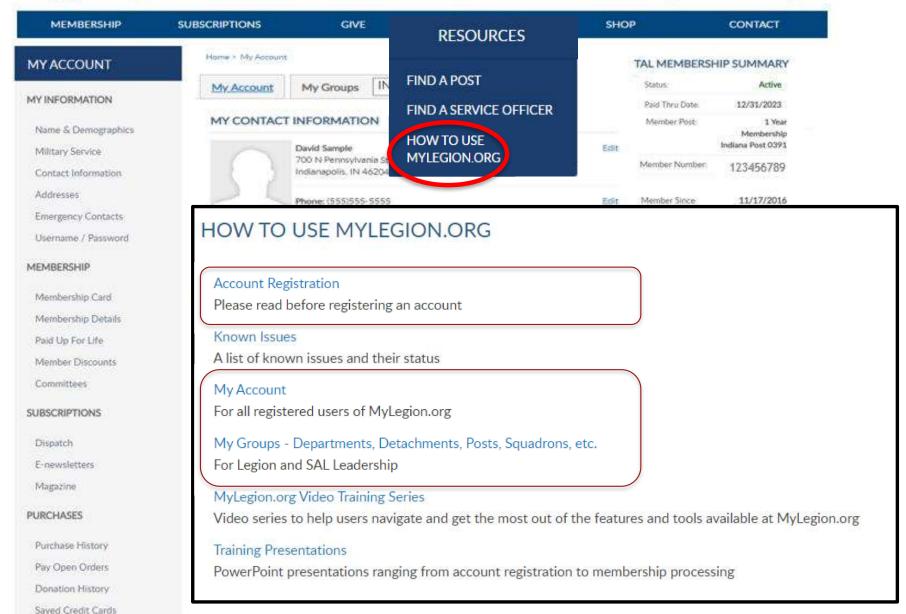






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**David Sample** MY ACCOUNT





# Registration – Online Help

#### **RESOURCES**

Find a Post

Find a Service Officer

How to Use MyLegion.org

#### HELP WITH ACCOUNT REGISTRATION

TABLE OF CONTENTS

**BEFORE YOU REGISTER PLEASE READ** 

Register a New Account

Verify Account - User Registered Message

Register FAQ



#### **BEFORE YOU REGISTER PLEASE READ**

- Register using the email on your membership record. Registering with a different email will not include membership details or officer/committee activity.
- Do not register with a post, squadron, county, or district account. All MyLegion accounts are individual member
  accounts. Access to post and squadron membership management and online membership processing, reports and
  rosters are provided to members that hold an Adjutant or Commander position.
- Do not share e-mails. Only one email can be registered. The same email on multiple records will allow only one registration. Other accounts with the same email will not be allowed to register.
- To update or verify the email on your membership record contact your department headquarters.

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- Do not share e-mails. Only one email can be registered. The same email on multiple records will allow only one registration. Other accounts with the same email will not be allowed to register.
- To update or verify the email on your membership record contact your department headquarters.

#### **REGISTER A NEW ACCOUNT**

- 1. Go to myLegion.org and select "Register"
- Enter email in the Register window and click "Next". Register with the email address on your membership record.
   Registering with an email other than the one on your membership number will not include membership details or officer/committee activity.
  - i. Mobile No (Optional) no functions at this time. Future enhancement.
  - ii. Two-Factor Authentication –not recommended unless you wish to add extra security each time you log in.

    Setting two-factor authentication requires the password and a security code emailed with each log in.
- 3. Enter your Last Name, First Name and check consents and click "Next". View
- Create your password in the welcome window. The email entered must be verified. The email is verified one of two
  ways.
  - i. Enter the OTP sent to your email and click "Finish Registration". This is sent after step 2.
  - ii. Do not enter OTP and click "Finish Registration". An email will be sent with a link to confirm and returns to the login page.
- 5. Click My Account from your myLegion home page view your membership information. Officers registering for post

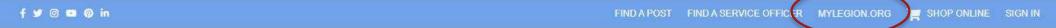


# **Before You Register**

- Do you have an email on your membership record?
- Open your email to receive a one-time password (OTP) during registration.
- Be prepared to create a password that includes:
  - >> 1 Uppercase Letter
  - > 1 Lowercase Letter
  - >> 1 Number
  - >> 1 Symbol (!@#\$%^&\*)
  - >> 8 character minimum

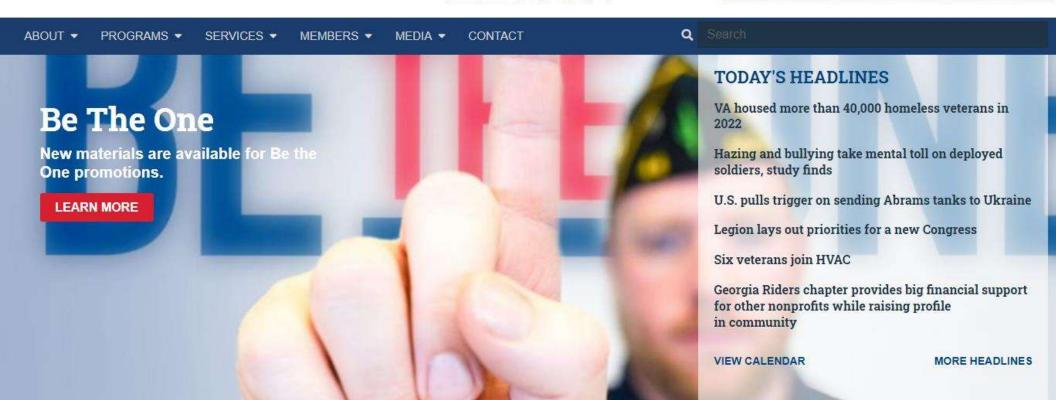


# www.legion.org





Join Renew Donate











# www.mylegion.org

NEED HELP? View Online Help



Known Issues: View issues and their status

LOGIN

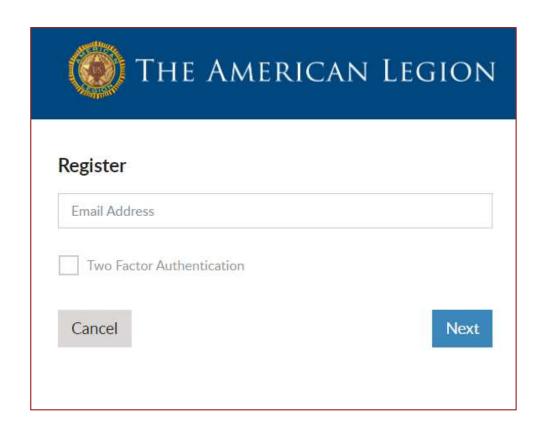
REGISTER



<sup>\*</sup> Please use the e-mail address associated with your member account during registration to allow data and access permissions to be assigned correctly.

# Register a MyLegion Account

### STEP 1: ENTER EMAIL ADDRESS

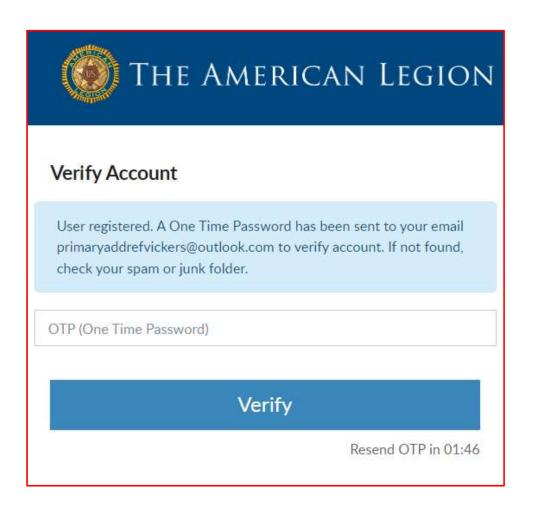


Enter the email address on your membership record.

No Email? Cancel

Create an email, contact leadership to update and return to register.

## **STEP 2: VERIFY ACCOUNT**



Do not close this window. Go to email and retrieve One Time Password.

2-minute limit to enter OTP.



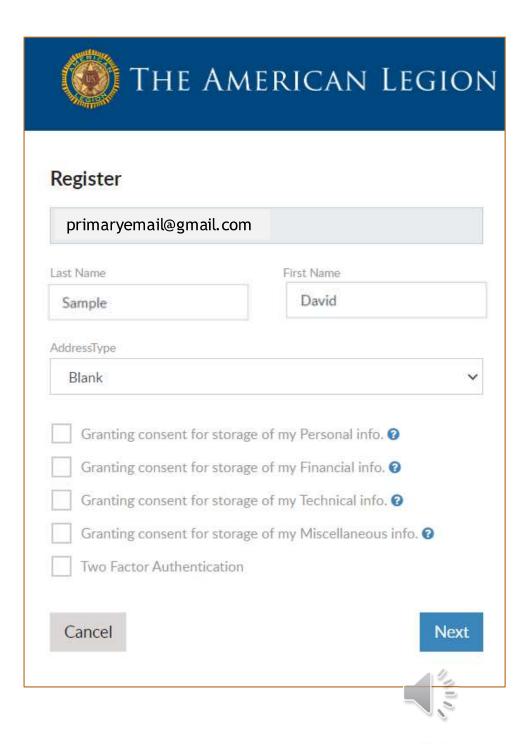
## **CAUTION!**

If you are a member of The American Legion or Sons of the American Legion and receive this registration window, click Cancel.

Did you enter your email address correctly?

Update Email address on your membership record.

Non-members can proceed with registration.



### **STEP 3: CREATE PASSWORD**



## Password Requirements:

- 1. Uppercase Letter
- 2. Lowercase Letter
- 3. Number
- 4. Symbol (!@#\$%^&\*)
- 5. 8-character Minimum

## **Two Factor Authentication**

Requires identity verification code sent via Email

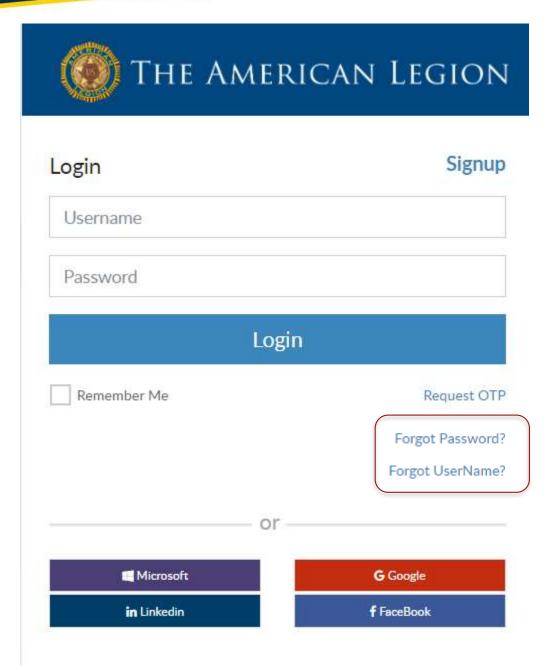


## **MYLEGION HOME**













Pay Open Orders

LEGION.ORG

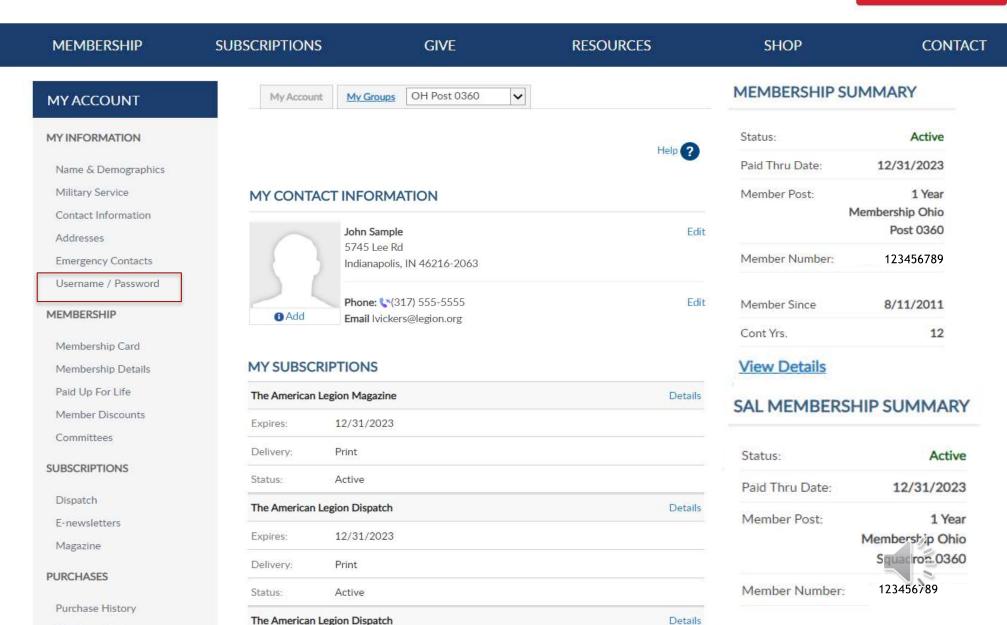
SHOP ONLINE

HELP

LOGOUT

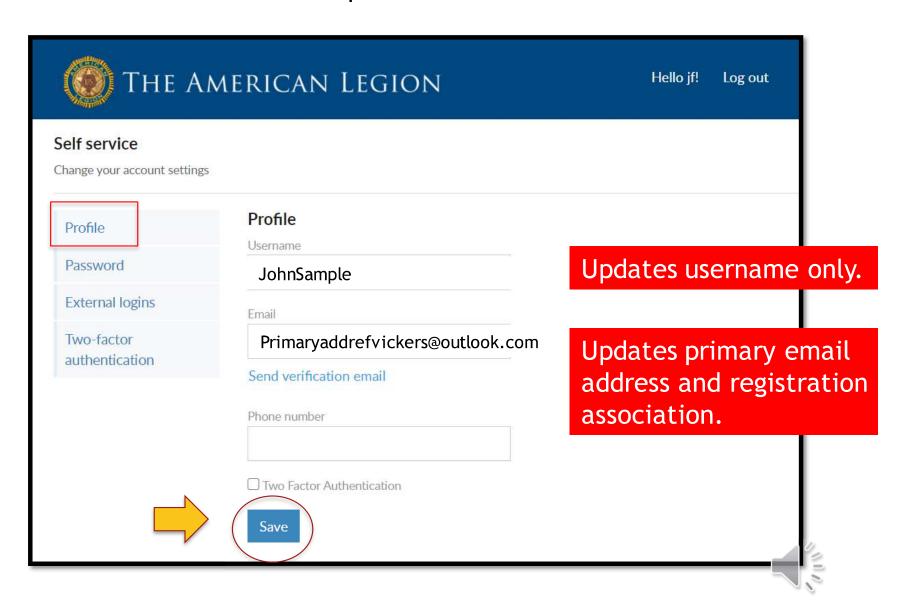


John Sample
MY ACCOUNT



# Manage Your Account

## Update Username



# Manage Your Account

## **Update Password**

Self service Change your account settings	
Profile Password	Change password  Current password
External logins Two-factor	New password
authentication	Confirm new password
	Update password





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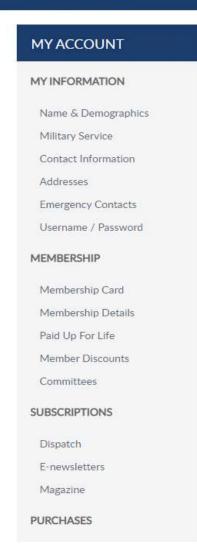
John Sample

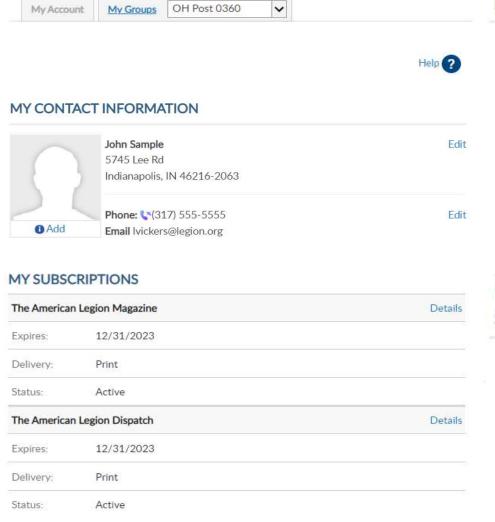
LOGOUT

MY ACCOUNT

HELP

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT





#### MEMBERSHIP SUMMARY Active Status: Paid Thru Date: 12/31/2023 Member Post: 1 Year Membership Ohio Post 0360 Member Number: 123456789 Member Since 8/11/2011 Cont Yrs. 12 View Details SAL MEMBERSHIP SUMMARY Status: Active 12/31/2023 Paid Thru Date: 1 Year Member Post: Membership Ohio Squadron 0360

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