

Merry Christmas Auxiliary Members,

This is going to be a refresher report on ALAMIS (American Legion Auxiliary Management Information System). In order to become an ALAMIS user, a member needs to send a request to the Department Office with their name, unit number and email address. The Department Office will forward your request to the National office for approval. If approved the National Office will contact you via your email address and will send you further instructions.

Two members from each unit can have ALAMIS access on different levels. Each Level has a fee attached to it:

- **Level 1=\$10** - Level 1 access users have the ability to view and print unit reports.
- **Level 2=\$15** - Level 2 access users have the ability to view, print, and update unit and member information.
- **Level 3=\$20** - Level 3 access is for a full user who has the ability to access levels 1 and 2 as well as pay unit member Department and National online. As soon as the dues are paid online for the member, the member is immediately a member. This eliminates all the mailing and paperwork to keep track of. All that is needed is a debit card for the checking account in order to process the dues.

ALAMIS system is located on our national website: www.alaforveterans.org. When you find the website, set up your member login. Or if you have done that already just sign in with your email and password. Then type ALAMIS in the search box and the ALAMIS Launch should pop up.

There are numerous reports on the ALAMIS site that can make your life a lot easier. A few of the reports I will mention: paid and unpaid dues for 2023,2024, 2025, unit leadership reports that can be updated as needed, dues that are paid online, new member report, past and current membership reports.

Every member should have member login set up on the National website. Everything you want to know about our Auxiliary is on this website. There is a wealth of information for your viewing pleasure that adds to your knowledge about the American Legion Auxiliary programs and more.

The second invoice has been sent out from the Department Office to collect the ALAMIS fees for the coming year. If these fees are not paid by January 1 your access will be cancelled. The member will not be able to request access again for a year.

A testimonial from a full user member:

“After attending an ALAMIS class at the Winter Conference in January of this year, I became a full user. With my debit card, I am able to pay our Unit’s dues online. This not only saves on postage, ink, paper and envelopes but it also means that your members are renewed right away after you submit. I was already managing our members as a level 1 user and I highly recommend taking advantage of ALAMIS!” Susan Degner, Treasurer, Paul Farup Unit 147, Park River

Thank you to our members that keep this organization “rockin”.

Gloria Covert, Revitalization Committee