

# 2025 ALAMIS ACCESS FOR THE DEPARTMENT OF NEW YORK

<b>Fee per User/Year:</b> <ul style="list-style-type: none"> <li>UNIT FULL \$20.00 (Only 1/UNIT)</li> <li>UNIT WRITE \$15.00</li> <li>UNIT READ \$10.00</li> </ul>	<b>Unit, please make check payable to:</b> American Legion Auxiliary, Department of New York, Inc.	<b>Mail to:</b> American Legion Auxiliary, Dept. of NY 1580 Columbia Turnpike, Building #1, Suite 3 Castleton-On- Hudson, NY 12033
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<b>CHECK BOX:</b>	<input type="checkbox"/> <b>NEW ACCOUNT</b>	<input type="checkbox"/> <b>RENEWAL FOR 2025</b>
<b>If new, are you replacing an account? <input type="checkbox"/> Yes <input type="checkbox"/> No. If so, who?</b>		
<b>UNIT #: _____ COUNTY: _____ DISTRICT: _____</b>		
<b>CHECK OFF THE TYPE OF ACCESS YOU ARE REQUESTING:</b> <div style="text-align: center;">*Breakdown of access on the back of this form*</div> <input type="checkbox"/> <b>UNIT FULL- \$20.00 (We suggest only one full user per Unit)</b> <input type="checkbox"/> <b>UNIT WRITE- \$15.00</b> <input type="checkbox"/> <b>UNIT READ- \$10.00</b> <div style="text-align: center;">**DISTRICT AND COUNTY ACCESS WILL NO LONGER BE OFFERED**</div>		
<b>Note: Access is determined by Calendar year (January 1st-December 31st). Anyone with current access will receive an email reminder to renew for 2026 access in November.</b>		

-PRINT ONLY-

<b>NAME OF USER (not username):</b>
<b>Member #:</b>
<b>Full Address:</b>
<b>Phone #:</b>
<b>Email:</b>

This certifies that the Member indicated above, will be responsible for updating and changing membership information as provided by Unit members. I also understand that the username and password provided will not be shared with other members of the Unit. If the Member indicated above is no longer the responsible party, I will notify the Department Office of this change immediately. Remember Department has the ability to suspend or terminate a Units access if they do not comply with the guidelines. No refunds will be issued. **Furthermore, I understand that if the fee increases, the Unit will be responsible for the difference. Users requesting a higher level of access will not be pro-rated under any circumstances, the full amount of that access will be billed.**

**If this is a new account, National will email your user name and password when your account is setup.**

UNIT PRESIDENT SIGNATURE: \_\_\_\_\_

USER SIGNATURE: \_\_\_\_\_

<b>FOR DEPARTMENT USE ONLY</b>
<b>DATE PAID:</b> _____
<b>CHECK #:</b> _____

## Read the descriptions of each level of access available:

### Unit\* READ Capabilities:

- **View Reports**
  - View Unit Reports to export into Excel, Word, or as a PDF document
  - Use Excel exports to do mail merges if the unit needs to send letters, emails, or make labels for members
  - Use Membership Roster to view all members in their unit
  - View the members who have paid/unpaid dues report
- **Perform Searches**
  - See if dues have been applied to a member in the unit
  - View a member's join date
  - View a member's membership activity
  - Search for members in the unit
  - Filter and view only expired, junior, or adult members
  - View a member's continuous years of membership
  - View a member's member ID number
  - View a member's paid through date
  - See if a member is in a special category such as Paid Up For Life (PUFL) member or Honorary Life member (HLM)

### Unit Write Capabilities:

- All the capabilities of Unit Read access PLUS:
- **Make Updates**
  - Add new members before mailing application with transmittal to Department.
  - Update member information (name, address, phone number, email address, etc.)
  - Add unit leadership positions

### Unit Full Capabilities:

- All the capabilities of Unit Read and Write access PLUS:
- Pay membership dues through ALAMIS. Units will pay both the department and national portion of dues for members. The department dues will then be remitted back to departments on the same schedule as online and by phone dues. A separate report will be included that shows which units paid dues and which members were paid.
- Rejoin former members within their unit.
- ALL transfer requests of current members, expired members or former members will still need to be processed by the department.
- Enter new members and pay their dues.
- **Note:** You need to send a copy of the completed application to the Department office within 30 days of entering their application on ALAMIS. **Please write your Unit #, the ID# for the new member and the date they were PAID on ALAMIS on top of the application or on a separate piece of paper when sending it in the mail. DO NOT JUST MAIL THE APPLICATION IN TO THE OFFICE. To save postage, you can email it to Caitlin at [nyalamemberdata@gmail.com](mailto:nyalamemberdata@gmail.com). Same goes for transfers and data forms.**

### There will be requirements to have Unit Full access:

1. Membership dues must be paid using a VISA or Mastercard (credit or debit).
2. All Unit Full users must complete the training from National HQ. Unit Full Users will receive an email once a request is submitted to the ALAMIS Help Desk. **Users will not be granted access until after they have completed the training.**

### The rates per user will be:

- Unit View \$10.00
- Unit Write \$15.00 (new)
- Unit Full \$20.00 (new)

**\*\*DISTRICT AND COUNTY ACCESS WILL NO LONGER BE OFFERED AS OF APRIL 2023 DEC MEETING.**

\*Users requesting a higher level of access will not be pro-rated under any circumstances, the full amount for that level of access will be billed.

Units can have up to 2 logins at a time. **Note: We do not recommend that units have 2 Full Unit users unless very large. Units can have a combination of access levels. Remember Department has the ability to suspend or terminate a Units access if they do not comply with the guidelines.**