

# LEGION ACCESS TO SAL “PROCESS MEMBERSHIP” FEATURE

## PROCESSING SAL MEMBERSHIP FROM A LEGION ACCOUNT (DEPARTMENT AND POST):

1. Click “SAL” in the top-menu (blue ribbon).
2. Click “Process Membership”

The screenshot shows the myLEGION.ORG website. The top navigation bar includes 'LEGION', 'SAL' (circled in red), 'DOWNLOADS', 'CONTACT US', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar, the page title is 'Process Squadron Membership'. On the left side, there is a sidebar menu with options: 'Member/Squadron Processing', 'List All Members', 'By ID#', 'By Name', 'Mbr Data Change by ID', 'Review Member Changes', 'Squadron Inquiry', and 'Process Membership' (highlighted with a red box). The main content area features a table with the following data:

Date Opened	Number of Cards	Amount	Date Submitted	Processed Date	Transmittal Status	Edit/Review
10/10/2019	0	.00			Open	Edit

From here, the process is practically identical to Legion electronic membership processing.

You will need to enter bank account information prior to processing SAL membership. If the account used for SAL membership is the same as the account for LGN membership, the account still needs to be entered again for SAL. And the SAL account will be held from submitting subsequent transmittals until the first has cleared (just like LGN).

Who has access to “Process Membership”?

Administrator	Legion	Sons
Department		
Detachment		
Posts		
Squadrons		

*Only the last four digits of the bank account number are visible to anyone who has access to the MyLegion/MySAL account.*

