

ALAMIS ACCESS FOR THE DEPARTMENT OF IOWA

Fee per User/Year: <ul style="list-style-type: none"> UNIT FULL \$20.00 (Only 1/UNIT) UNIT WRITE \$15.00 UNIT READ \$10.00 	<p style="text-align: center;">Due July 31st</p> <p>August invoice will be sent electronically to the User listed below to pay by October 20th.</p>	<p style="text-align: right;">Email to: alacustomerservice@ialegion.org</p>
--	---	---

CHECK BOX:	<input type="checkbox"/> NEW ACCOUNT	<input type="checkbox"/> ALAMIS RENEWAL
If new, are you replacing an account? Yes No. If so, who? _____		
UNIT #: _____	COUNTY: _____	DISTRICT: _____
CHECK OFF THE TYPE OF ACCESS YOU ARE REQUESTING:		
Breakdown of access on the back of this form		
<input type="checkbox"/> UNIT FULL- \$20.00 (We suggest only one full user per Unit) <input type="checkbox"/> UNIT WRITE- \$15.00 <input type="checkbox"/> UNIT READ- \$10.00		
<p>Note: Access is determined by Fiscal year (August 1st- July 31st). Anyone with current access will receive an email invoice to renew in August.</p>		

-PRINT ONLY-

NAME OF USER (not username):
Member #:
Full Address:
Phone #:
Email:

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 party responsible, I will notify the Department Office of this change immediately. Remember Department can suspend or terminate a unit's access if they do not comply with the guidelines. No refunds will be issued. **Furthermore, I understand that if the fee increases, the User will be responsible for the difference. Users requesting a higher level of access will not be prorated under any circumstances; the full amount of that access will be billed.**

If this is a new account, National will email your username and password when your account is set up.

USER SIGNATURE: _____

FOR DEPARTMENT USE ONLY
DATE PAID: _____
Date Set Up: _____

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 the Membership Roster to view all members in their unit
 - View the members who have paid/unpaid dues report
- **Perform Searches**
 - See if the 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 of a member's paid through date
 - See if a member is in a special category, such as a Paid Up for Life (PUFL) member or an Honorary Life member (HLM)

Unit Write Capabilities:

- All the capabilities of Unit Read access PLUS:
- **Make Updates**
 - Add new members before mailing the application with transmittal to the 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 the 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 keep a copy of the completed application for your records, and if the Department office needs confirmation of the application for any reason.

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
- Unit Full \$20.00

*Users requesting a higher level of access will not be prorated 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 they are very large. Units can have a combination of access levels. Remember Department can suspend or terminate a unit's access if they do not comply with the guidelines.**