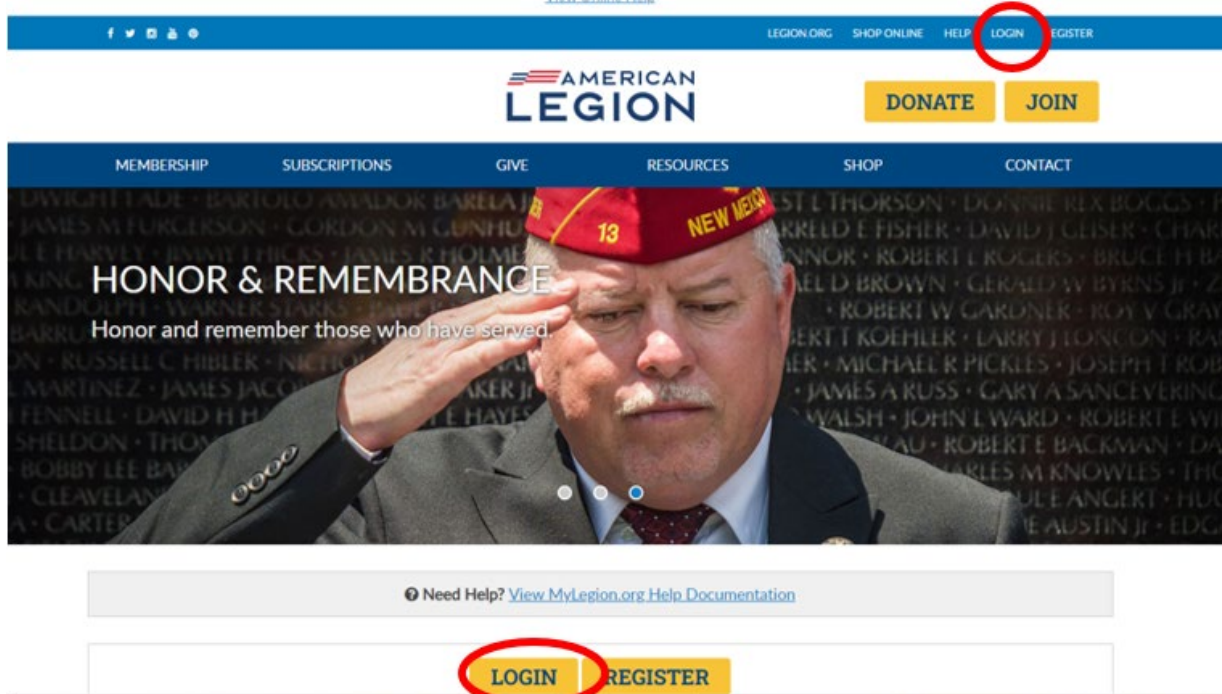
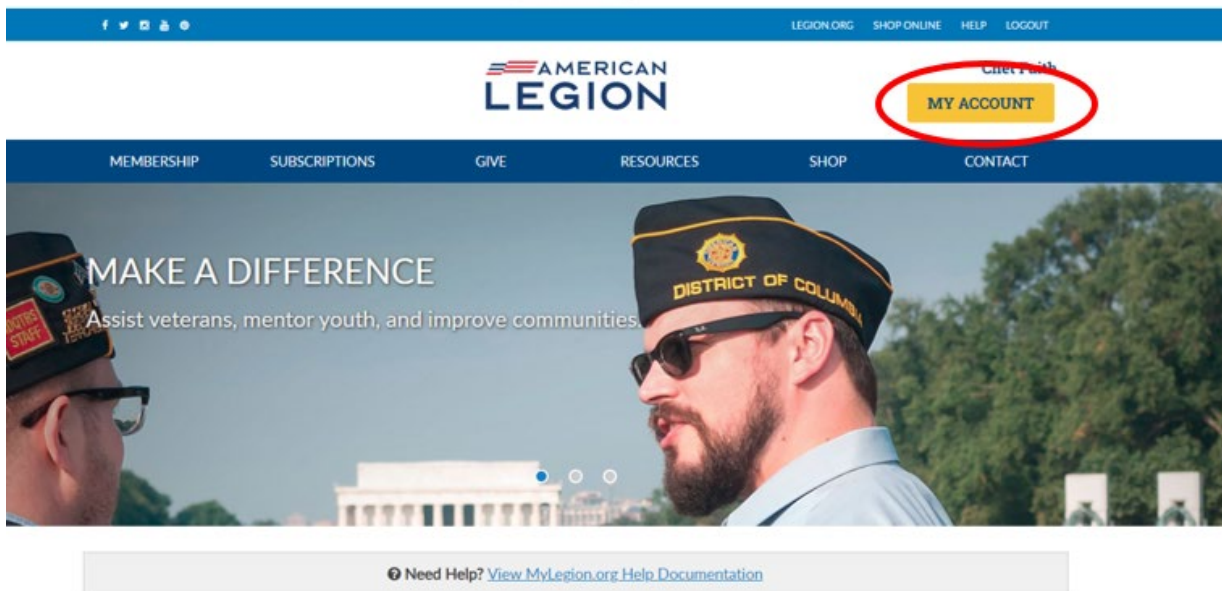


HOW TO FILL OUT / EDIT CONSOLIDATED PORT REPORT

Step 1: Log into your mylegion.org account



Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"



HOW TO FILL OUT / EDIT CONSOLIDATED PORT REPORT

Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"

SUBSCRIPTIONS GIVE RESOURCES SHOP


Home > My Account

My Account **My Groups** WI Post 0115

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Help ? Status: Paid Th Membr

MY CONTACT INFORMATION

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Phone Edit Membr

Email Edit Cont M

Step 4: Click the **BLUE** "Edit Reports" button

My Account My Groups WI Post 0115

CONSOLIDATED REPORTS

Consolidated reports are available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view your consolidated reports.

Edit Reports

HOW TO FILL OUT / EDIT CONSOLIDATED PORT REPORT

- Step 5: Click the **BLUE** "Edit" link next to the corresponding report
- Step 6: Click the **BLUE** "Edit" link next to "CONTENT & MATERIALS"
- Step 7: Fill in Blanks
- Step 8: Click the **BLUE** "Save as Draft" button OR
- Step 9: Click the **BLUE** "Next" Button
- Step 10: Review displayed data
- Step 11: Click the **BLUE** "Submit Final" Button