

SUBJECT: HOW TO PRINT LABELS

- Step 1: Log into your mylegion.org account
- Step 2: Click the BIG **YELLOW** block that says "MY ACCOUNT"
- Step 3: Click the **BLUE** "My Groups" link above your "MY CONTACT INFORMATION"
- Step 4: Click "Reports/Labels" (located in the grey pane on the left side of your screen)
- Step 5: Click **BLUE** "3x10 labels"
- Step 6: Select your "Group" from the pull-down bar
- Step 7: Click the arrow to shrink the bar
- Step 8: Select which "Last Paid Year" from the pull-down bar to include in your labels
- Step 9: Click the arrow to shrink the bar
- Step 10: Select which "Sort" from the pull-down bar
- Step 11: Click the arrow to shrink the bar
- Step 12: Click "View Report"
- Step 13: Review results
- Step 14: To Download click the "Floppy Disc Icon"
- Step 15: Select PDF
- Step 16: Select Save location
- Step 17: Click "Save"