

HOW TO VIEW TRANSMITTAL HISTORY GUIDE

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 "Transmittal History" (located in the grey pane on the left side of your screen)

Step 5: Select the "Year" from the pull-down bar (if you want to search a specific year)

Step 6: Select your "Type" from the pull-down bar (if you want to search a specific type)

Step 7: Select your "Range" from the pull-down bar (if you want to search a different timeframe than the default "Past 30 Days")

Step 8: Click the **BLUE** "Search" button

Step 9: Click the **BLUE** Transmittal Number to view details of the transmittal (who and what membership year)