

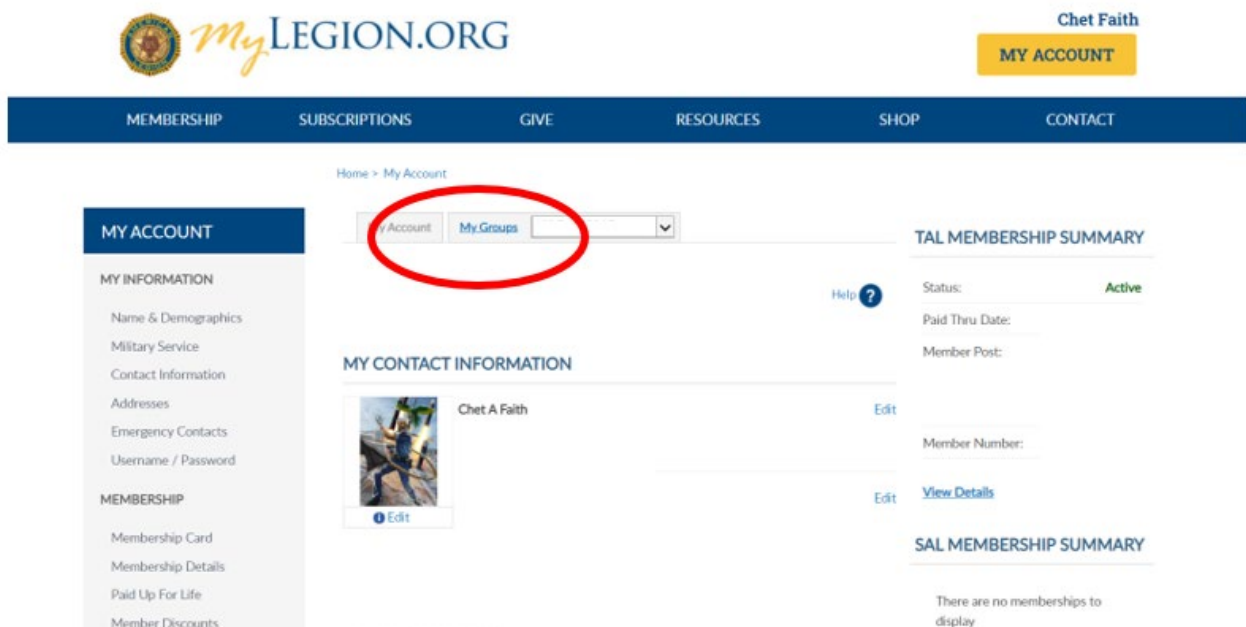
## Subject: How to View Online Renewals Online

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”

Home > My Views > Group Profile

Help ?

MY VIEWS

CONSOLIDATED REPORTS

View / Edit Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

**Reports / Labels**

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

Publish Newsletter

MATERIALS

Documents

Officer Manuals

Brochures

Suggested Speeches

My Account My Groups WI Post 0002

Help ?

### CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

[Edit Reports](#)

Help ?

### ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

Step 5: Click “Member Online Renewals”

Home > My Views > Group Profile > Reports / Labels

Help ?

MY VIEWS

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### POST REPORTS

#### LABELS

- Legion 3x10 Labels

#### MEMBERSHIP

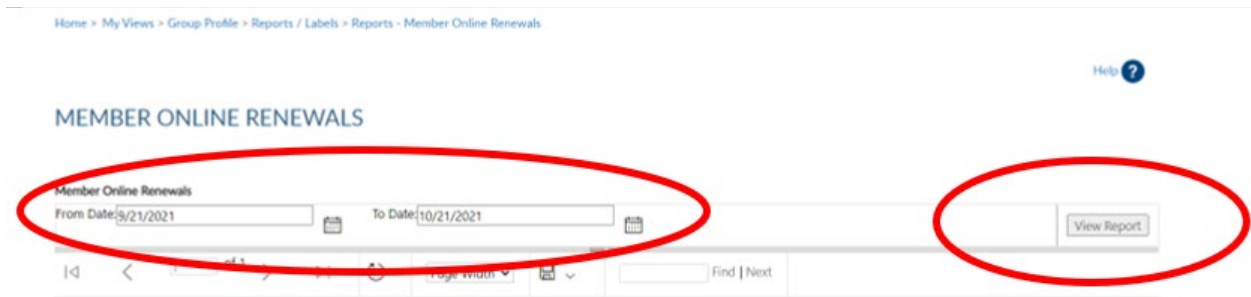
- Find Members in my Area
- Member Online Renewals**
- Post / Squadron Current Roster

### SQUADRON REPORTS

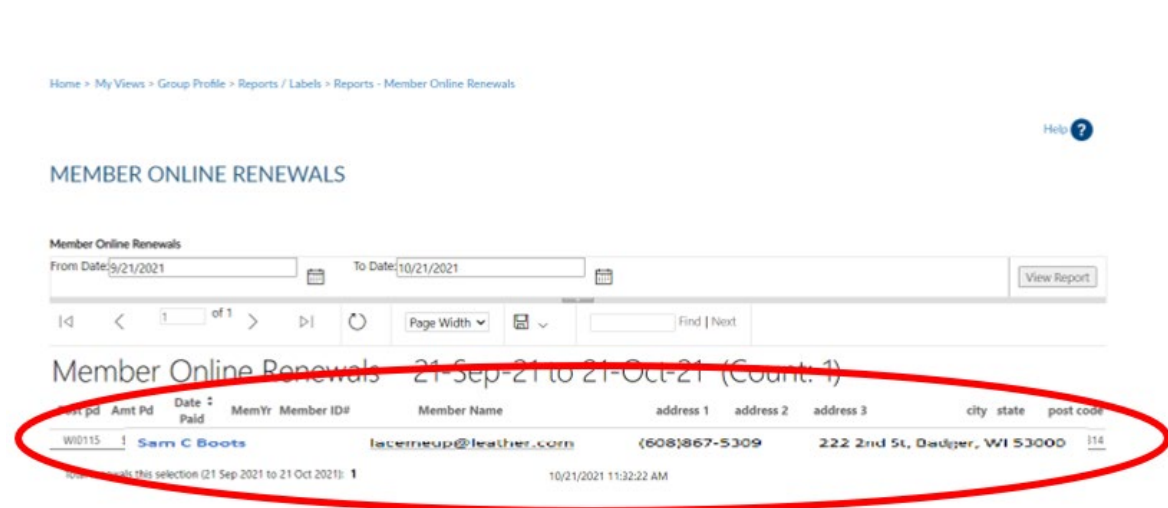
#### MEMBERSHIP

- Post / Squadron Current Roster

Step 6: Select date ranges and click "View Report"



Step 7: Review your results



Step 8: To Download click the “Floppy Disc Icon” and select which program to save it as.

Home > My Views > Group Profile > Reports / Labels > Reports - Member Online Renewals

Help ?

## MEMBER ONLINE RENEWALS

Member Online Renewals

From Date: 9/21/2021 To Date: 10/21/2021 View Report

Page Width: 1 of 2 ? Find | Next

**Current Roster : WI Post 0115**

Act/Dec	Post	MemberID	LastName	FirstName	Address	City	State	Zip	BOB	Type
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A red circle highlights the download options menu, which includes:

- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed

