ALA Department of Kansas ALAMIS User Request Form

ALAMIS is the American Legion Auxiliary Membership Information System. This program helps you track membership, run reports, and depending on Access (read/write and full access) you can make changes to membership information.

This is a vitally important tool for your unit. Please keep a copy of this for your unit and/or district records.

Use this form for requesting or updating your District or Unit Access. Send separate forms into Department for which type (District or Unit) of access you are requesting, along with the appropriate payment to the Department Office.

Access Notes

- Access is available for 1 calendar year, and a new form needs to be sent in annually with the appropriate payment.
- Districts and Units may have up to 2 users.
- District and Units users can be swapped at any point during the calendar year, for no additional fee, unless the new person you wish to replace does not have access or is requesting a higher-level access then you will billed for the new request.

Access Levels

1. **District View**-Run Department reports and view individual units throughout entire state $10 per user
2. **Unit View**-View, Download and print unit reports $10 per user
3. **Unit Write**-Add new members, edit their profiles, update unit leadership & can view, download and print reports. $15 per user
4. **Unit Full**-Capabilities of Unit Write AND can pay dues and rejoin former members of the unit. $20 per user

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Is this a District or Unit Request? _____

Member requesting access-Name & membership number_____

Member's District, Unit and Email_____

Access Level Requested **1** **2** **3** **4**

If replacing a user note the name and ID number of the person they are replacing_____

Member requesting access-Name & membership number_____

Member's District, Unit and Email_____

Access Level Requested 1 2 3 4

If replacing a user note the name and ID number of the person they are replacing_____

ALAMIS access is available on the American Legion Auxiliary National Website. You will receive an email notice from National once your access is completed. Keep an eye on your spam and junk folders. Your membership number is needed to log on.

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