

2017



Membership Website – Branch Processing Guide

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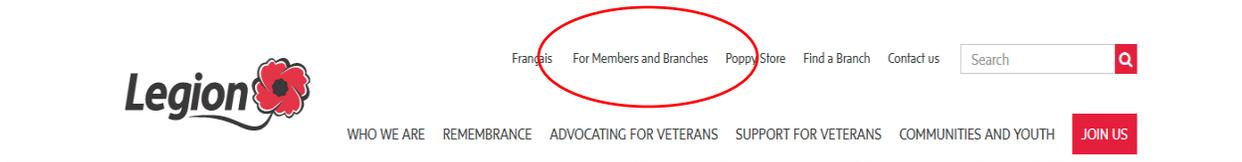
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How to Login to your Branch

Go to www.Legion.ca



Click on For Members and Branches on the top navigation menu



Enter the username and password supplied to your branch.

If you have not received your username and password please contact Dominion Command.

Username or Membership Number

Password

Remember me on this computer

Login

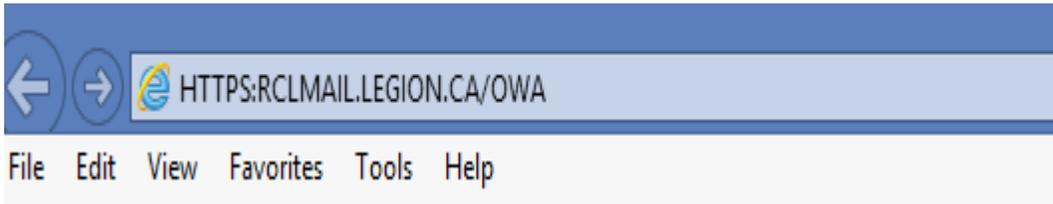
[Forgot your password?](#)

Select Login

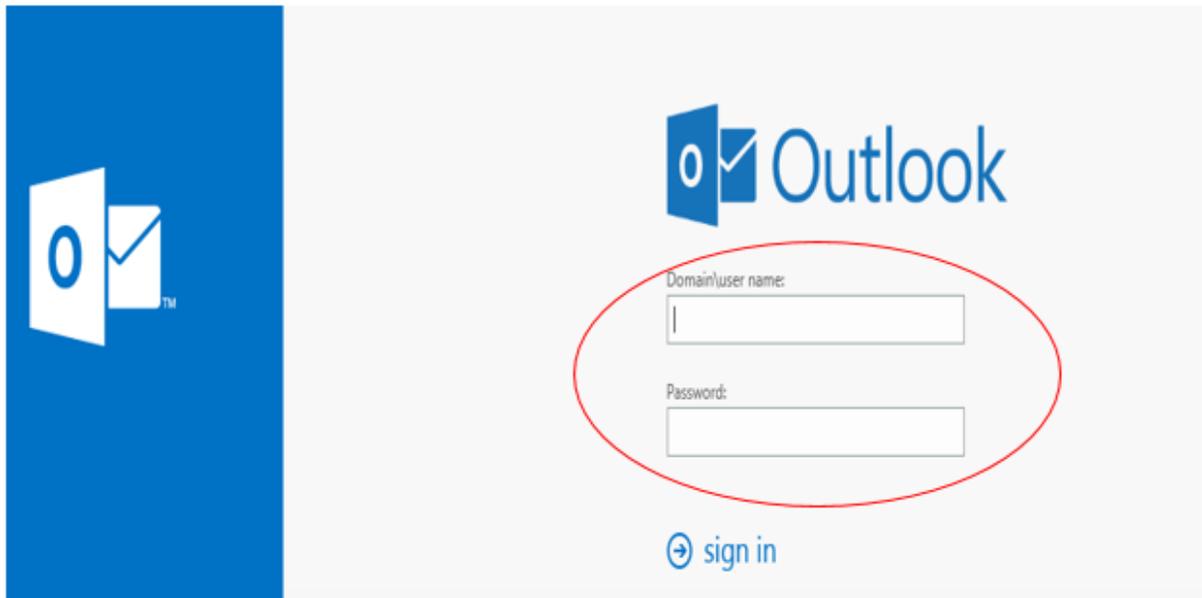
Accessing Your New Legion.ca Email

To access your new legion.ca branch email address go to:

HTTPS://RCLMAIL.LEGION.CA/OWA



Enter your username and password supplied by Dominion Command and select sign in



This email address is used for all membership notifications such as; password reset requests, updates to membership profiles when members are logged into their profile, online renewals and more. Please check your email regularly for updates.

Forgot Your Password?

Forgot your password?

You sent a request to reset your password to ablack@legion.ca Please use the link provided in your email to reset the password for your account.

Example of email received in your branch legion.ca inbox

Dear AMANDA WHITE, we received a request for password change for username 20270554 at RCLDev. [Go to this page](#) to set your new password. The link will be active for one hour.

Regards,
The Legion Portal team

IN THIS SECTION

- Registration
- Join the Legion
- Membership Eligibility
- Login
- Web Mail
- Member Web Store
- Supply Catalogue

New password

Confirm password

Submit

- Enter your new password
- Confirm Password
- Click on submit

Navigating the Website:

Under “IN THIS SECTION” on the left side column, select Home.

#1- HOME

Click on Home on the left side of the page under In This Section to view Special branch communications and incentives.

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
- Branch Rates
- Previous Transactions
- Membership Processing
- Membership Since Date Calculator
- Data Change Form
- Reports
- Help
- Branch and Command Resources
- Log out

Welcome to the Membership Processing Website.

Please select from the menu on the left to proceed.

In order for your members to renew their membership on line you must enter your branch rates. If you have not already entered your Branch Rates, please consider adding your rates to provide this service to your renewing members. Each branch will receive a cheque from Dominion Command for any member who renews on line. Cheques are mailed once a month. Thank you!

NEW! Commands, branches and sections of The Royal Canadian Legion are invited to assemble their delegates in Winnipeg, MB for the 47th Dominion Convention. Click here: [2018 Convention Call](#)

Branch Transfer Report
Effective January 01, 2018 the Branch Transfer Report will only be available on line. We will no longer be mailing a hard copy to branches on a monthly basis. The Transfer Report can be found under the Reports menu.

Membership Website – Branch Processing Guide
Step by Step instructions on using the membership website!
[Download the Guide](#)

Did you know, 41% of non-renewing members for 2017 stated they would renew today if they could do so online? Help us retain members by entering your branch rate in the new system!

#2- PROFILE

Verify Branch Profile and Change Password – to access this page, click on Profile on the left side menu.

The screenshot shows a web interface with a left-hand menu and a main content area. The menu, under the heading "IN THIS SECTION", includes: Home, Profile (circled in red), Payment Information, Create/View Branch Members, Branch Rates, Previous Transactions, Membership Processing, Reports, Help, Branch and Command Resources, and Log out. The main content area has three tabs: Profile (circled in red), Main Address, and Branch Photo. The Profile tab is active, displaying a form with the following fields: Branch Name (13-013 DOMINION BRANCH), Branch Number (13-013), Parent Account (13 RCL DOMINION COMMAND), Date of Charter, Main Phone (855-330-3344), Primary Email (memberhelpdesk@legion.ca), Phone 2, Secondary Email (memberhelpdesk@legion.ca), Preferred Language (English), Fax, and Website (http://www.legion.ca). A red Submit button is located at the bottom left of the form.

Note: Update your preferred language in this section. Dominion Command will provide all branch correspondence in your preferred language.

Click on the Main Address tab to verify your branch address.

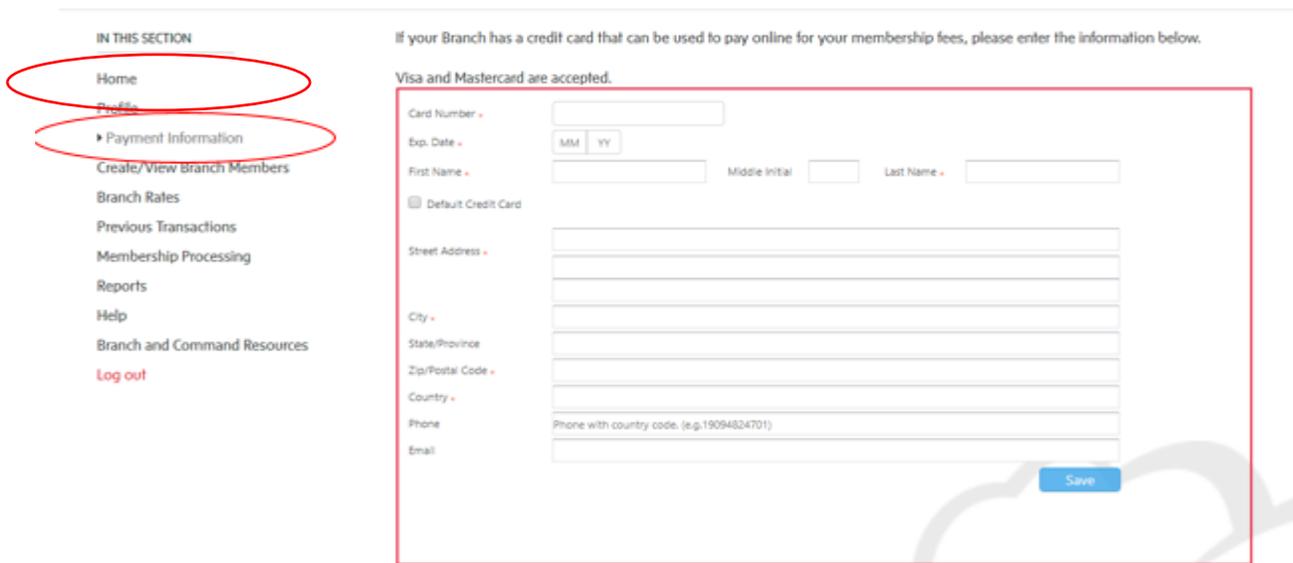
The screenshot shows the same web interface as above, but with the Main Address tab selected and circled in red. The Profile tab is also circled in red in the left-hand menu. The Main Address form contains the following fields: Address, Street 1 (86 AIRD PLACE), Province / State (ON), Street 2, Postal Code (K2L 0A1), Street 3, Country (Canada), City (OTTAWA), Bad Address (No), and Incomplete Address (No). A red Submit button is located at the bottom left of the form.

Click on the Branch Photo tab to upload a branch photo.



#3- PAYMENT INFORMATION

Branches have the option of paying via credit card (subject to Provincial Command regulations) or printing off the final transmittal, attaching your cheque and mailing to Dominion Command. To charge your transactions with a credit card please fill in the payment information in this section.



Save

#4- CREATE/VIEW BRANCH MEMBERS

Adding a 'New' Profile for Reinstated Members:

Step 1: Verify that the member number does not exist within your branch records ([Find a Member](#)) or, if the member is reinstating from another branch verify with Dominion Command the member does not have an active profile.

Step 2: If the member was a reinstatement, and an active record does not exist, create a new member profile.

How to create a "NEW" member profile

This is the first of two steps in processing a new member; the second step is in the [Membership Processing](#) section.

This section also includes; View a Branch Summary, View Branch Members and Export a Branch Membership List in excel.

IN THIS SECTION

- Home
- Profile
- Payment Information
- ▶ Create/View Branch Members**
- Branch Rates
- Previous Transactions
- Membership Processing
- Reports
- Help
- Branch and Command Resources
- Log out

To start a new member:

1. Click the ADD NEW button in the grid below
2. Add the member information
3. Click Update
4. Now Record the new Membership ID assigned. Click Close
5. Now proceed to **MEMBERSHIP PROCESSING** to process the enrollment with the new membership number.

To find existing members, enter your search criteria in the box above the column in the grid below and click on the button next to it to select the method you would like to search by.

Active Members: 1332 Last Year Members: 1459

Branch Account Balance: 1179.1

Members

Membership ID	Name	Type	Max Year Paid
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create 'New':

- Click the ADD NEW button in the grid below
- Add the member information
- Click Update
- Now "Record" the new Membership ID assigned. Click Close
- Go to MEMBERSHIP PROCESSING to process the enrollment payment with the new membership number.

Branch Summary View:

Active Members	Last Year Members
1293	1459
Branch Account Balance	
1129.11	

Find a Member Profile:

- Enter your search criteria in the box above the column you wish to find click on the button next to it to select the method you would like to search.
- In the example below – "**Name**" is selected, the text entered is "**Amanda W**" and the drop down selected is "**Contains**".

Franglais For Members and Branches Poppy Store Find a Branch Contact Us

HO WE ARE REMEMBRANCE ADVOCATING FOR VETERAN COMMUNITIES AND YOUTH **JOIN US**

To find existing members to select the method you would like to search by

Active Members: 1294

Branch Account Balance: 1129.11

Members

Add New

Membership ID Name Type Max Year Paid

30028982	Amanda West	Associate	2017
20270554	AMANDA WHITE	Associate	2016

'Edit' a Member Profile:

- Click on the pencil beside the membership number

Membership Processing

Membership Since Date Calculator

Data Change Form

Reports

Help

Branch and Command Resources

[Log out](#)

If to select the method you would like to search by.

Active Members: 1485

Last Year Members: 1460

Branch Account Balance: 1179.1

Members

Add New

Membership ID Name Type Max Year Paid

30028982	Amanda West	Associate	2017
30034380	Amanda Meehan	Ordinary	2018
20270554	AMANDA WHITE	Associate	2016
30030849	Amanda Black	Associate	0

Profile

Update contact details and select “Update”

Profile	Additional Information	Membership Information	Military Service
First Name* AMANDA		Membership Type* Associate	
Last Name* WHITE		Membership Number 20270554	
Salutation ▼		Primary Email ablack@legion.ca	
Middle Name 		Home Phone 613-555-2222	
Preferred Language* English		Mobile Phone 	
Membership Status Dormant			
Address			
Street 1* 42 JAMES LEWIS AVENUE		Province / State ON	
Street 2 		Postal Code* K2S 1K4	
Street 3 		Country* Canada	
City* OTTAWA			
Bad Address No		Incomplete Address No	
Update			Close

Additional Information:

- Add: gender, citizenship, birth year and consent to receive emails from Legion associated 3rd parties

The screenshot shows a web browser window with the title "Member Profile". The browser's address bar and window controls are visible at the top. Below the title bar, there are four tabs: "Profile", "Additional Information", "Membership Information", and "Military Service". The "Additional Information" tab is selected and highlighted. The form content is enclosed in a red border and includes the following fields:

- Full Name:** A text input field.
- Membership Number:** A text input field.
- Gender:** A dropdown menu.
- Citizenship:** A dropdown menu.
- Birth Year:** A text input field.
- Consent to agree to receive emails from Legion associated 3rd parties:** A dropdown menu.

At the bottom of the form, there are two red buttons: "Update" and "Close". Below the form, a message reads: "More than one Google Analytics scripts are registered. Please verify your pages and templates."

Membership Information:

- View a Member Transmittal and Transaction History
- Sort by clicking on each header
- Click on link to view transmittal
- Note: To view and Print a Transmittal- See Previous Transactions

member Profile

Profile Additional Information **Membership Information** Military Service

Membership Information

Full Name: AMANDA WHITE

Membership Number: 20270554

Membership Year: 2016

Member Since: 01/01/15 0:00:00

Years of Service: 3

Membership Years

	Membership Year	Y of S	Type	Document	Transaction Date	Transmittal #
View Transmittal	2016	3	Associate	WB01858	3/15/2016 12:00:00 AM	13-013-40204288
View Transmittal	2015	2	Associate	WB01055	10/29/2014 12:00:00 AM	13-013-40203557
View Transmittal	2014	1	Associate	WB00724	4/18/2014 12:00:00 AM	13-013-40203236

Military Service:

Enter the number of years served and the service number

Select Update

Select Close

The screenshot shows a web browser window with the title "Member Profile". The browser's address bar and window controls are visible at the top. Below the title bar, there is a navigation menu with four tabs: "Profile", "Additional Information", "Membership Information", and "Military Service". The "Military Service" tab is currently selected and highlighted. The main content area of the browser displays the "Military Service" form. The form has a title "Military Service" and four input fields arranged in a 2x2 grid. The first row contains "Full Name" with the value "AMANDA WHITE" and "Membership Number" with the value "20270554". The second row contains "Years of Service" and "Service Number", both of which are empty text boxes. Below the form, there are two red buttons: "Update" on the left and "Close" on the right. At the bottom of the browser window, a message reads: "More than one Google Analytics scripts are registered. Please verify your pages and templates."

Export Branch Membership List in Excel:

Select the 'Export Branch Members' button and wait for the Excel sheet to load, once loaded, the excel sheet will populate on the bottom left of the screen, select open.

Note: Members paid for the current year and previous year will be included on the list. Note: deceased members are not included.

Members

Membership ID	Name	Type	Max Year Paid
30028982	Amanda West	Associate	2017
20270554	AMANDA WHITE	Associate	2016

Export Branch Members

Select Enable Editing

Select Export Branch Members and Save Worksheet

Branch Membership Portal Export (1) [Protected View] - Excel

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

Report Date: 2017.10.31

13 RCL DOMINION COMMAND

THE ROYAL CANADIAN LEGION
BRANCH MEMBERSHIP REGISTER

13-013 DOMINION BRANCH

Page No. 1

Membership Type	Member Number	Surname, Given Name	Street Address	City Province	Postal Code Country	Language	Max Year Paid	Incomplete Address	Bad Address	Send Magazine	Years Of Service	Email Address	Phone	Auto Renewal
-----------------	---------------	---------------------	----------------	---------------	---------------------	----------	---------------	--------------------	-------------	---------------	------------------	---------------	-------	--------------

#5- BRANCH RATES:

In order for your members to renew their membership on line you must enter your “Full” branch rates for both the current year (2018) and next year (2019).

The amount you enter for your Branch Rate is the amount your branch collects from the member and retains. It does not include the Dominion per capita tax portion. For example, if you remit \$37 to Dominion Command and your members pay a total of \$50, then your Branch Rate would be \$13.

When a member has processed online, a receipt is emailed to both the member and the Branch legion.ca email provided by Dominion Command. See- [Access New Branch Legion.ca Email](#)

Dominion Command will remit the branch portion of the membership fee monthly to the local branch, and will include a summary report listing all members processed online. See the below example of the report you will receive.

Branch Payables For 13-013

Data From: 9/1/2017 To: 9/30/2017

Date: 10/3/2017
2:30:02 PM

Member	Member ID	Renewal Year	# of Transactions	# Additional Years	Payable Amount
Amanda White	20270554	Next Year	1	0	\$10.89
Total -->			1		\$10.89

Entering Your Rates:

Add a Branch Rate

Branch Rate Tab and select Add New

IN THIS SECTION

Home

Profile

Payment Information

Create/View Branch Members

Branch Rates

Previous Transactions

Membership Processing

Reports

Help

Branch and Command Resources

Log out

PLEASE NOTE: The amount you enter for your Branch Rate is the amount your branch collects from your member and retains. It does not include the Dominion per capita portion. When your member pays online, the amount you enter in this field will be returned to you by Dominion Command.

For example, if you remit \$37 to Dominion Command and your members pay a total of \$50, then your Branch Rate would be \$13.

The screenshot shows the 'Branch Rates' tab selected. It displays summary statistics: Active Members (1332), Last Year Members (1459), and Membership Balance (1179.1). Below these is a table with columns for Type, Year, Rate, and Proration Type. The 'Add New' button is circled in red.

Enter the Year by typing in the text box 2018 (current year) and selecting the button beside the year and selecting "Contains" and Submit

This close-up shows the 'Rates' table. The 'Year' column contains '2018' and the 'Proration Type' column contains 'Full'. Both are circled in red. The 'Rate' column shows '0.0000'. The 'Type' column has a dropdown menu.



**Repeat these steps for 2019 (next year) entering the same current years rate for 2019

Once both of the branch rates are populated (current year and next year), members can then renew on line for their own local branch once they have registered and logged into the portal.

Currently there is no requirement to enter half of third year rate as new members are not permitted to join online for your branch at this time.

Edit a Branch Rate

Click on the pencil beside branch to edit the branch rate

Rates

Please fill out all of the fields and click Submit to enter your Branch Rate. The Proration Type is for new members who pay for either half or one third of their first year. Please enter only one year per rate in YYYY format.

Type	Branch	Year	2018
Rate	\$0.00	Proration Type	Full
<input type="submit" value="Submit"/>			

If you need assistance to enter your branch rate, please contact Member Services 1-855-330-3344.

Provincial Rates Tab– this is a view only screen, no action is required.

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
 - Branch Rates
- Previous Transactions

PLEASE NOTE: The amount you enter for your Branch Rate is the amount your branch collects from your member and retains. It does not include the Dominion per capita portion. When your member pays online, the amount you enter in this field will be returned to you by Dominion Command.

For example, if you remit \$37 to Dominion Command and your members pay a total of \$50, then your Branch Rate would be \$13.

<input type="button" value="Branch Rates"/>	<input type="button" value="Provincial Rates"/>
Active Members	Last Year Members
1122	1450

#6- PREVIOUS TRANSACTIONS

Branches can sort and view [previous transactions](#) by selecting various criteria in the boxes below and selecting the button beside the column where you have entered text.

- Enter Process Date
- Select Contains
- View your branch transactions for the date entered

The screenshot displays the 'Previous Transactions' interface. On the left is a sidebar menu with the following items: 'Home', 'Profile', 'Payment Information', 'Create/View Branch Members', 'Branch Rates', 'Previous Transactions', 'Membership Processing', 'Reports', 'Help', 'Branch and Command Resources', and 'Log out'. The 'Branch Rates' and 'Previous Transactions' items are circled in red. The main content area shows search filters for 'Branch Name' (13-013 DOMINION BRANCH) and 'Branch Number' (13-013). Below these is the 'Previous Transactions' section with a dropdown menu open, showing filter options: 'NoFilter', 'Contains', 'DoesNotContain', 'StartsWith', 'EndsWith', 'EqualTo', 'NotEqualTo', 'GreaterThan', 'LessThan', 'GreaterThanOrEqualTo', 'LessThanOrEqualTo', 'IsNull', and 'NotIsNull'. The 'Contains' option is circled in red. Below the dropdown is a table with columns: 'Transmittal #', 'Process Date', 'Amount', 'Cheque #', and '# of Transactions'. The table contains one row with the following data: '13-013-40363603', '10/31/2017 8:12:00', 'CC', and '2'. A pencil icon is visible next to the transmittal number.

View and Print a Transmittal

To review the complete transmittal click on the pencil beside the transmittal number and you have the option to print the transmittal

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
- Branch Rates
- Previous Transactions
- Membership Processing
- Membership Since Date Calculator
- Data Change Form
- Reports
- Help
- Branch and Command Resources
- Log out

Branch Name: 13-013 DOMINION BRANCH
Branch Number: 13-013

Previous Transactions

Transmittal #	Process Date	Invoice Number	Invoice Amount	Cheque #	# of Transactions
13-013-40204288	3/15/2016 12:00:00 AM		249.9500		5

View Details

Branch: 13-013 DOMINION BRANCH
Process Date: 15/03/2016
Transmittal #: 13-013-40204288
Payment Amount: 249.95
Invoice Number:
Invoice Amount: 249.95

Transactions

Process Type	Member ID	Member	+ Years	# of Transac	Renewal Yea	Enrollment C	Back Years	Lifetime Yea
Renewal	10214700	MICHAEL COLLACUTT		1	Current Year	Current Year	No	
Enrollment	10254199	LORRAINE MORROW		1	Current Year	Current Year	No	
Renewal	20270554	AMANDA WHITE		1	Current Year	Current Year	No	
Renewal	7891642	KEVIN DONOVAN		1	Current Year	Current Year	No	
Renewal	7891642	KEVIN DONOVAN		1	Current Year	Current Year	No	

Print Transmittal

More than one Google Analytics scripts are registered. Please verify your pages and templates.

#7- Membership Processing

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
- Branch Rates
- Previous Transactions
- Membership Processing
- Reports
- Help
- Branch and Command Resources
- Log out

This option allows you to enroll new members and renew memberships for existing members. Be aware that after 30 minutes if the transaction has not been completed, it will be deleted and you will have to initiate a new transaction.

Before processing an enrollment, please create the member in the Create/ View Branch Members screen by clicking on Add New. Once you have created the new member profile, make note of the new Member ID so you can process the enrollment.

Please click on the button below to Continue...

Continue



Select the Continue button to begin the process.

The Processing Details window will open. Please take the time to review notes.

Note: Life Members are auto-renewed in the system and do not require annual processing.

Processing Examples:

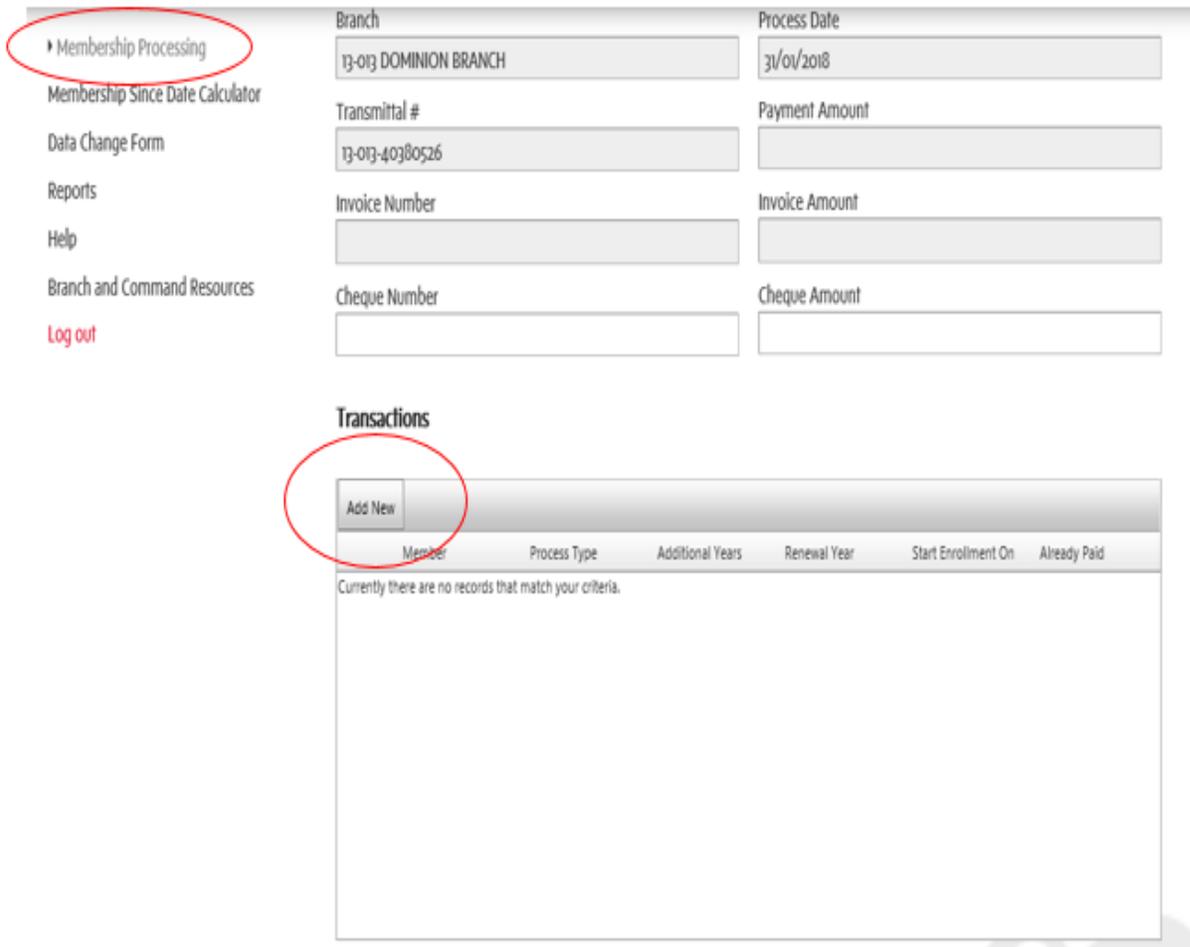
In the four examples below, various scenarios in processing include: Enrollments, Renewals, Buy Back Years and Combined transactions for the same member.

Note: Additional Years are to be processed as future years and Buyback years are previous to the Current Year (processed at the current year rate)

Example #1 – Enrollment:

In this Example: The Member is enrolling for the current year (2018) and next year (2019) and the membership number has been recorded from the previous step

Before processing an enrollment, please create the member in the “**Create/ View Branch Members**” section on the left column, Click on “**Add New**”. Once you have created the new member profile, make note of the new Member ID so you can process the enrollment in this section.



Branch	13-013 DOMINION BRANCH	Process Date	31/01/2018
Transmittal #	13-013-40380526	Payment Amount	
Invoice Number		Invoice Amount	
Cheque Number		Cheque Amount	

Transactions

Member	Process Type	Additional Years	Renewal Year	Start Enrollment On	Already Paid
Currently there are no records that match your criteria.					

Processing Details

Select the Process Type and the screen will automatically update to provide all the required fields. Please make a selection and enter the appropriate information in all the fields shown on the screen after you select your process type. Enter the **Membership Number**, then select the **renewal year** or **enrollment year**. After you click **Save**, the Member's Name field will populate - letting you know that the record saved correctly.

Once you have saved the record, enter in any additional years or buy back years then click **Close**. If you do not have any additional years or buy back years, you can leave those fields blank and click **Close**.

The Renewal Year is based on the current calendar year date. If you are processing additional years you must first choose the Renewal Year.

Reinstatements are processed as Renewals.

Process Type

Membership Number

Member

Buy Back Years?
 Yes No

Save **Close**

Process Type

Enrollment

Enrollment

Renewal

Buy Back Years

Enter Membership number and Save

Process Type
Enrollment

Membership Number
20270554

Start Enrollment On
Current Year

Additional Years
+ 1 Year

Member

Buy Back Years?
 Yes No

Save

Close

The current year was selected (2018) and additional years (2019) +1 Year is also selected.

Click on Save.

The members name will then appear in the Members Field

Select Close

Select "Add New" for each additional member you would like to process

Transactions

Add New

Member	Process Type	Additional Years	Renewal Year	Start Enrollment On	Already Paid
Currently there are no records that match your criteria.					

See page #22 [Completing Transactions](#) (click on link CTRL+CLICK) for further instructions on completing this process.

Example #2 - Renewal

Select Add New

Transactions

The screenshot shows a table with the following columns: Member, Process Type, Additional Years, Renewal Year, Start Enrollment On, and Already Paid. Below the table, a message states: "Currently there are no records that match your criteria." The "Add New" button is circled in red.

In this example: the member is renewing for the next year (2019).

Reinstatements are processed as Renewals.

The form contains the following fields and options:

- Process Type:** A dropdown menu with "Renewal" selected. A small downward arrow is circled in red.
- Membership Number:** A text field containing "20270554".
- Member:** A text field.
- Renewal Year:** A dropdown menu with "Next Year" selected.
- Buy Back Years?:** Radio buttons for "Yes" and "No", with "No" selected.
- Additional Years:** A dropdown menu.
- Buttons:** "Save" and "Close" buttons.

Click on Save and Close window.

Add members, one at a time by clicking on **Add New**.

The screenshot shows the "Transactions" table with the "Add New" button circled in red.

See [Completing Transactions](#) (click on link CTRL+CLICK) for further instructions on completing this process.

Example #3 - Buy Back Years

Note: 2017 is processed as a buy back year as of Feb 1st, 2018

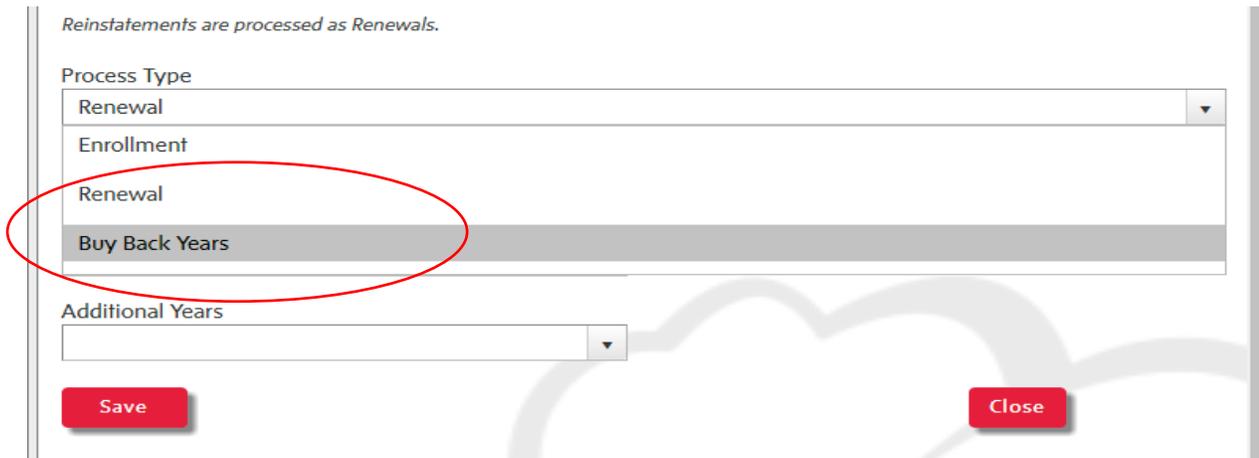
Add members, one at a time by clicking on **Add New**.

Transactions



A screenshot of a web application interface. At the top, there is a button labeled "Add New" which is circled in red. Below the button is a table with the following columns: "Member", "Process Type", "Additional Years", "Renewal Year", "Start Enrollment On", and "Already Paid". Below the table, there is a message that reads "Currently there are no records that match your criteria."

In this example: The member is buying back one year.



A screenshot of a web application interface showing a dropdown menu for "Process Type". The menu is open, showing options: "Renewal", "Enrollment", "Renewal", and "Buy Back Years". The "Buy Back Years" option is highlighted and circled in red. Below the dropdown menu, there is a field for "Additional Years" and two buttons: "Save" and "Close".

Enter the membership number and SAVE

The member name will auto-populate

Select Buyback Years - YES

Reinstatements are processed as Renewals.

Process Type

Buy Back Years

Membership Number

20270554

Member

AMANDA WHITE

Buy Back Years?

Yes No

Add New

Year

Currently there are no records that match your criteria.

Select Save and enter the year you would like to buy back and select Add New

Reinstatements are processed as Renewals.

Process Type

Buy Back Years

Membership Number

20270554

Member

AMANDA WHITE

Buy Back Years?

Yes No

Add New

Year

Currently there are no records that match your criteria.

Once you have saved the record, enter in any additional years or buy back years then click **Close**. If you do not have any additional years or buy back years, you can leave those fields blank and click **Close**.

The Renewal Year is based on the current calendar year date. If you are processing additional years you must first choose the Renewal Year.

Back Year

Please indicate the year you are buying back. You can only process one buy back year at a time.

Year*

Submit

Processing Details

Select the Process Type and the screen will automatically update to provide all the required fields. Please make a selection and enter the appropriate information in all the fields shown on the screen after you select your process type. Enter the **Membership Number**, then select the **renewal year** or **enrollment year**. After you click **Save**, the Member's Name field will populate - letting you know that the record saved correctly.

Once you have saved the record, enter in any additional years or buy back years then click **Close**. If you do not have any additional years or buy back years, you can leave those fields blank and click **Close**.

The Renewal Year is based on the current calendar year date. If you are processing additional years you must first choose the Renewal Year.

Back Year

Please indicate the year you are buying back. You can only process one buy back year at a time.

Year*

Submit

* Buy Back Years require you to click Submit. If you have additional buy back years to add they must be entered one year at a time.

Add years, one at a time that you would like to process by clicking on **Add New**.

See [Completing Transactions](#) (click on link CTRL+CLICK) for further instructions on completing this process.

Example #4 - Combined Processing Activities for one member

Combining processing details for the same member in a Renewal

Note: If a member would like to prepay (2020 and above), but has already paid for the next year (2019). The system will not allow you to enter any amount of additional years separately.

Please call membership services to assist with processing. 1-855-330-3344 as the Next year will need to be refunded by Dominion Command and the Renewal will need to be reprocessed as shown below.

Select the Process Type and the screen will automatically update to provide all the required fields. Please make a selection and enter the appropriate information in all the fields shown on the screen after you select your process type. Enter the **Membership Number**, then select the **renewal year** or **enrollment year**. After you click **Save**, the Member's Name field will populate - letting you know that the record saved correctly.

Once you have saved the record, enter in any additional years or buy back years then click **Close**. If you do not have any additional years or buy back years, you can leave those fields blank and click **Close**.

The Renewal Year is based on the current calendar year date. If you are processing additional years you must first choose the Renewal Year.

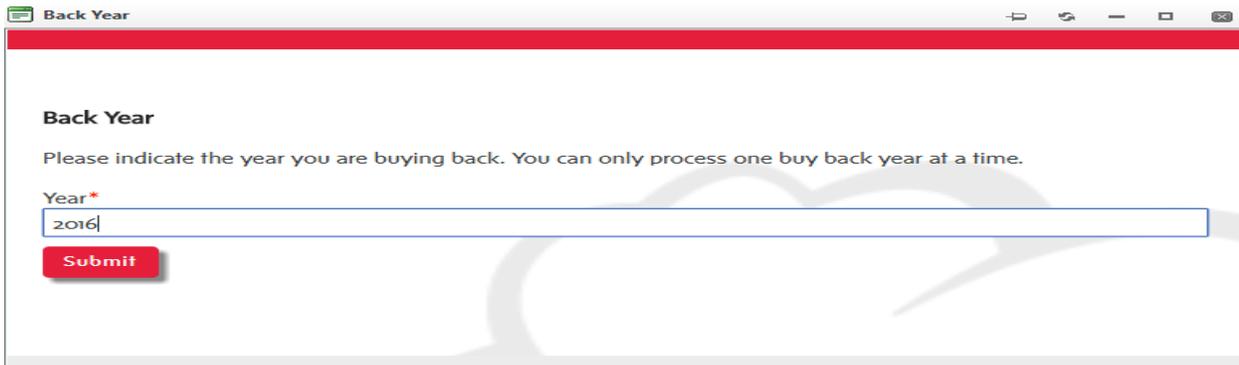
Reinstatements are processed as Renewals.

The screenshot shows a web form with the following fields and controls:

- Process Type:** A dropdown menu with "Renewal" selected.
- Membership Number:** A text input field containing "20270554".
- Member:** A text input field that is currently empty.
- Renewal Year:** A dropdown menu with "Next Year" selected.
- Buy Back Years?:** Radio buttons for "Yes" (selected) and "No".
- Additional Years:** A dropdown menu with "+ 3 Years" selected.
- Buttons:** A red "Save" button and a red "Close" button.

Click Save

Add additional buyback years –

A screenshot of a web browser window titled "Back Year". The page has a red header bar. Below the header, the text "Back Year" is displayed. Underneath, a message reads: "Please indicate the year you are buying back. You can only process one buy back year at a time." There is a text input field labeled "Year*" containing the number "2016". Below the input field is a red button labeled "Submit".

Click on Submit.

Add members, one at a time that you would like to process by clicking on **Add New**.

See [Completing Transactions](#) (click on link CTRL+CLICK) for further instructions on completing this process.

Completing Transactions:

Once you have added all the member transactions, select a method of payment Check or Credit Card.

As a Branch, you have the option of paying by cheque, or paying for the transmittal instantly with a credit card.

Note: If you choose to pay by credit card, you will need to set up your [Payment Information](#), (click on link CTRL+CLICK), before processing transactions. Once your method of payment has been entered select Calculate Payment.

If you do not see the Invoice Amount, please “refresh” your screen by clicking the F5 button on your keyboard.

If you need to change or add any transactions after calculating the payment, click Edit Transactions.

If you choose to pay by cheque, please enter the Cheque Number and Cheque Amount in the fields provided.

Note: When completing your transaction more than one page will require you to select the method of payment please select on the bottom of each page.

If you have any changes, please make them before clicking Process Payment.

If you choose to pay by cheque, please print the Transmittal, attach the cheque to it, and mail it to Dominion Command.

The processing is now complete and you may log out of the system if you have nothing further to do.

Membership cards are then mailed by Dominion Command to the branches for distribution to your members.

Refunds and Processing Errors:

Please contact Dominion Command to process all refunds and/or to correct processing errors.

#8- Data Change Form

The Data Change Form is a newly added option in our portal. Please enter changes to submit for Dominion Command Processing. Please note: Processing Data Changes may take up to five business days to be entered.

- Transfers
- Deceased Members
- Replacement Card Request
- Legion Magazine Delivery Updates

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
- Branch Rates
- Previous Transactions
- Membership Processing
 - ▶ Data Change Form
- Reports
- Help
- Branch and Command Resources
- Log out

Please select from the drop down list below and enter the necessary information.

Select a choice

Member Name

Membership Number

Additional Comments

Submit

Transfers

-A replacement card is produced if the member is transferring and has paid for the current year.

-If the member has not paid for the current year and is transferred into your branch. Please submit per capita tax for 2018 and request a replacement card at the same time as transfers do not automatically print cards when transferred.

#9- Reports

Please select the report you would like to view and select Generate Report to open.

IN THIS SECTION

- Home
- Profile
- Payment Information
- Create/View Branch Members
- Branch Rates
- Previous Transactions
- Membership Processing
- Reports
- Help
- Branch and Command Resources
- [Log out](#)

Branch Reports

🖨️ Export as pdf document

📄 Generate Report

ReportName
Membership - Branch Register
Membership - Branch Statement
Branch Membership Register - Deceased
Branch Membership Register - New Members
Branch Membership Register - Bad or Incomplete Addresses
Branch Transfers Past 6 Months
Statistics - Deceased Membership by Branch
Statistics - New Membership by Branch
Statistics - Paid Membership by Branch
Statistics - Renewal Membership by Branch
Statistics - Deceased Membership Summary
Statistics - New Membership Summary
Statistics - Paid Membership Summary
Statistics - Renewal Membership Summary
Statistics - Deceased Membership Zone and District Summary
Statistics - New Membership Zone and District Summary
Statistics - Paid Membership Zone and District Summary

#10- Help

In this section, you will access Processing Manuals, Training Videos and Frequently Asked Questions (FAQ)

#11- Branch and Command Resources

IN THIS SECTION

Membership

- Bylaws and Branch Management
- All Branch Emails
- Marketing and Public Relations
- Service Bureau
- Poppy and Remembrance
- Rituals, Awards and Protocol
- Member Sports
- Leadership Development
- Dominion Convention
- Supply Department

[Return to Membership Portal Home](#)
[Log out](#)

Membership

The information and resources in this section assists Branches with membership administration. For questions or assistance, please contact Dominion Command Member Services. We will be happy to help!

Toll Free: 855-330-3344
Fax: 613-591-8462
Email: Membership@Legion.ca

Member Services Hours of Operation
Member Services is open Mon-Fri, 8:30 – 4:00 p.m. EST

Publications, Guides, and Manuals

- [Membership Manual](#)
- [Membership Form Processing Guide](#)

Forms

- [Member Master Card \[800148\]](#)
- [Application for Membership \[800293\]](#)
- [Application for Life Member Award \[800282\]](#)

- [Graduating Cadet Application](#)
- [Declaration of Legion Service](#)
- [Declaration of Ladies Auxiliary Service](#)
- [Transfer Application \[800792\]](#)

Member Retention Resources

- [Member Renewal Letter - English \[800395\]](#)
- [Member Renewal Letter - French \[800396\]](#)
- [Early Bird Poster - English \[800684\]](#)
- [Early Bird Poster - French \[800685\]](#)
- [Early Bird Letter - English \[800711\]](#)
- [Early Bird Letter - French \[800712\]](#)

Per Capita Tax

1205. Each branch shall: a. remit at least monthly to Dominion Command a per capita tax payment of all tax collected during the preceding month;

- [Per Capita Tax Rate](#)

Additional Resources

- [Member benefit partners](#)
- [Membership Matters](#)

Monthly Membership Statistics

[Click here to view](#)

IN THIS SECTION

- Membership
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[Return to Membership Portal Home](#)
[Log out](#)

All Branch Emails

Stay up to date on national updates, activities, policies, programs, and helpful resources for your Branch.

We are moving towards sending correspondence by email to reduce operating expenses and create efficiencies. Please ensure that your primary branch email, phone and mailing address are up-to-date in our database. Update your Branch profile on the Member Services Website or email Member Services at membership@legion.ca.

[Click to view All-Branch Emails](#)

Please see the menu on the left for many other useful resources.

#12- Log Out

Questions: If you have questions regarding your account or technical, issues please call toll free: 1-855-330-3344 or email memberhelpdesk@legion.ca