

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF WISCONSIN**

P.O. Box 140, Portage WI 53901
Phone: 608-745-0124 • Email: alawi@amlegionauxwi.org

2027 UNIT OFFICER ALA MIS ACCESS REGISTRATION

American Legion Auxiliary Membership Information System

Access to the National Membership database ALAMIS (American Legion Auxiliary Membership Information System) is available to 2 current unit officers/chairmen per unit. Each person must use their own individual email address. Access is **read-only** and is limited to the individual's unit. ALAMIS is a useful tool for users of all experience levels, from beginners to advanced computer users.

The database runs in real time, providing the most up-to-date information. Look up new member ID#s, view and print current rosters whenever needed, check who has paid or not paid, view members' continuous years for award distribution, and more. Information can be manipulated to suit your needs, including creating mailing labels and compiling email addresses for mass email blasts.

Information can be viewed on your screen or download reports using Word, Excel, PDF, CSV, or XML

IMPORTANT – READ-ONLY ACCESS

ALAMIS users **cannot make changes** to member records, including names, addresses, phone numbers, email addresses, drops, deceased members, or transfers. All membership changes must still be submitted to **Department Headquarters on a Member Change Form**.

The subscription fee is \$10.00 per person per calendar year (January 1, 2027 through December 15, 2027) for read only access. Each person must be submitted on a separate form.

Any forms received after Oct.1 will get the remaining year for free

DO NOT ALTER THIS FORM IN ANY WAY

Unit City Location _____ Unit # _____ Dist. # _____

Officer Position: _____ Member ID# (required) _____

Name: _____

E-Mail Address: _____

Make check payable to: ALA Dept. of WI

\$ 10.00 Check Total (4560) Check Number _____

A \$25.00 charge will be issued for any bank returned checks.
Checks cannot be accepted 90 days beyond date of check.

Please allow up to two weeks for processing