



AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS
 PO Box 1629, Little Elm, TX 75068-1629
 Phone: 214-733-7945
secretary@alateexas.org

ALAMIS ACCESS REQUEST AND PAYMENT COUPON

| | | | |
|---------------------------|--|-------------|----|
| District # | | Unit # | |
| Unit Name: | | | |
| Unit Town: | | | |
| First User: | | | |
| Email: | | Member ID # | |
| Access Type: | | Cost | \$ |
| Name of person replacing: | | | |
| Second User: | | | |
| Email: | | Member ID # | |
| Access Type: | | Cost | \$ |
| Name of person replacing: | | | |
| Payment Due: | | \$ | |

Directions:

- Each unit is allowed up to two (2) members with access to the ALAMIS Database
- Choose your access type
 - View (Can NOT make changes) \$10.00 per access annually
 - Write (Can add new members and change member information) \$15.00 per access annually
 - Full Unit (Can edit and pay directly to National, must have debit card, no echecks, must complete training) \$20 per access annually
 - District and Division Presidents \$10.00 per access annually
- If deleting someone set their access as DELETE and leave the cost blank.
- Email to membership@alateexas.org (make payment online) or mail form and check to department headquarters.
- The Department Office will forward this information on your behalf to National HQ.
- National HQ will set up your account (if this is a new application) and will contact you via



AMERICAN LEGION AUXILIARY, DEPARTMENT OF TEXAS

PO Box 140407, Austin TX 78714-0407

Phone:512-476-7278

Fax:512-482-8391

secretary@alateexas.org

email with your USER Name and Password. Do not share this information with anyone else.