Instructions for adding new members online

Step 1   **Go to www.amvetsmembers.org.**

Step 2   **Log in.**

Step 3

Home

My Shopping Cart

My Information

My Transactions

Upcoming Events

Post/Dept Members

My Committees

Post/Dept Payment

Logout

Renew Membership

Member Roster

Dept/Post Join

Step 3 - To add a new member online, click on Dept/Post Join.

Step 4

Step 5

Step 5 - Select Branch of Service from the drop down box. Enter Begin and End dates in the following format: MM/DD/YYYY. Use 01 for the

Step 6

Step 6 - Select the Membership Type, the Post and the Department. Then click "Add Membership."

Step 7

American Veterans
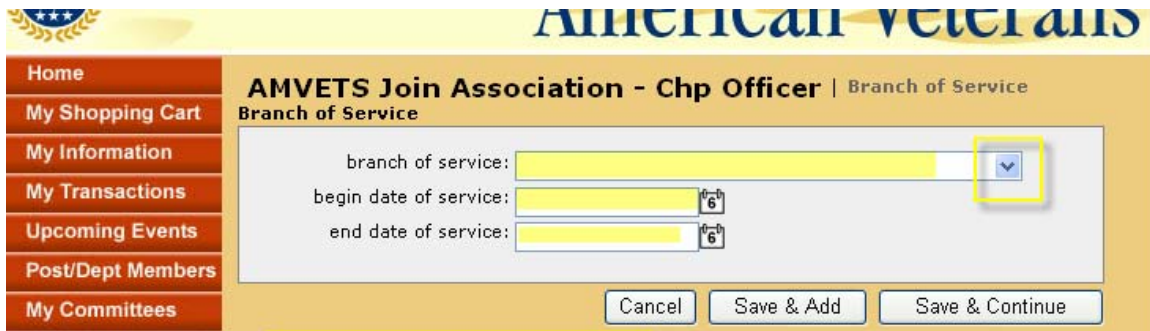
AMVETS Join Association - Chp Officer | Thank You

net:FORUM from Avectra

Thank you for your registration.

You will receive your membership confirmation shortly.

We appreciate your continued support.

Step 7 After you have clicked on Add Membership you will see this screen. Click "Done."

Home
My Shopping Cart
My Information
My Transactions
Upcoming Events
Post/Dept Members
My Committees
Post/Dept Payment
Logout
Renew Membership
Member Roster
Department Roster
Dept/Post Join

Done

Step 8

My Committees
Post/Dept Payment
Logout
Renew Membership
Member Roster
Department Roster
Dept/Post Join

Step 8 - then click on Post/Dept payments.

Step 9

| | DePano Mary (id# 2296452) | $11.00 | $2.00 | $0.00 | $13.00 |

Step 9 - Find the new member. Click the box next to their name. Make sure to write down their member number.

Step 10

Retrieve Open Invoices for All Members

	controls		actuals
	0	← #of new members	0
	0	← Dollar amount.	$0.00

recalculate totals

payment method: [▾]
card number: [ ]
expires: [2006/01 ▾]
cardholder name: [ ]

apply payments

Step 10 - The complete the form as you would when renewing - the first box under Controls contains the number of members you are renewing during this session. The second box contains the dollar amount. Fill out the credit card information and click apply payments.