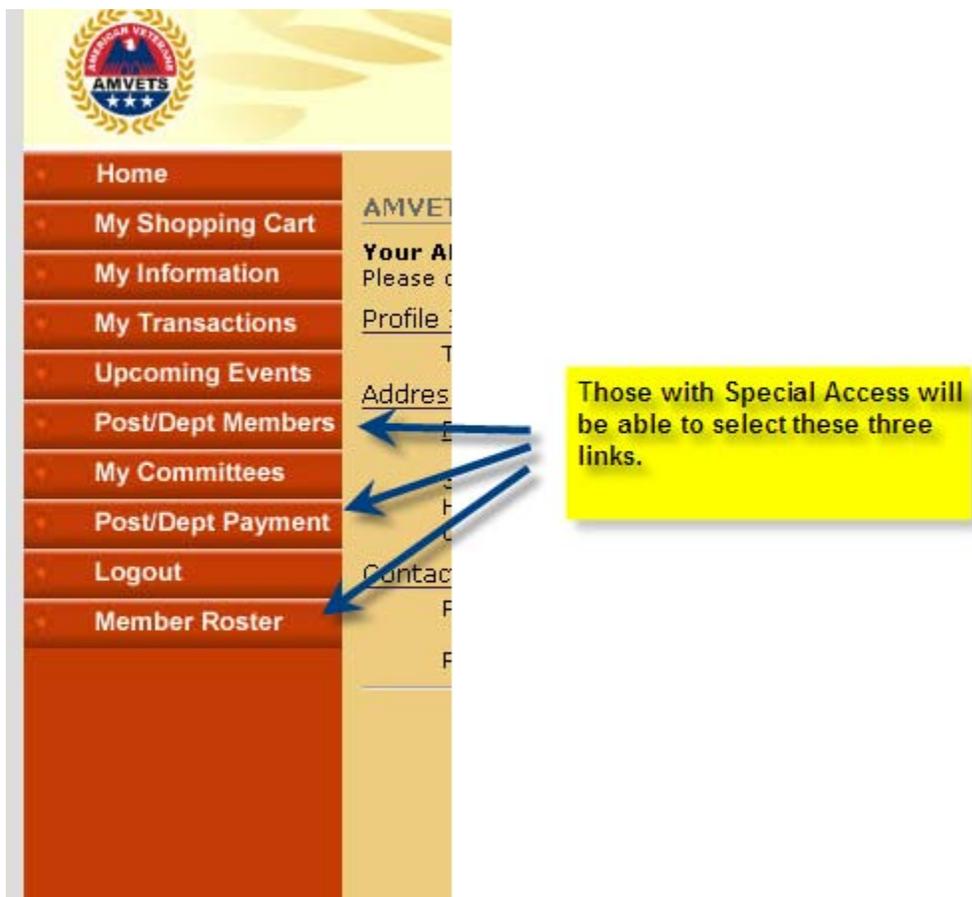# Special Access Links

Those with special access will be able to select **Post/Dept Members, Post/Dept Payments and Membership Roster.**

Those members who will have special access include:

Department: Executive Director, Commander, First Vice Commander, Adjutant and Renewal Contact.

Post: Commander, First Vice Commander, Adjutant and Renewal Contact.

I will cover each of these links in detail but first here is an overview.

Post/Dept Members is what will be used to update/correct member information.
Post/Dept Payments link is where member payments will be made and **Membership Roster** is where department and post rosters can be printed.

Currently, the Roster is available only in PDF format. I am currently working to have rosters available in Excel as well. In the meantime, email me at mdelpiano@amvets.org and I will be happy to send you a Post/Dept roster in Excel!

Accessing, Reviewing/Updating/Correcting a Member Record

First, we will look at selecting Post/Dept members from a Dept point of view. Click on the **Post/Dept Members** link.
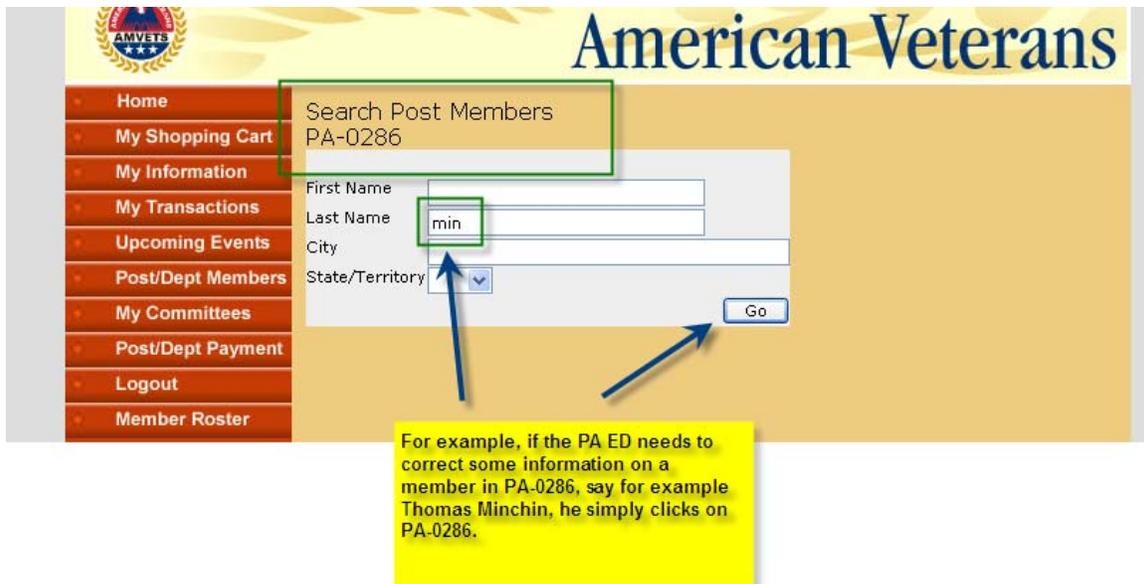
Then, if you are in a Department, select a Post.
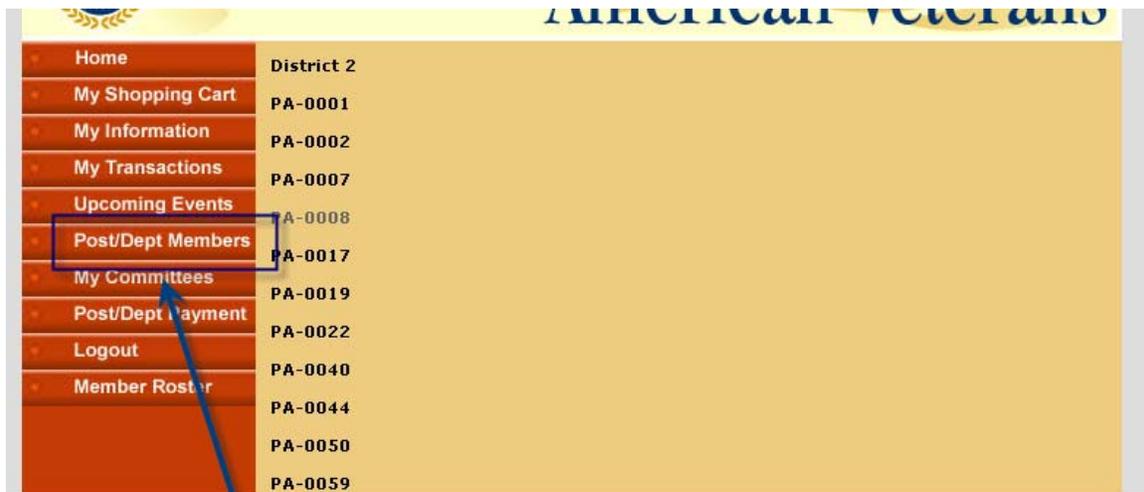
After selecting Post/Dept Members this screen will appear.

Reviewing/Updating/Correcting a Member Record (2)

For example if a change needs to be made to a member in Post PA-0286, select PA-0286 and click on it.

This screen will appear.

After selecting Go this screen will appear. Click on the individuals name to go directly to their record.

Member Payments

To make member payments click on the link shown below.

Member Payments (2)

To make payments for members click on Retrieve Open Invoices.

Post/Dept Group Payments

dept/post: PA-DEPT ▾

only those members with a without a payment applied are listed

Retrieve Open Invoices for All Members

After clicking on Post/Dept Payments this screen will be displayed. Click on Retrieve Open Invoices. Only members who have not paid for the current membership year will be displayed.

Member Payments (3)

After clicking on Retrieve Open Invoices this screen will appear.

In this example William Addison has paid his annual dues, $17, to his post adjutant. When the adjutant goes to make the payment online he will only pay $13, $2 for the Department and $11 for National. He will retain the $4 post dues.

The adjutant puts a 1 in the upper box, for 1 member who paid, 13 in the lower box for the dues amount, and clicks on the box next to the member who paid.

After he/she comples the screen form they click on **apply payments** to complete the process.

Membership Roster

Finally, those with special access will be able to print/view a roster at their convenience.

Here is an example of what the membership roster will look like. It will contain the usual information. As I said before, initially it will only be available in a PDF format. I am working to make it available in Excel. To request an excel version, **please email me at pledwell@amvets.org** and I will be happy to send you one.

AMVETS
Membership Roster

Member No. Member Type	Member Name Spouse Name Nickname	Member Address/Email Member Phone	Birth Date Date Joined	Expiration Date	Service History
IA-DEPT - IA-0049					
104439 Life Member	Abrams Robert R	1930 W San Marcos Blvd # 408, San		12/31/2078	
1286273 Life Member				12/31/2078	United States Navy 01/1953 01/1956
2003832 Annual				12/31/2006	United States Army

The member roster will have the usual information, member number adn type, full name, spouses name, nickname, address, including email, birth date, date joined, and service information.