



American Legion Auxiliary
Department of Florida
ALAMIS Access Request

Each Unit can have two (2) users for ALAMIS. Department will bill the Unit once National sends us an invoice. Please complete the following information and submit to Department at membership@alafl.org. Once the request is received, it will be sent to National to have the user set up. National will email the User ID and password directly to the member's email provided.

Full Name as shown on membership card: _____

Member ID Number: _____

Unit Number: _____

District Number: _____

Email address: _____ (cannot be unit address, use personal)

New User: Yes No Has the user had full access within the last year? Yes No

If yes, please provide the current level of access: _____

Replacing a user: Yes No

If yes, please provide the name of person being replaced: _____

Change in access level: Yes No

District Access (\$10): (Only District Membership Chairman or District President can have District Access)

Unit View Access (\$10 Each): (View Only - make no changes)

Unit Write Access (\$15 Each): (Update records & enter New Member Applications)

Unit Full Access (\$20 Each): (Allows Unit to process their own membership; Must attend training and Unit MUST have debit/credit card)

Please note that National sets up the user for ALAMIS so it may take longer than expected depending on their workload. (Also, check spam email.)

DO NOT SEND PAYMENT WITH THIS FORM! IF YOU DO, WE WILL RETURN THIS FORM AND CHECK!