**MEMBERSHIP HELPFUL HINTS**

**RENEWALS:**

* Print legibly and include the membership ID when possible. This enables Department to make sure the proper member is paid.
* Transmittal number – this is a number that your unit/membership chair generates, but it plays an important role in locating a transmittal should you have a question regarding the transmittal at a future time.
* Indicate the check number on the transmittal. This also helps locate information if you have any questions regarding a transmittal.
* Please make sure that the last name on the recap sheet is the same last name in ALAMIS.
* Double check that the listed amount of members and amount due match and are correct. **If there are any discrepancies, the transmittal and check will be sent back for correction.**
* Double check if the member is a Junior or a Senior. A Junior member will become a Senior member January of the year the Junior would be 18.
* Double check that the members listed on the transmittal have not already paid for the year. **As no credit is being issued, the transmittal and check will be sent back.**

**TRANSFERS:**

* These cannot be processed at the unit level and must be sent to Department.
* Indicate whether this is an in-state or out-of-state transfer.
* A recap for transfers is required to be submitted. Please make sure to include a member data form for each transfer, including the unit number and state of their previous unit.
* A transfer may be a non-paying transfer, please be sure to indicate this on the recap sheet.

**NEW MEMBERS:**

* Please make sure this is an actual new member and is not already a member anywhere. If they are, they would be a rejoin; no matter how long its been or what state.
* If you have already entered the new member in ALAMIS, please indicate the membership ID on the recap/transmittal and there is no longer any need to send the membership applications or eligibility information to Department. The unit needs to keep this information on file for audit purposes.
* If you need Department to enter a new member into ALAMIS, please be sure that all pertinent information is filled in on the membership application. Member information and all eligibility information. If this is not completed, it will be sent back.

**REJOINS:**

* These cannot be processed at the unit level and must be sent to Department.
* If a member is rejoining, they will need to provide a new member application and eligibility information again to verify that their eligibility has not changed.

**FULL ACCESS ALAMIS USERS:**

* When you enter a new member, please allow 15-30 minutes for the member to show up as available to pay.
* Dept no longer requires that you send in new member applications/eligibility proof IF you have entered the member into ALAMIS yourself.

**MISCELLANEOUS:**

* No personal checks. All recaps must be accompanied by a Unit check.
* Do not use staples on any material sent to Department. We are scanning all documents and removing staples can tear the paper.