



## 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@alafi.org](mailto:membership@alafi.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.

Full Name as shown on membership card: \_\_\_\_\_

Member ID Number: \_\_\_\_\_

Unit Number: \_\_\_\_\_ District Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

New User: Yes  No

Replacing a user: Yes  No

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

District Access (\$10) (Only District Membership Chairmen or District Presidents can have District Access)

Unit View Access (\$10) (View only – make no changes)

Unit Write Access (\$15) (Update records and enter new members)

Unit Full Access (\$20) (Update records, enter new members, process membership – unit must have debit/credit card and take online training)

\*\*ALAMIS access fees are annual. The annual dues year runs January to December.

**DO NOT SEND PAYMENT WITH THIS FORM**