



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@alafll.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.**

*****PLEASE NOTE: A CHANGE IN ACCESS LEVEL DURING THE YEAR WILL BE BILLED AT THE ACCESS LEVEL – NATIONAL DOES NOT PRORATE**

DO NOT SEND PAYMENT WITH THIS FORM