



Department of Alaska

ALAMIS Access Policy

The American Legion Auxiliary Management Information System (ALAMIS) may be used by Units to manage members, Unit, and leadership information.

Cost: This cost is \$10, \$15 and \$20 per login (see Tiers Access below) to be paid yearly to the Department, and then transmitted to the National Headquarters. A Unit's failure to pay the yearly fee will be removed from ALAMIS within 60 days of billing by the Department.

Any access or change of access will not be made until full payment is received from the Unit.

Access Approval: Units are only allowed to designate up to **two users** for ALAMIS access.

The Department Secretary approves who has access. National Headquarters will not add new users or make changes to ALAMIS access by request of a member or Unit. ALL requests for ALAMIS access, or changes to, need to go through our Department Secretary.

Units must contact the Department Secretary with the name of the member who should have access to ALAMIS along with the member's email address, member ID number, and phone number for the person at the Unit who will be using the account. This can be done by providing: 1) the Minutes from a meeting granting such access, or 2) a signed and dated letter on Unit letterhead stating it was approved by the Unit membership on what date.

Once the Department Secretary has approved the request, all online training with NHQ as well as reading the "ALAMIS Training Manual – Units" will be completed within 30 days.

Access will be on a probationary basis and can be revoked by Department at any time.

When the Unit is replacing a person on ALAMIS, the request must be made through the Department Secretary for approval, using the same process for granting initial access with appropriate training to be completed. The change will not be made unless the requesting Unit has no outstanding balances.

The Department Secretary will notify the Unit President in November of every year who has ALAMIS access, requesting a response for any changes before National HQ bills the Department in January.

Tiers Access:

Unit access is available in three tiers on an Annual Basis:

1. **View Access** - \$10 per user - to view membership records, view and print reports only (*your Unit only*)
2. **Unit Write** – \$15 per user - to stage membership for processing and do basic updates (addresses, emails, date of birth, etc.) (*your Unit only*)
3. **Full Access** – \$20 per user- process membership and make most updates (*for your Unit only*).

Units MUST have a Debit card from their financial Institution in order to have Full Access.

To ensure membership is processed correctly with little to no mistakes, Unit membership processors will be granted ALAMIS access on a step-up basis, starting at **Tier 1: View**.

To qualify for **Tier 2: Unit Write** Once the Unit membership processor has submitted accurate and timely transmittals to the Department office for a minimum of 90 days, or at the Department Secretary's discretion, the Department Secretary has the authority to grant **Tier 2: Unit Write** access to that individual.

Tier 3: Full Access may be granted by the Department Secretary after an additional 180 days of accurate and timely transmittals, or at the Department Secretary's discretion, the Department Secretary has the authority to grant **Tier 3: Full Access** to that individual.

The timeframe for advancement from one tier to the next is not automatic and will be determined on a case-by-case basis.

Advancement is subject to the Department Secretary's discretion and will be based on the individual's demonstrated level of skill, consistency, and understanding of the membership process.

Important – Login access is granted to the individual and NOT the Unit.

Do NOT share logins or passwords. Logins and passwords are specific to the individual as they mirror the member's www.alaforveterans.org membership portal. Any misuse of logins or passwords can be grounds for revocation of ALAMIS access.

The American Legion Auxiliary, Department of Alaska approved the following ALAMIS Protocol effective immediately.

*Approved
Department Executive Committee Meeting
Fall Conference
October 18, 2025*