



AMVETS MEMBERSHIP DEPARTMENT

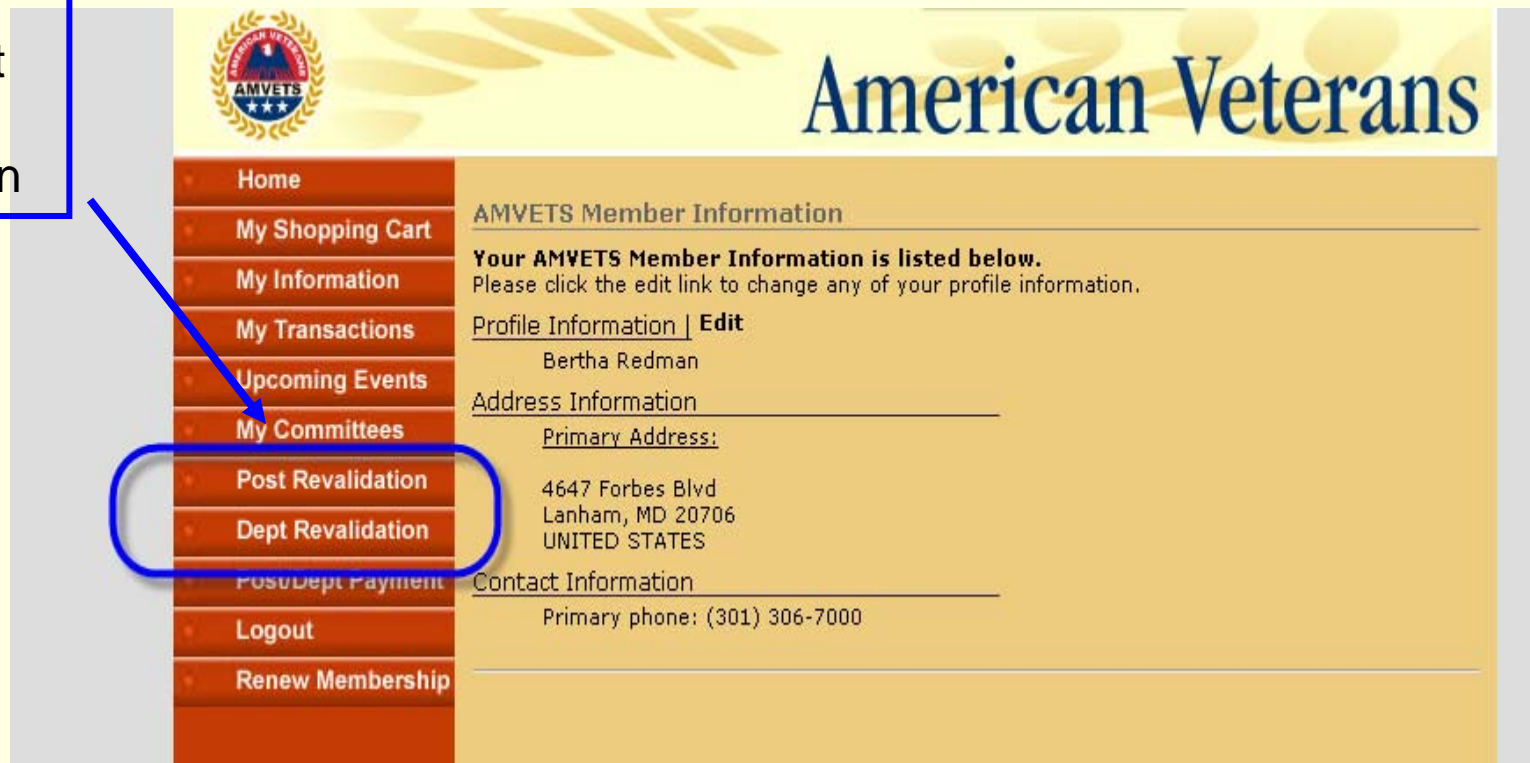
Department and Post Online Revalidation
Tutorial

Step 1

Post Revalidation

After logging in you will be brought to the Menu Page. Listed within the Menu is the 'Post Revalidation' button. Left click on that button.

Click on either Post or Dept revalidation



American Veterans

- Home
- My Shopping Cart
- My Information
- My Transactions
- Upcoming Events
- My Committees
- Post Revalidation**
- Dept Revalidation**
- Post/Dept Payment
- Logout
- Renew Membership

AMVETS Member Information

Your AMVETS Member Information is listed below.
Please click the edit link to change any of your profile information.

Profile Information | **Edit**
Bertha Redman

Address Information
Primary Address:
4647 Forbes Blvd
Lanham, MD 20706
UNITED STATES

Contact Information
Primary phone: (301) 306-7000

Step 2

After clicking the Post Revalidation button you will be brought to this page, the 'Welcome' page.

- Note that your Post information is already entered for you based upon the member # entered.

American Veterans

AMVETS Post Revalidation Wizard | Welcome

Welcome To The Post Revalidation Wizard

Chapter Code: MD-0115

Start Cancel

Click start to begin the process (lower right corner)

Step 3

Post Revalidation Cont'd

- The fields on this page should auto populate (be filled in by the computer) when you come to this page.
- Type in the **Member Number** only – then hit tab key. The name will auto populate.

Post: MD-0115
Revalidation Date: 4/28/2008
EIN Number: 52-1600484

	Member Number	Member Name
Special Mailing Contact:	2089763	Del Piano Mark D
Print Renewal Contact:	2089763	Del Piano Mark D

Post Type: No Post home

Meeting Information: Tuesday 2nd 5:00PM

Membership Expiration Date: 06/30/2010
Life Expiration Date: 06/30/2010

Ladies Auxiliary?
Sons Of AMVETS?
Jr AMVETS?
Riders?

Retained By Post(\$):	17.00
Department Dues(\$):	3.00
Local National Dues(\$):	13.00
Post Annual Dues(\$):	33.00
Retained By Post(\$):	37.50
Department Life Dues(\$):	12.50
Local National Life Dues(\$):	75.00
Local Post Life Dues(\$):	125.00

Step 4 Post Revalidation Cont'd

- If the information is incorrect **enter a new member # into the field and hit the tab key**. The name will be automatically entered into the 'Member Name' field
- A grey field indicates only HQ can update that information.

Make correction by retyping the member number

AMVETS Post Revalidation Wizard | Post Demographic Information

Post: MD-0115
Revalidation Date: 4/28/2008
EIN Number: 52-1600484

	Member Number	Member Name
Post Official Mailing Contact:	2089763	Del Piano Mark D
Post Renewal Contact:	2089763	Del Piano Mark D

Post Type: No Post home

Meeting Information: Tuesday 2nd 5:00PM

Insurance Liability Expiration Date: 06/30/2010
Liquor Liability Expiration Date: 06/30/2010
Ladies Auxiliary?

Step 5

Post Revalidation Cont'd

- You may change or correct Post Type, Meeting Information and indicate by check mark, whether or not you have subsidiary organizations as part of your post. Any field in 'gray' is read only.

Post Revalidation Wizard | Post Demographic Information

Post: MD-0115
Revalidation Date: 4/28/2008
EIN Number: 52-1600484

	Member Number	Member Name
Post Official Mailing Contact:	2322903	Redman Bertha
Post Renewal Contact:	2089763	Del Piano Mark D

Post Type: **No Post home**

Meeting Information: Day: **Tuesday** Week: **2nd** Time: **5:00PM**

Insurance Liability Expiration Date: 06/30/2010
Liquor Liability Expiration Date: 06/30/2010

Ladies Auxiliary?
Sons Of AMVETS?
Jr AMVETS?
Riders?

Annual Amount Retained By Post(\$):	17.00
Annual Department Dues(\$):	3.00
Annual National Dues(\$):	13.00
Total Post Annual Dues(\$):	33.00
Life Amount Retained By Post(\$):	37.50
Department Life Dues(\$):	12.50
National Life Dues(\$):	75.00
Total Post Life Dues(\$):	125.00

Post Type

Meeting Information

AMVETS or Post sub-organizations or clubs

Step 6 Post Revalidation Cont'd

- Posts can only change or update Post Dues

Sons Of AMVETS?	<input type="checkbox"/>
Jr AMVETS?	<input type="checkbox"/>
Riders?	<input checked="" type="checkbox"/>
Retained By Post(\$):	17.00
Department Dues(\$):	3.00
Local National Dues(\$):	13.00
Post Annual Dues(\$):	33.00
Retained By Post(\$):	37.50
Department Life Dues(\$):	12.50
Local National Life Dues(\$):	75.00
Total Post Life Dues(\$):	125.00

Posts do not have the ability to change National Headquarters or Department information

Step 7

Post Revalidation Cont'd

- **Print this screen after you have filled out the information. It can be mailed in as your official revalidation.**
- **To print this page, go to File, Page Setup, and choose the **LANDSCAPE** mode. Then click the print button as shown.**
- **Sign and date this page.**

Post Type: Post home, meetings only

Day Week Time

Meeting Information: Monday 2nd 7:00:00 PM

Insurance Liability Expiration Date:

Liquor Liability Expiration Date:

Ladies Auxiliary?

Sons Of AMVETS?

Jr AMVETS?

Riders?

Annual Amount Retained By Post(\$):	15.00
Annual Department Dues(\$):	15.00
Annual National Dues(\$):	13.00
Total Post Annual Dues(\$):	43.00

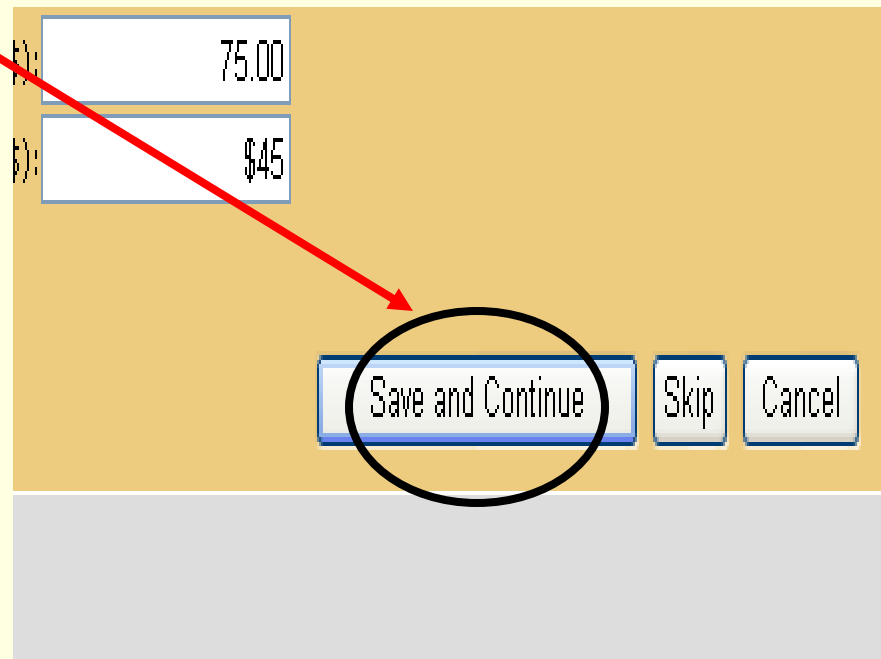
Life Amount Retained By Post(\$):	37.50
Department Life Dues(\$):	12.50
National Life Dues(\$):	75.00
Total Post Life Dues(\$):	125.00

Print

Save and Continue Skip Cancel

Step 8 Post Revalidation Cont'd

- Click "Save and Continue"



A screenshot of a software interface. The background is a light tan color. At the top, there are two input fields. The first field contains the text "75.00" and the second field contains "\$45". Below these fields, there are three buttons: "Save and Continue", "Skip", and "Cancel". The "Save and Continue" button is circled in black. A red arrow points from a text box on the left to the "Save and Continue" button.

():	75.00
():	\$45

Save and Continue Skip Cancel

Step 9 Post Revalidation Cont'd

Revalidation Wizard | Contact Information & Post Officers Information

Address Information

	Street	City	State	Zip
Home Mailing Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Renewal Address:	123 Nowhere	Lamham	MD	20715
Meeting Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer Information

	Member Number	Member Name
Post Commander:	2024233	Ledwell Phillip A
Post Vice President:	1390960	Martel Andre R
Adjutant Vice President:	<input type="text"/>	<input type="text"/>
Post Adjutant:	2028125	Ward Darryl R
Renewal Contact:	2089763	Del Piano Mark D
Confirmation Contact:	<input type="text"/>	<input type="text"/>

Required information. If blank information must be typed in.

Information is automatically entered into this form by the computer program if it is available. If the field is not populated **enter the member number only** and click on the tab key.

Step 10

Post Revalidation Cont'd

Use the drop down list to select state information

AMERICAN VETERANS

Post Revalidation Wizard | Contact Information & Post Officers Information

Contact Information

	Street	City	State	Zip
Official Mailing Address:	4647 Forbes Blvd	Lanham		
Renewal Address:	123 Nowhere	Lanham		20715
Meeting Address:				

Post Officers Information

	Member Number	Member Name
Post Commander:	2824233	Ledwell Phillip A
Post 1st Vice President:	1390960	Martel Andre R
Post 2nd Vice President:		
Post Adjutant:	2028125	Ward Darryl R

State dropdown list: HI, IA, ID, IL, IN, KS, KY, LA, MA, MB, MD, ME, MI, MN, MO

Fill in all blank spaces

Save and Continue Cancel

Step 11

Post Revalidation Cont'd

- Failure to complete required information on form will result in an error message when trying to save and continue
- Print this screen when complete, it can be included with the previous screen printout as part of your official revalidation.

	Street	City	State	Zip
Official Mailing Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Renewal Address:	123 Nowhere	Lamham	MD	20715
Meeting Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Post Officers Information

	Member Number	Member Name
Post Commander:	2024233	Ledwell Phillip A
Post 1st Vice President:	1390960	Martel Andre R
Post 2nd Vice President:	<input type="text"/>	<input type="text"/>
Post Adjutant:	2028125	Ward Darryl R
Post Renewal Contact:	2089763	Del Piano Mark D
Post Email Confirmation Contact:	<input type="text"/>	<input type="text"/>

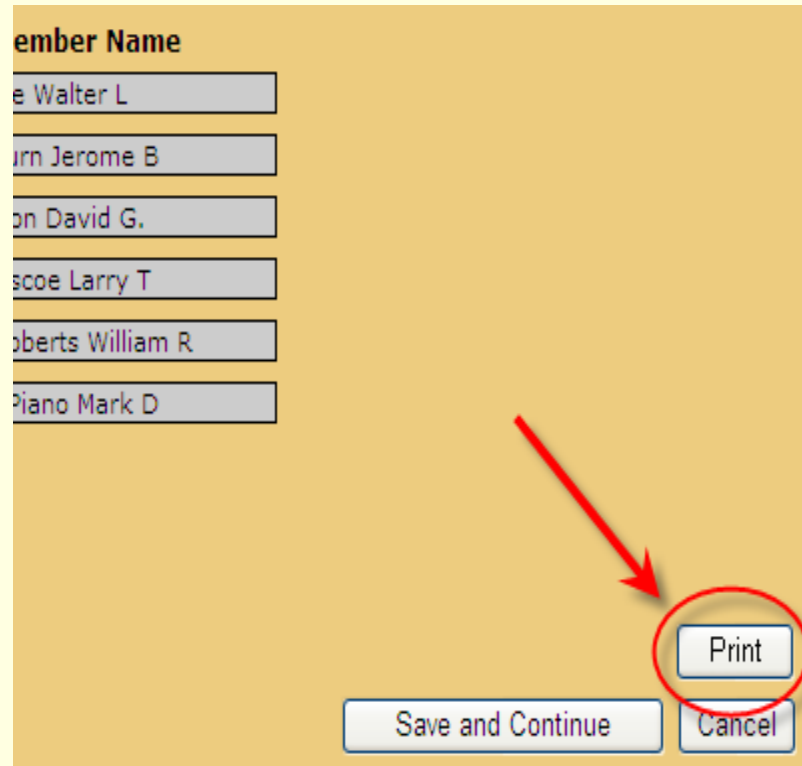
Post Meeting Location Street is Required

Save and Continue

Step 12

Post Revalidation Cont'd

- To print this page, go to File, Page Setup, and choose **LANDSCAPE** mode. Then click the print button.
- Sign and date this page



The screenshot shows a software interface with a list of member names on the left and three buttons at the bottom right. The 'Print' button is circled in red, and a red arrow points to it from the upper right. The buttons are labeled 'Print', 'Save and Continue', and 'Cancel'.

Member Name
e Walter L
rn Jerome B
on David G.
scoe Larry T
oberts William R
Piano Mark D

Print

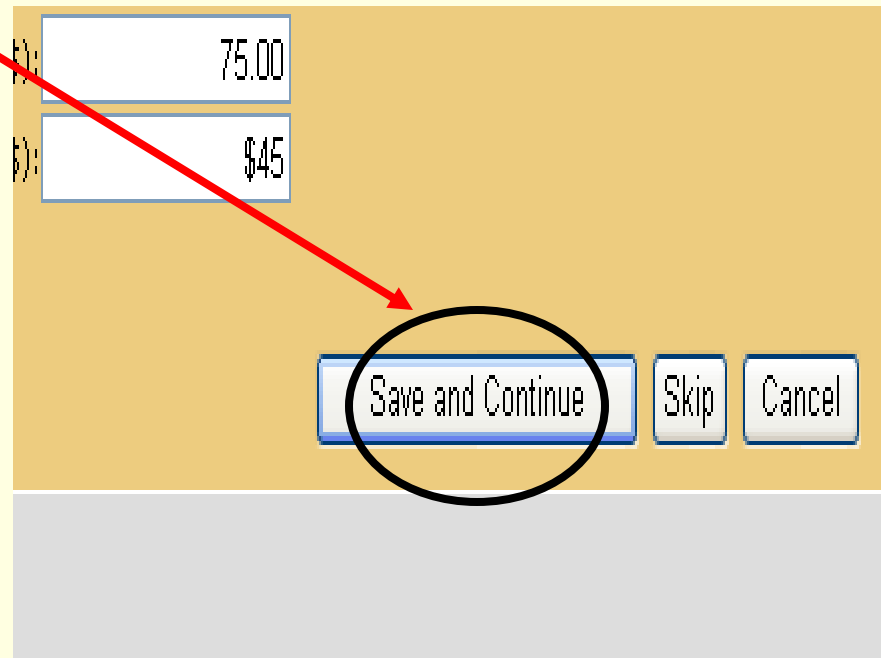
Save and Continue

Cancel

Step 13

Post Revalidation Cont'd

- Click “Save and Continue”



A screenshot of a software interface. At the top, there are two input fields. The first field contains the value "75.00" and the second field contains "\$45". Below these fields, there are three buttons: "Save and Continue", "Skip", and "Cancel". The "Save and Continue" button is circled in black, and a red arrow points from the instruction box on the left to this button.

():	75.00
():	\$45

Save and Continue Skip Cancel

Step 14

Post Revalidation Cont'd

An email will be sent to you after revalidation is complete.

The members in these fields will receive confirmations of all online payments.

AMVETS Post Revalidation Wizard | Post Email Confirmation

Note: Please do not forget that a signed, dated, printed revalidation form must be sent to Headquarters. You may print the previous 2 screens (using the Print Screen button), sign and date each page, and mail them in to Headquarters or you may fill out and send in the traditional revalidation form.

Email Confirmation

Email will be sent to: del@testing.com

Email will be sent to Post Contact: del@testing.com

Email will be sent to Dept Contact: del@testing.com

After reviewing,
click here

Send and Continue

Cancel

Reminder Information

- Do not forget to print screens 2 and 3. After signing and dating them you can mail them in as your official revalidation
- Any questions please call Mark Del Piano
301-683-4020
- mdelpiano@amvets.org