

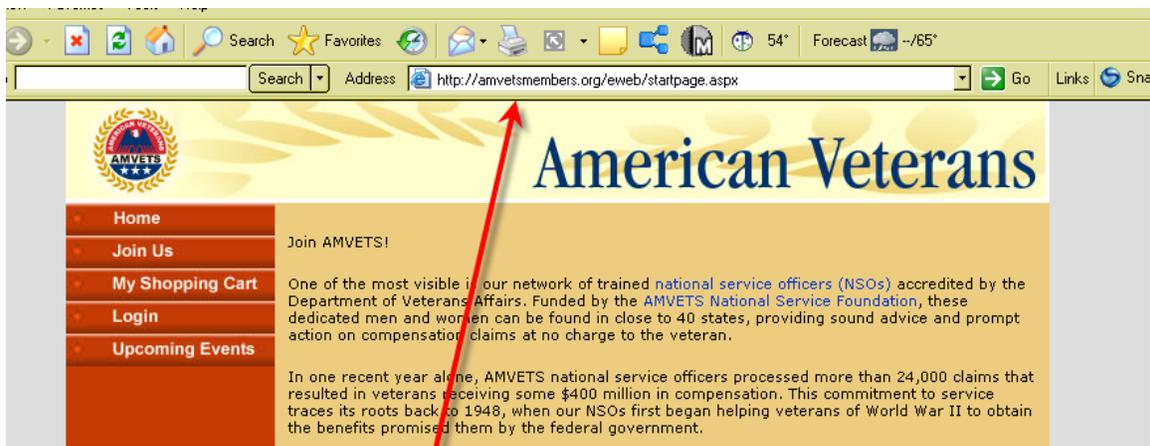
Welcome to the AMVETS start page!

This Standard Operating Procedure (SOP) has been written for the internet computer novice.

You can either link to this site from our home page, www.amvets.org, or you can open up a browser such as Google.com or Yahoo.com and type in:

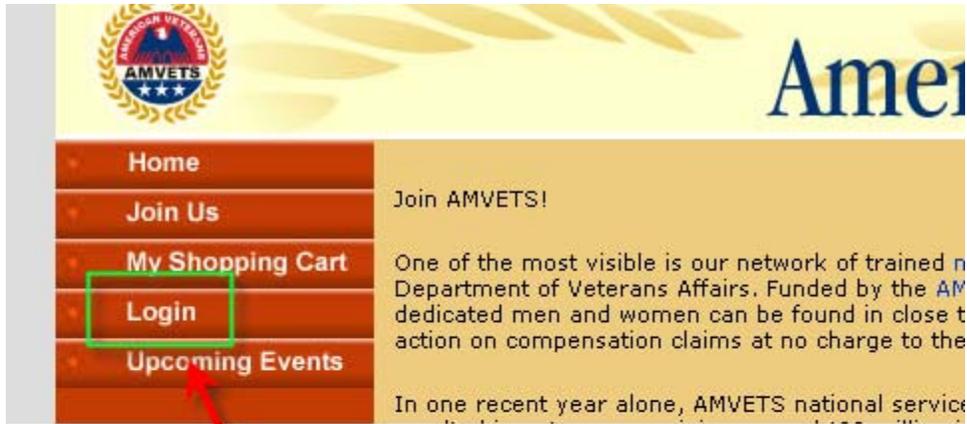
www.amvetmembers.org

and hit enter. You will be brought to this screen.



AMVETS START PAGE - www.amvetmembers.org

Click on **Login** to enter the site (note: to enter you must be a member).



Click on Login

Login and Password

After clicking on Login you will be brought to this screen. Both your login name and your password are your member number.

You can change your password once you have entered the site.

American Veterans

- Home
- Join Us
- My Shopping Cart
- Login
- Upcoming Events

Login Required

The page you are attempting to access requires a log in.

Please provide your information below. If your log in information is displayed below, then you are already logged in. If you are a visitor and not a member of AMVETS, please go to Join AMVETS.

login

login name

password

go

remember me forgot your password?

Your login name is your member number. Your password is also your member number. After logging in you can change your password.

Remember Me

American Veterans

- Home
- Join Us
- My Shopping Cart
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Login Required

The page you are attempting to access requires a log in.

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login

login name

password

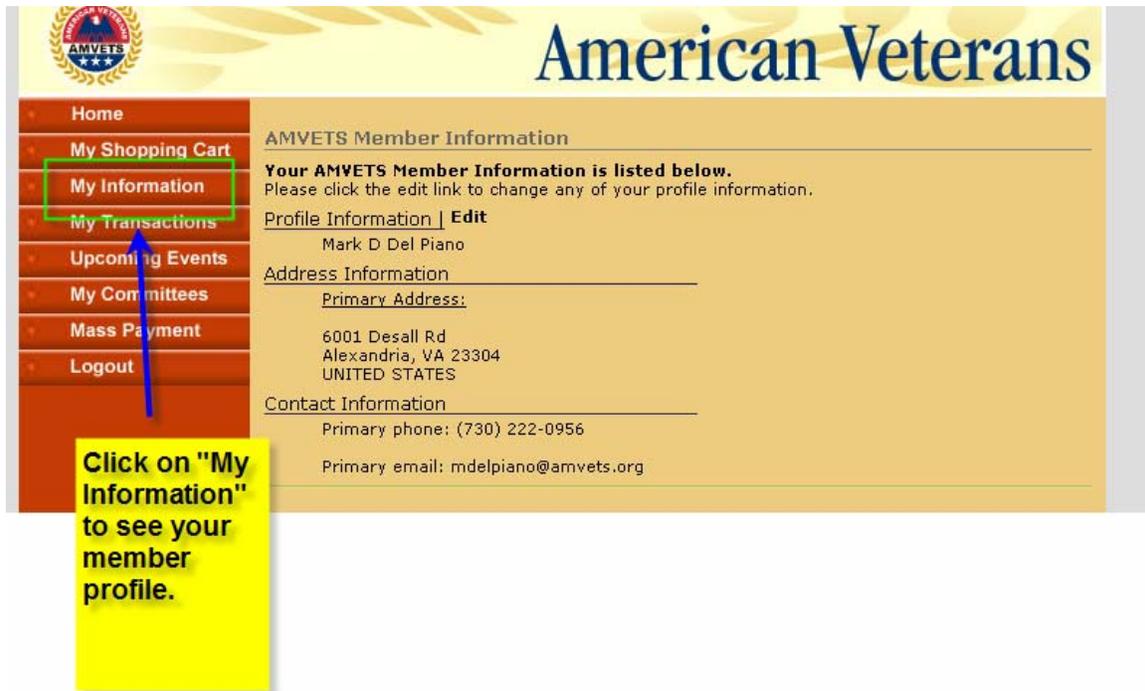
go

remember me forgot your password?

You can select "remember me" and the site will retain your login

My Information

Once you have logged in click on “My Information” to see your complete member profile.



American Veterans

- Home
- My Shopping Cart
- My Information**
- My Transactions
- Upcoming Events
- My Committees
- Mass Payment
- Logout

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**
Mark D Del Piano

Address Information
Primary Address:
6001 Desall Rd
Alexandria, VA 23304
UNITED STATES

Contact Information
Primary phone: (730) 222-0956
Primary email: mdelpiano@amvets.org

Click on "My Information" to see your member profile.

My Information (Part 2)

As the screen below shows, you can check your personal information: name, address, telephone number, email address, your Department and Post, and your membership type.

You can select your "Primary" telephone number and address. They are the ones through which you will be contacted. However, there are additional screens in which you can list as many addresses, telephone numbers, and email addresses as you wish.

You will not be able to change your Post or Department or membership type. To do this you must contact your Post, Department or National Headquarters.

If you wish to **change your Password** here is where you can do it.



The screenshot shows the American Veterans website interface. At the top left is the AMVETS logo, and at the top right is the text "American Veterans" in a large blue font. On the left side, there is a vertical navigation menu with the following items: Home, My Shopping Cart, My Information, My Transactions, Upcoming Events, My Committees, Mass Payment, and Logout. The main content area is titled "Member AMVETS Information" and contains the following sections:

- Your AMVETS Member Information is listed below.** Please click the edit link to change any of your profile information.
- Profile Information | **Edit**
Mark D Del Piano
- Address Information
Primary Address:
6001 Desall Rd
Alexandria, VA 23304
UNITED STATES
- Contact Information
Primary phone: (730) 222-0956
Primary email: mdelpiano@amvets.org
- Membership Post/Departments
Department - MD-DEPT
Post - MD-0115
- Membership type
ANNUAL -
- Would like to change your password? /** [Click here.](#)

Changing Your Password

If you wish to change your password click here.

Primary email: mdelpiano@amvets.org

Membership Post/Departments
Department - MD-DEPT
Post - MD-0115

Membership type
ANNUAL -

Would like to change your password? / [Click here.](#)

To change your password click here.

Changing Your Password (Part 2)

Then type in a new password and click "Change Password."

American Veterans

Change My Password | Change My Password

change password

web login: 2089763

new password:

confirm new password:

Type in your new passwords here and here, then click on "Change Password".

Editing My Information

Click on “**Edit**” to update or change any incorrect information.



American Veterans

Home
My Shopping Cart
My Information
My Transactions
Upcoming Events
My Committees
Mass Payment
Logout

Member AMVETS Information

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

Profile Information | **Edit**
Mark D Del Piano

Address Information
Primary Address:
6001 Desall Rd
Alexandria, VA 23304
UNITED STATES

Contact Information
Primary phone: (730) 222-0956
Primary email: mdelpiano@amvets.org

Membership Post/Departments
Department - MD-DEPT
Post - MD-0115

Membership type
ANNUAL -

Would like to change your password? / [Click here.](#)

Click on the "Edit" button to change your profile information.

Editing My Information (Part 2)

After clicking on “**Edit**” you will see this screen. Here is where you can update all your personal information.



 **American Veterans**

- Home
- My Shopping Cart
- My Information
- My Transactions
- Upcoming Events
- My Committees
- Mass Payment
- Logout

personal information

prefix:

first name:

middle name:

last name:

gender: date of birth:

nickname:

spouse's name: My Branches of Service

address information

mailing address:

city:

state, postal code:

country/province:

primary contact information

Phone: 7302220956 ext.: [Manage Contact Info](#)

fax: ext.:

e-mail:

comm method:

At the bottom of the screen there are two additional things to note when editing the **My Information**.

state, postal code: VA 23304
country/province: UNITED STATES

primary contact information

Phone: 7302220956 ext.: **Manage Contact Info**
fax: ext.:
e-mail: mdelpiano@amvets.org
comm method: E-Mail

E-Mail
Fax
Mail
Phone

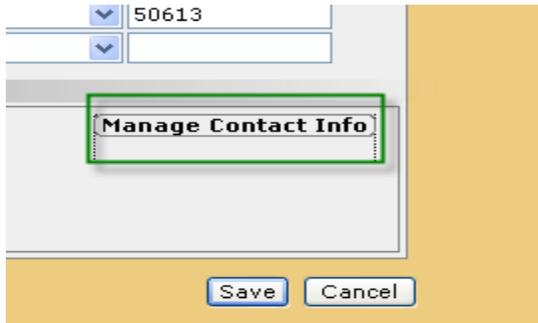
Save Cancel

Here you can choose your preferred communication method - that is how you wish to be contacted.

By clicking here you can add additional contact information.

Contact Information

To add additional contact information click on **Manage Contact Info**

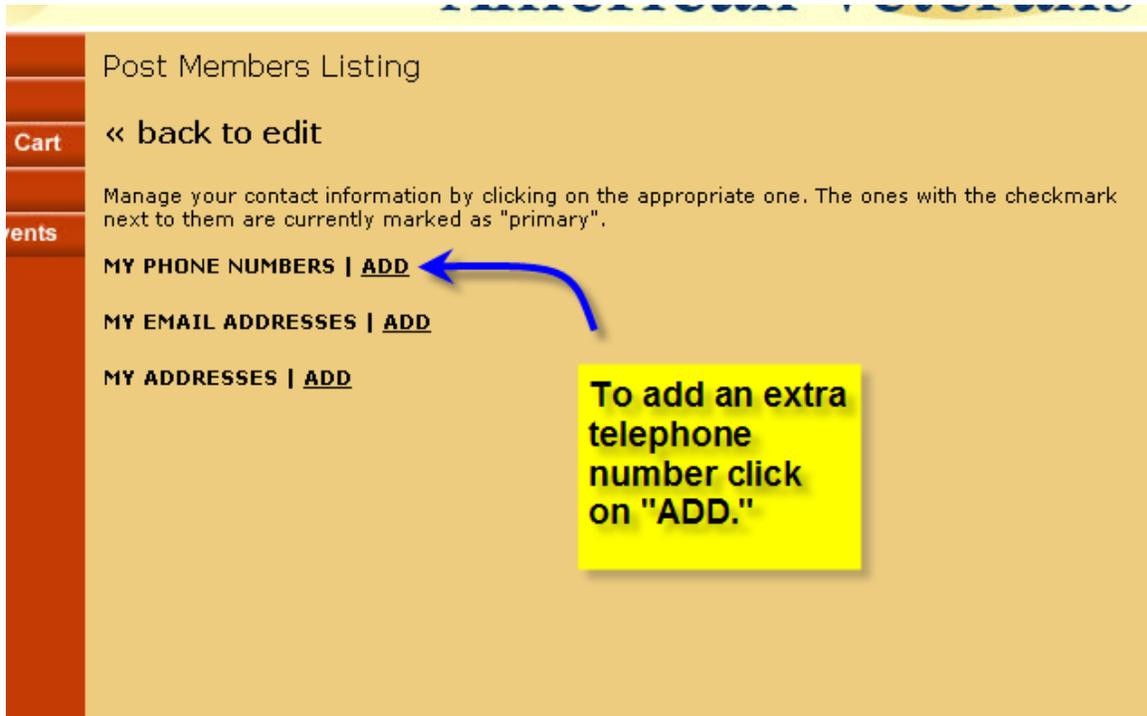


A screenshot of a web form for contact information. At the top, there are two dropdown menus; the first one contains the value '50613'. Below these is a button labeled 'Manage Contact Info', which is highlighted with a green rectangular border. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

Click on Manage Contact Info to add additional telephone numbers, addresses and email addresses.

Additional Telephone Numbers, Addresses and eMail addresses

Here is where you can add extra telephone numbers, email addresses and addresses.
For training purposes we will add a telephone number.



The screenshot shows a user profile page with a navigation menu on the left and a main content area. The navigation menu includes 'Cart' and 'vents'. The main content area is titled 'Post Members Listing' and contains a '« back to edit' link. Below this is a paragraph: 'Manage your contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primary".' There are three options: 'MY PHONE NUMBERS | [ADD](#)', 'MY EMAIL ADDRESSES | [ADD](#)', and 'MY ADDRESSES | [ADD](#)'. A blue arrow points from a yellow callout box to the 'ADD' link for phone numbers. The callout box contains the text: 'To add an extra telephone number click on "ADD."'

Post Members Listing

« back to edit

Manage your contact information by clicking on the appropriate one. The ones with the checkmark next to them are currently marked as "primary".

MY PHONE NUMBERS | [ADD](#)

MY EMAIL ADDRESSES | [ADD](#)

MY ADDRESSES | [ADD](#)

To add an extra telephone number click on "ADD."

Adding Contact Information (Part 2)

Here is the screen you will see after clicking on "ADD."

When done click **Save**.

Home

Join Us

My Shopping Cart

Login

Upcoming Events

Post Members Listing

<< back to edit

Manage your contact information by clicking on the appropriate one. The ones with the next to them are currently marked as "primary".

MY PHONE NUMBERS | [ADD](#)

http://amvetsmembers.org - Add - Individual Phone - Microsoft Internet Explo...

Add - Individual Phone

phone information

customer:

phone type: Home

country: UNITED STATES

phone number: ext:

unlisted? primary?

Save Cancel

Done

Select the "type" from the drop down menu.

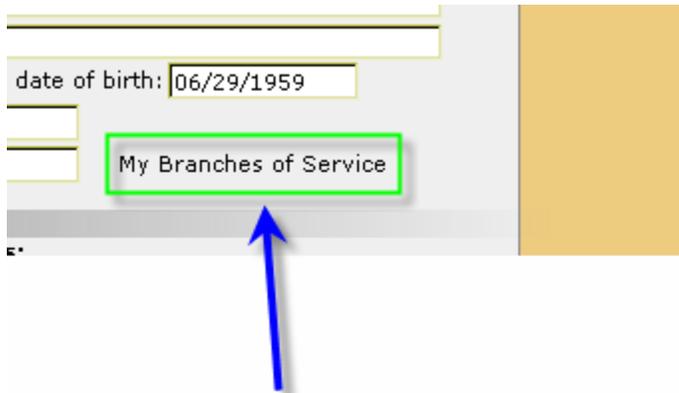
Type in the additional number here.

If you wish to note the number is unlisted click here, if you want it to be the new primary number click here.

The screens for additional emails and addresses are similar in nature.

Service Information

Here is where you can check your service information.



A screenshot of a web form interface. At the top, there is a horizontal line. Below it, a text input field contains the text "date of birth: 06/29/1959". Below this field, there are two more empty text input fields. To the right of these fields is a large orange rectangular area. Below the text input fields, there is a button labeled "My Branches of Service" which is highlighted with a green border. A blue arrow points from the bottom of the page up to the "My Branches of Service" button.

To verify your Branch of Service and the dates you served click "My Branches of Service."

Service Information (Part 2)

Here is where you can change any incorrect service information.

There are two things to note here: first, your “Service Dates” will appear in the near future and second, when you enter them, use a six digit format – for example, if you served from March 1968 through December 1972, you should enter the dates as 03/01/68 and 12/01/72.



To change
incorrect
information click
"ADD."

Service Information (Part 3)

Here are the steps to update or correct your service information.

The screenshot shows a web browser window displaying the 'Add - AMVETS Branch of Service' form. The browser's address bar shows the URL: <http://amvetsmembers.org> - Add - AMVETS Branch of Service - Microsoft Internet Explorer pr... The page title is 'Add - AMVETS Branch of Service'. The form contains three input fields: 'branch of service:' (a dropdown menu), 'begin date of service:' (a text box with a calendar icon), and 'end date of service:' (a text box with a calendar icon). Below the form are 'Save' and 'Cancel' buttons. The browser's status bar at the bottom shows 'Internet'. The page background includes a navigation menu on the left with items like 'Shopping Cart', 'Information', 'Actions', 'Upcoming Events', 'Committees', and 'Payment'. The main content area has a header 'Post Members Listing' and a sub-header '<< back to edit My Branch of Service | [ADD](#) USNR - United States Naval Reserve'. Three yellow callout boxes with blue arrows provide instructions: 'Use the drop down arrow to select the Branch of Service.' points to the dropdown menu; 'Type in service dates here.' points to the date input fields; and 'When done click "Save."' points to the 'Save' button.

Upcoming Events and My Committees

These two buttons will allow you to see if there are any upcoming AMVETS events and will list any committees you are assigned to.



Renewing Your Membership OnLine

If you are an annual member you will click on Renew Membership.



Renew Membership (Part 2)

After clicking on **Renew Membership** you will see this screen. Select one of the four cards from the drop down menu. Enter the credit card number (we don't retain cc numbers so you will have to re-enter it to purchase items from the Quartermaster or register for events), expiration date, CVV (three digit number code on back of card) and your name.

Then click on **Renew Now**.

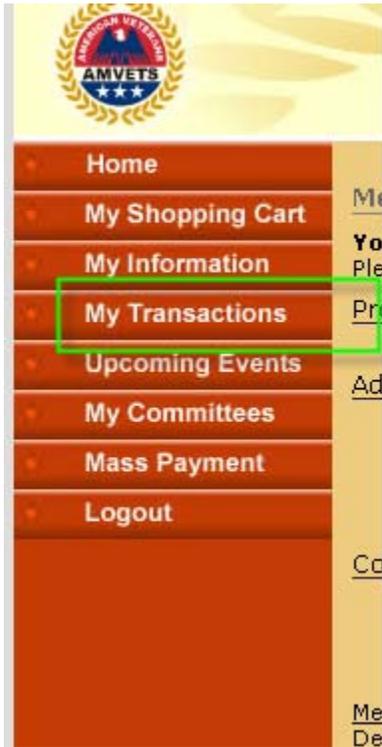
You can then go to **My Transactions** to view your payment history (please give the system time to process).

The screenshot shows the "membership renewal information" form on the American Veterans website. The form is titled "membership renewal information" and contains the following fields and information:

- member name:** Mark D Del Piano
- association:** AMVETS
- current member package:** AMVETS : ANNUAL : 1 year Member Dues
- post:** MD-0115
- department:** MD-DEPT
- payment** section:
 - paid by:** Del Piano Mark D
 - payment method:** A dropdown menu with options: AMEX, Discover, MasterCard, Visa. A yellow callout box with an arrow points to this dropdown.
 - payment amount:** [input field]
 - cc number:** [input field]
 - expiration date:** [input field]
 - CVV:** [input field] What is CVV
 - cardholder's name:** [input field]
- Invoice Total:** \$17
- Renew Now** button
- Save** and **Cancel** buttons at the bottom right.

My Transactions

For annual members, after renewing your membership you can click on “**My Transactions.**”



To view your payment history click on My Transactions

My Transactions (Part 2)

In “My Transactions” netFORUM will display the current dues structure of your Post and Department as well as the amount of National Dues.

If this information is incorrect you will have to contact either your Post or Department or National to get it changed.

AMERICAN

My Transactions

Information about your activities presented below.

products purchased

Invoice	Product	Price	Quantity	Total
40880	Post Dues	4.00	1.00	4.00
40880	National Dues	11.00	1.00	11.00
40880	Department Dues	2.00	1.00	2.00

event registrations

Event Title	Event Code		
membership			
Association	Mbr Type	Mbr Status	Mbr Th
AMVETS	ANNUAL	Active	Self

netFORUM will display the Post, Department and National dues.

My Shopping Cart

Only use **My Shopping Cart** for purchasing items from the Quartermaster or when registering for an event.

American Veterans



- Home
- My Shopping Cart**
- My Information
- My Transactions
- My Post Members

AMVETS Member Information

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

Profile

Address

Note, only use My Shopping Cart when purchasing items from the Quartermaster or when registering for an event.

Logout

Logging out. To logout, click the X in the upper right corner. This is a system quirk. If you click on logout on the left the system will not retain your login information.

