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.amvetsmembers.org

and hit enter. You will be brought to this screen.
Click on **Login** to enter the site (note: to enter you must be a member).
**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.

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**Remember Me**

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.
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.
Changing Your Password
If you wish to change your password click here.

Changing Your Password (Part 2)
Then type in a new password and click “Change Password.”
Editing My Information

Click on “Edit” to update or change any incorrect 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.
At the bottom of the screen there are two additional things to note when editing the My Information.

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**
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.
Adding Contact Information (Part 2)
Here is the screen you will see after clicking on “ADD.”
When done click **Save**.

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

Here is where you can check your service information.

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.
Service Information (Part 3)

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

Use the drop down arrow to select the Branch of Service.

Type in service dates here.

When done click “Save.”
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 donot 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).
My Transactions

For annual members, after renewing your membership you can 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.
My Shopping Cart
Only use My Shopping Cart for purchasing items from the Quartermaster or when registering for an event.
Logout

Loging 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.