

TO: District Commanders/Post Adjutants/Membership Coordinators
FROM: Rose Watlington, Membership
DATE: July 11, 2011
RE: Online Renewals

**DO NOT SEND A POST TRANSMITTAL/CARDS/POST CHECK
TO OUR OFFICE FOR ONLINE RENEWALS**

With the 2012 Membership Year our members have the option of on-line renewal. After careful reading of the process from National HQ's the following guidelines are to assist you with renewals at your Post:

1. Member will renew online and print a temporary card/receipt. This can be delivered in person or mailed to the Post.
2. When the Post receives the temporary card/receipt the Post will then forward the member his/her membership card. This can be done in person or by mail.
3. National HQ will send to our office a report along with the difference in funds.

Example

Membership paid online	\$30.00
National HQ keeps their portion	- 13.50
National HQ sends difference to NC Dept HQ	\$16.50
NC Dept HQ keeps their portion	- 9.00
Refunded to Post by NC Dept HQ's	- 7.50

The NC Department office will receive a report/download from National HQ for online renewals the 1st and the 16th of each month. Post funds will be mailed to each Post at the end of the month. This report will be used to update our membership database.

Please contact Rose with questions and/or concerns.

Thank you for your cooperation in this process.

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