

ATTENTION ALL UNITS!
NOT SURE IF YOU WANT TO PAY UNIT DUES ONLINE?
Try the Full User option for no extra charge unit December 31st.
Email neaux@windstream.net and request the full user trial.

ALAMIS FULL USER OPTION

National Membership Team has opened the option for any units to pay dues online to ALAMIS upon department approval! This level of ALAMIS access will be known as UNIT FULL.

Unit full capabilities:

- All the capabilities of Unit Write access PLUS:
- Pay membership dues through ALAMIS. Units will pay both the department and national portion of dues for members. The department dues will then be remitted back to departments on the same schedule as online and by phone dues. A separate report will be included that shows which units paid dues and which members were paid.
- Rejoin former members within their unit. ALL transfer requests of current members, expired members or former members will still need to be processed by the department.
- Enter new members and pay their dues. Note: If you require certain documentation on new members to still be sent to your department, advise your units accordingly.

There will be requirements to have Unit Full access:

1. Membership dues must be paid using a VISA or Mastercard (credit or debit).
2. All Unit Full users must attend a 30-minute virtual training session. Currently, we are planning on doing 3 trainings a month on different dates and at different times to accommodate the most people.
 - a. Unit Full Users will receive an email with the month's training schedule to register for a training once a request is submitted to the ALAMIS Help Desk. **Users will not be granted access until after they have attended a virtual training.**

From July 2022-December 2022 ALA NHQ will not be charging new UNIT FULL access users a user fee. Any Unit Full user who still has UNIT FULL access in January 2023 will be charged their annual user fee for the 2023 calendar year. The 2023 UNIT FULL user fee will be \$20.00 per user for the year.