

# Ohio AMVETS Cheat Sheet for Online Membership

Go to [www.ohamvets.org](http://www.ohamvets.org)

Click on "Member Center"

Click on "Update membership info & Login"

Login name and password = member ID # found on your membership card

## My Info

Update your personal information such as:  
Name  
Address  
Email  
Phone #  
Branch of service  
Dates of service

## Post/Dept Members

Look up members of your Post by first and/or last name, edit their personal information such as:  
Name  
Address  
Email  
Phone #  
Branch of service  
Dates of service

## Post/Dept Payment

Look up and pay invoices either by individual name or entire roster.

## Member Roster

View entire Post roster, great for looking up several members' information at once. Online version is updated every 24 hours, always download a new roster to be sure you are seeing the most up to date information.

Type in the first name, last name, or member ID of the person you are trying to pay dues for, then click "Retrieve Open Invoices for All Members"

If you want to look up all members of your Post with open invoices, just click "Retrieve Open Invoices for All Members"

Select the member(s) for whom you would like to pay dues

Click "Recalculate Totals"

Type in all credit card information required, then click "Apply Payments"

A payment confirmation will be sent to your email on record (this can be changed under "My Info"). It is recommended you save these email confirmations for future reference and as a record of when you paid dues.