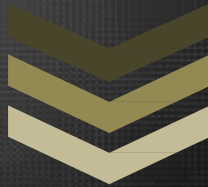


Quartermaster Guide to Member Dues Processing

A major part of your responsibility as post quartermaster is to process member dues in a timely manner. This entails knowing what forms to fill out and when. The information contained in the following pages will serve as your guide to Member Dues Processing.



Contents

- [Annual Membership Dues](#)
- [Life Membership Dues](#)
- [Installment Life Membership](#)
- [Legacy Life Membership](#)
- [Data Entry](#)
- [Important Information](#)
- [VMail](#)
- [Online Membership System](#)



Annual Membership Dues

Annual Membership Application

The VFW membership application is an important tool for any quartermaster. This form is used to transmit new or former members, life membership and installment life membership requests or to transmit a paying or non-paying transfer.

1. Complete the form by providing full and accurate member details. Incomplete forms may be returned for further information.
2. Indicate whether the member is new, a former member or is a transferring member.
3. Provide the recruiter's name and membership card number, if applicable.
4. As quartermaster your signature is required on the membership application. If the form is not signed, it will be returned to you.
5. Check the Membership Type which indicates if the member is being transmitted as an annual member, life member or enrolling in the life membership installment plan.
6. Under the Membership Type, a member can opt to enroll in AutoPay for annual dues or for the life membership installment plan.
7. If member dues are being paid by credit card, please complete the area provided for credit card authorization. The credit card holder's signature is required.
8. A completed Member Change Request form, signed by the post quartermaster, must also accompany all membership transfers.
9. The top copy of the membership application is for National Headquarters use and should accompany the Post Quartermaster Transmittal Summary Form (PQMT-01).
10. A temporary receipt (which is found on the post's copy) is given to the member.
11. Retain second copy of the membership application form for your post records.
12. Membership application forms forwarded with a post check should only include the national and department dues amount. The post should retain its portion of the dues payment.
13. Do not forward new member admission fee to National Headquarters. The post quartermaster should transmit the admission fee to their department headquarters. If the fee is received at National Headquarters, it will be considered a payment overage.

Post Continuous Transmittal Form

This form is used when the post has one or multiple annual members to transmit. This form is not to be used to report transfers or new members.

1. Indicate your post number and department on the upper right side of the form.
2. List the membership number and the name of each member being submitted.
3. Only list the member's address if it is different than what is on record.
4. List recruiter information if applicable.
5. Indicate on the bottom of the form the total amount being remitted.
6. Forward the completed form with payment to VFW National Headquarters.



Have you considered going on-line to process your VFW membership? Visit <https://emem.vfw.org> to find out about the many on-line functions available to Post Quartermasters.

This form is to be used to transmit dues on continuous members only.
New members must be transmitted by completion of a Membership Application.
Transfer requests must be accompanied by a completed MCR form, signed by the Post Quartermaster.

Post Continuous Member Transmittal Form

Post Number _____
Dept. _____

	Membership Number	Member Name	Address Change (complete only if address differs from what is currently on file)				Dues Amount	Recruiter Card Number	Recruiter Name
			Street Address	City	State	Zip			
1							\$		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Total Amount Being Remitted \$


- This form should not be used to transmit new members, transferring members or life membership. It is only used for transmitting annual members of your post.

Post Quartermaster Transmittal Summary Form (PQMT01)

This form is a tool to assist a post quartermaster in correctly balancing a membership transmittal.

1. Indicate your post number and department on the form.
2. Record the number of members being submitted and multiply the dues amount for the total.
3. In the event there are questions or processing issues regarding the transmittal, please provide a valid phone number and email address so you may be reached.
4. Include the top copy of the form with your membership transmittal and payment. The 2nd copy should be retained for the post records.

39837 A B

**VFW POST QUARTERMASTER TRANSMITTAL SUMMARY FORM**
www.vfw.org
This form must be used for the transmittal of dues and accompanied by Renewal Forms, Annual and/or Life Membership applications.

Department _____ Post No. _____ Membership Year _____ Post Check No. _____

Send only the National and Department portion of the dues for annual members.

Continuous	No. of Members _____	\times \$ Dues Amount (National and Dept. portion only) _____	= \$ Total _____
New & Reinstated	No. of Members _____	\times \$ Dues Amount (National and Dept. portion only) _____	= \$ Total _____
Life Members	No. of Members _____		\$ Life Member Fees _____

TOTAL AMOUNT THIS TRANSMITTAL \$ _____

()

Daytime Phone No.

Post E-mail Address

Date

Quartermaster Signature

PQMT-01
REV.0204

- This form is also available online for downloading or printing.

Life Membership

Anyone eligible for VFW membership also has the option of becoming a life member. By opting for life membership, individuals can save a significant amount compared to renewing annually.

The Life member fee is determined using the applicant's attained age as of Dec. 31 of the calendar year in which the application is submitted.

ATTAINED AGE BY DEC 31

Through Age 30
31-40
41-50
51-60
61-70
71-80
81+

LIFE MEMBER FEES

\$425.00
\$410.00
\$375.00
\$335.00
\$290.00
\$225.00
\$170.00

Life Membership Application

1. Complete the VFW Membership application.
2. Forward the top copy of the membership Application, along with the full fee, to VFW National Headquarters.
3. The full fee is required for processing. DO NOT deduct any annual dues paid.
4. Retain the bottom copy of the completed membership application for your post records.

VFW MEMBERSHIP APPLICATION				ver. 01/14
NAME <small>FIRST</small> _____ <small>MIDDLE</small> _____ <small>LAST</small> _____		EMAIL _____		DATE OF BIRTH _____
ADDRESS _____		HOME OF RECORD _____		PHONE _____ GENDER: (M) (F)
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____
BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES <input type="checkbox"/> COAST GUARD		MEMBERSHIP TYPE (choose one)		
DATES OF SERVICE: _____		<input type="checkbox"/> ANNUAL MEMBER <small>Payment Authorization</small> You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following: <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ on a yearly basis to pay my Annual membership dues. <input type="checkbox"/> I authorize the VFW to charge my account a one-time payment of \$ _____		
QUALIFYING FOREIGN SERVICE <input type="checkbox"/> WORLD WAR II <input type="checkbox"/> DESERT SHIELD/STORM <input type="checkbox"/> OCCUPATION SERVICE <input type="checkbox"/> BOSNIA/KOSOVO <input type="checkbox"/> KOREAN SERVICE (1950-1954) <input type="checkbox"/> GLOBAL WAR ON TERRORISM EXPEDITIONARY <input type="checkbox"/> KOREA DUTY (1955 - present) <input type="checkbox"/> AFGHANISTAN (2001-present) <input type="checkbox"/> VIETNAM SERVICE <input type="checkbox"/> IRAQ (2003-2011) <input type="checkbox"/> EXPEDITIONARY OPERATIONS <input type="checkbox"/> SSBN DETERRENT PATROL INSIGNIA <input type="checkbox"/> HOSTILE FIRE/IMMINENT DANGER PAY		<input type="checkbox"/> LIFE MEMBER <input type="checkbox"/> I authorize the VFW to charge my account for a one-time payment of \$ _____ <input type="checkbox"/> LIFE MEMBER INSTALLMENT PLAN <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ to be paid in 11 monthly installment payments after my initial payment of \$45.00. <input type="checkbox"/> I authorize the VFW to charge the \$45.00 initial payment and I understand that I will be billed for the remaining 11 monthly installment payments.		
location _____ dates _____ <input type="checkbox"/> NEW Post No. _____ <input type="checkbox"/> FORMER MEMBER ID No. _____ <input type="checkbox"/> TRANSFER From Post No. _____ to Post No. _____ <small>transfer complies with Sec. 107</small> RECRUITER (please print) _____ name _____ member no. _____ QUARTERMASTER: _____		NATIONAL COPY <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> card no. _____ Exp. Date _____ / _____ AMOUNT \$ _____ SIGNATURE _____		

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.
 Please see source for terms and conditions of Automatic Payment and Installment Life Plans.

- Membership applications are available from your department headquarters or from the VFW National Membership Department.
- This form must be signed by the quartermaster. If it is not signed, it will be returned to the post.
- For our members' convenience, acceptable methods of payment are checks, money orders, American Express, Discover, MasterCard and Visa credit cards.

Life Membership Installment Plan

The life membership installment plan allows a new member, or current annual member to obtain a life membership by paying in installments. The intent of this program is not to take the place of any existing payment programs offered by posts, but is another option in obtaining a life membership.

A prospective member or a current annual member can join this plan, at any time of the year, by making an initial payment of \$45.00. ***This \$45.00 keeps the member in good standing during the installment period and is not applied towards the total amount due.*** After the initial payment, the member will have 11 monthly payments remaining.

The member may choose to receive a monthly invoice by mail or they may sign up for AutoPay. If the member elects the AutoPay option, they will not receive a monthly invoice by mail. Instead the payments will be automatically debited or charged to the debit/credit card or bank account they provided until all payments have been made.

While enrolled in the life membership installment plan, the member will receive an annual membership card, indicating membership in good standing. A permanent life membership card will be issued upon completion of the payment plan.

Life Membership Fee Schedule

Attained Age by Dec 31 st	One Time Payment Life Member Fee	Life Installment Payment Plan
		\$45 Initial Payment Plus 11 Monthly Payments
Through Age 30	\$425.00	\$38.64
31 – 40	\$410.00	\$37.27
41 – 50	\$375.00	\$34.09
51 – 60	\$335.00	\$30.45
61 – 70	\$290.00	\$26.36
71 – 80	\$225.00	\$20.45
81 +	\$170.00	\$15.45

Installment Life Membership Application

1. The member should complete the VFW membership application indicating life membership installment plan.
2. If the member chooses to have payments automatically deducted from an account, they should check the appropriate box on the membership application.
3. Forward the application (top copy) and the \$45 payment (check or credit card), to the life membership department at VFW National Headquarters.
4. If paying with credit card, be sure to identify the card (M/C, Visa, Discover, or AMEX), the card number, expiration date and the amount of the payment. The form must be signed by the applicant in order to authorize any credit card payment.
5. Upon processing of the installment life membership application, a Welcome Letter will be sent to the member.
6. Invoices will be mailed monthly from National Headquarters directly to those members not enrolled in AutoPay.

VFW MEMBERSHIP APPLICATION				ver. 01/14
NAME <small>FIRST</small> _____ <small>MIDDLE</small> _____ <small>LAST</small> _____		EMAIL _____		DATE OF BIRTH _____
ADDRESS _____		HOME OF RECORD _____		PHONE _____ GENDER: (M) (F)
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____ ZIP _____
BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES <input type="checkbox"/> COAST GUARD		MEMBERSHIP TYPE (choose one)		
DATES OF SERVICE: _____		<input type="checkbox"/> ANNUAL MEMBER <small>Payment Authorization</small> You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following: <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ on a yearly basis to pay my Annual membership dues. <input type="checkbox"/> I authorize the VFW to charge my account a one-time payment of \$ _____		
QUALIFYING FOREIGN SERVICE <input type="checkbox"/> WORLD WAR II <input type="checkbox"/> DESERT SHIELD/STORM <input type="checkbox"/> OCCUPATION SERVICE <input type="checkbox"/> BOSNIA/KOSOVO <input type="checkbox"/> KOREAN SERVICE (1950-1954) <input type="checkbox"/> GLOBAL WAR ON TERRORISM EXPEDITIONARY <input type="checkbox"/> KOREA DUTY (1955 - present) <input type="checkbox"/> AFGHANISTAN (2001-present) <input type="checkbox"/> VIETNAM SERVICE <input type="checkbox"/> IRAQ (2003-2011) <input type="checkbox"/> EXPEDITIONARY OPERATIONS <input type="checkbox"/> SSBN DETERRENT PATROL INSIGNIA <input type="checkbox"/> HOSTILE FIRE/IMMINENT DANGER PAY		<input type="checkbox"/> LIFE MEMBER <input type="checkbox"/> I authorize the VFW to charge my account for a one-time payment of \$ _____		
<input type="checkbox"/> NEW Post No. _____ <input type="checkbox"/> FORMER MEMBER ID No. _____ <input type="checkbox"/> TRANSFER From Post No. _____ to Post No. _____ <small>transfer complies with Sec. 107</small> RECRUITER (please print) _____ name _____ member no. _____ QUARTERMASTER: _____		<input type="checkbox"/> LIFE MEMBER INSTALLMENT PLAN <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ to be paid in 11 monthly installment payments after my initial payment of \$45.00. <input type="checkbox"/> I authorize the VFW to charge the \$45.00 initial payment and I understand that I will be billed for the remaining 11 monthly installment payments.		
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. Please see instructions for terms and conditions at Automatic Payment and Installment Life Plans.				

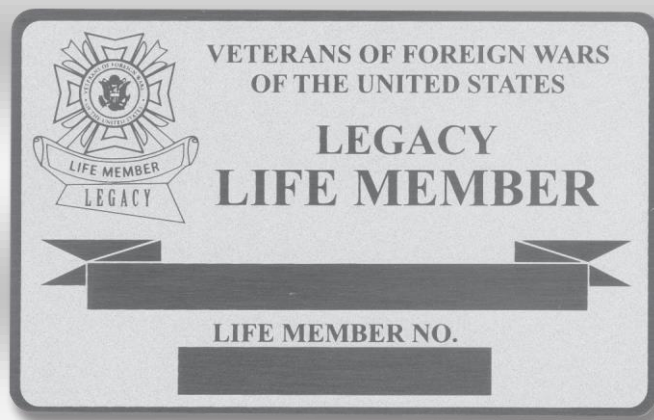
NATIONAL COPY
☐ AMEX
☐ DISCOVER
☐ VISA
☐ MASTERCARD
 card no.
 Exp. Date ____/____/____ AMOUNT: \$ ____
 SIGNATURE: _____

- If the member does not already have a valid annual membership card, one will be issued upon processing of the application.

Legacy Life Membership

The Legacy Life Membership Program enables VFW life members to leave a lasting impression on our great organization. You may also purchase a Memorial Legacy in the name of a deceased VFW life member to help future generations know and remember their sacrifice and contributions. The membership will endow additional income made in the member's name that will provide a stable financial foundation for your post and VFW overall.

The memorial legacy option allows for a legacy membership to be purchased in the name of a deceased life member. Deceased legacy members can also have their level of legacy membership upgraded, as long as their existing legacy membership had not been paid out as a one-time endowment. To purchase a memorial legacy life membership, payment must be sent in full for the desired legacy level (there is no installment option for memorial legacy membership). In addition to the member's information as requested on the legacy membership form, it is also required that we receive the name and address of the person who will be receiving the legacy kit, as well as the person to be recognized as purchasing the membership. The full legacy kit, including an additional certificate of recognition to the purchasing party will be sent out to the address that is provided.



Legacy Life Membership Application

1. Select from three categories of membership: Gold, Silver or Bronze, each offering its own package of exclusive benefits. A life member can upgrade to another level at any time by paying the difference in cost between the two levels.

LEGACY LIFE MEMBER EXPLANATION OF BENEFITS			
MEMBER INCENTIVES	BRONZE \$400	SILVER \$800	GOLD \$1200
Plated Engraved Life Member Card			
Lapel Pin			
Hat Pin			
Distinctive VFW Store Line for Legacy Life Members			
Framed Legacy Life Membership Certificate			
Member Recognition on Internet & Convention Program			
Member Recognition at Kiosks at Memorial Building in Washington, D.C. and Museum at National Headquarters			
Special Legacy Life Member Plaque			
Hat Patch			
Personalized Brick at Centennial Plaza			
VFW Store Discounts (for personal use only) *	5%	10%	15%
Increased Level of No-Cost AD&D Insurance *	\$2000	\$3500	\$5000
Annual Endowment: Post	\$6	\$12	\$18
Annual Endowment: Department	\$6	\$12	\$18
* does not apply to Memorial Life Legacy Membership			

2. Installment options also are available for legacy life membership by making four equal payments. The first payment must accompany the application and be equal to one-fourth (Bronze \$100, Silver \$200, Gold \$300) of the level being purchased. The remaining balance will be billed quarterly by VFW National Headquarters. An automatic payment option is also available.

TOTAL 4 PAYMENTS OF			4 PAYMENTS
BRONZE	\$400		\$100
SILVER	\$800		\$200
GOLD	\$1200		\$300

3. On the enrollment form, be sure to mark whether the member wants a one-time endowment payment or to continue the annual endowment.
 - a. In the case of a one-time endowment, the principle amount of the legacy will be paid in equal amounts to your post, department and the National organization, as applicable, upon the member's death.
 - b. With the annual endowment, the legacy level payment will continue annually after the member's death.

**LEGACY LIFE MEMBERSHIP
ACCEPTANCE FORM**

Life Member No.

Social Security No.

MEMBER NAME

ADDRESS

EMAIL

PHONE

CELL

☐ Check
 ☐ Visa
 ☐ Master Card
 ☐ Discover
 ☐ Amex
 ☐ Installment Plan

BRONZE (\$400)

SILVER (\$800)

GOLD (\$1200)

Exp. Date (MM/YY)

Signature

Upon My Demise: (See Terms and Conditions - Item No. 6)

☐ Make a One-Time Endowment
 ☐ Continue the Annual Endowment

MY NAME

- Check or credit card payment options are available.
- Sign the application and mail, along with payment to:

VFW National Headquarters
Life Membership Department
406 W 34th St


Kansas City, MO 64111

Data Entry

MEMBER CHANGE REQUEST (MCR) FORM

The MCR form should be used to report changes for both annual and life members:

1. Report name and address changes. Note: Change of a member's address to the post address is NOT acceptable. Legal name changes must be accompanied by a copy of the court decree.
2. Report a member's death.
3. Request life, continuous or non-paying post transfers. Transfer requests require the quartermaster signature. If no signature or improper signature is received, it will be returned to the post.
4. Request replacement life or annual membership cards.

VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM			
<input type="radio"/> Annual Member	<input type="radio"/> Replacement Card	Old Post No. _____	<input type="radio"/> Report Death _____ <small>(Source of Information)</small>
<input type="radio"/> Life Member	<input type="radio"/> Post Transfer	New Post No. _____	<input type="radio"/> Accidental Death
		Location _____ <small>(CITY/STATE)</small>	<input type="radio"/> Post AD&D Insurance
Member No. _____			
Member Name _____			
Old Address _____ <small>(STREET, CITY, STATE, ZIP)</small>			
New Address _____ <small>(STREET, CITY, STATE, ZIP)</small>			
<small>I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.</small>			
Post Quartermaster (Please Sign) _____		Phone No. () _____	
<small>FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM</small>			
			 VFW <small>VETERANS OF FOREIGN WARS</small>
<small>VFW FORM MCR 03/04</small>			

Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
 - a. Form PT/MD should be signed by the member and kept on file at the Post.
 - b. Member must be accepted by transfer under Sec. 107. of national bylaws.
4. DO NOT SEND CASH WITH THIS FORM.
5. Standard life membership card replaced at no cost.
6. Post Quartermaster must sign this form where indicated. Please include phone number.

Mail completed form to:
VFW National Headquarters
Data Entry Department
406 W. 34th St., Suite 316
Kansas City, MO 64111

Attach VFW Magazine label here for
any address change (if available).
Please do not staple or paper clip.
Thank You.

POST TRANSFER-MEMBER DECLARATION (PT-MD) FORM

When a member wishes to transfer to another post, this form will need to be completed. This declares that the transferring life or annual member owes nothing nor has any pending charges in the former post.

This form is to be kept ON FILE AT THE POST and is NOT forwarded to department or National Headquarters.

<p align="center">VFW Post Transfer - Member Declaration</p> <p>"I hereby certify that it is my desire to transfer my VFW Membership</p> <p>from VFW Post No. _____ located in _____,</p> <p>to VFW Post No. _____ located in _____.</p> <p>I further certify that I am not indebted to my former post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former post, and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void."</p> <p>Member's Name: _____ Date: _____</p> <p>Member's Signature: _____</p> <p>To Post Quartermaster: Retain this completed card at the post indefinitely. DO NOT FORWARD to National.</p>
--

Important Information

1. Monthly cut-off is completed the last business day of each month. All in-house dues renewal payments are processed. Since new, reinstated and transfer members may take up to 10 days for processing, those not completed will be rolled into the next cut-off period. Payments received after those dates are rolled into the next month.
2. Annual Dues - Dues payments made to posts on electronic deposit will be paid monthly for annual memberships. Those posts not on electronic deposit will be mailed their dues check twice a year, in January and July.
3. Life membership – Payments are made 3 times each membership year in September, January and July. Those posts who are not on electronic deposit will have checks mailed to them.
4. Life and annual membership cards are mailed directly to the member. If a member's address is listed at VFW National Headquarters as undeliverable, no membership card will be printed. If a membership card is returned by the Post Office as undeliverable, the member's information will show on the online Post Query in red.
5. Duplicate payments for annual dues, received from the member or the post, will be processed and extend the membership "Paid Through Date."
6. To replace a lost or damaged annual or life member card, you may go online to the VFW website at www.vfw.org or call 1-800-963-3180.
7. Aluminum life member cards are available for VFW life members only. Personal and post information is engraved, rather than stamped and is included in the price of the card. Caution: these cards can set off metal detection alarms. Be sure to include your name, life membership number and your VFW post number. Life membership will be verified prior to production of this card. The cost is \$10 plus S&H.

The VFW Store also offers personalized life member cards. These cards are available through the catalog and reflect the chosen branch of service and up to three military actions. The cost is \$5 plus S&H.

To purchase either a personalized life member card or aluminum life member card, contact the VFW Store at 1-800-821-2606 or order online at www.vfwstore.org

8. Duplicate payments for annual dues, received from the member or the post, will be processed and extend the membership "Paid Through Date."
9. Life member installment enrollees whose account goes past 120 days without payment will be removed from the installment plan. Previous payments will be left on the members account to be applied towards future annual dues.

10. A life member having an “Undeliverable” status for a minimum of one (1) years and the membership record indicates age 80 or older, will have their status changed to “Inactive.” Based on this procedure, please make every effort to obtain and forward a current address for your members that are reported as “Undeliverable.”

A quartermaster has both the fiduciary and ethical obligation to their post, department and national organization to insure every deceased member (annual and life) is purged from the post or department roster in a timely manner.

Note: Change of a member’s address to the post address is not accepted.

CONTACT INFORMATION

Director

Patrick J Botbyl
VFW National Headquarters
Member Dues Processing, Suite 316
406 W. 34th Street
Kansas City, MO 64111

Toll free number: 800-963-3180
Direct: 816-968-2794

pbotbyl@vfw.org

Annual Dues and Life membership payments should be sent to:

VFW National Headquarters
Member Dues Processing, Suite 316
406 W. 34th Street
Kansas City, MO 64111

Toll free number: 1-800-963-3180

La Donna Miles, Supervisor
Toll free Number: 800-963-3180
Direct: 816-968-2782

lmiles@vfw.org

Inquiries regarding annual dues please email memberduesprocessing@vfw.org

Inquiries regarding life membership lifememberprocessing@vfw.org

Name and address corrections should be sent to:

VFW National Headquarters
Data Entry, Suite 316
406 W. 34th Street
Kansas City, MO 64111
dataentry@vfw.org

VMail

National Headquarters offers a method of communication called VMAIL. This service provides email capability designed "For exclusive use of the VFW." There is no cost and it is easy and safe to use.

VMAIL is an electronic email system designed specifically for the exclusive use of VFW posts, departments and National, which makes it safe from spam, viruses and the other plagues of an open system. VMAIL can revolutionize the way we communicate in our organization. To obtain your user name and password, contact the Dues Processing Department at memberduesprocessing@vfw.org or call 800-963-3180 any business day.

Probably not every post has a computer with an Internet connection but there is a member of every post who does and would be willing to use that connection to share information distributed through VMAIL. Follow the simple instructions below to access VMAIL.

Getting Started:

1. Go to www.vfw.com
 2. Click on "To read the rules click here" to review the VMail Usage Policy. When finished, click Close button to return to login page.
 3. Check the box indicating you agree to the terms of VMail Usage Policy.
 4. Enter your User Name and Password.
 5. Click the Log-In button.
- Please note, all post VMail addresses are entered as postxxxx@vfw.com (ex. post1234@vfw.com).
 - All Department VMail addresses are the two letter state abbreviation (ex. Department of Missouri would be mo@vfw.com).
 - You may reach National Headquarters by emailing info@vfw.org.
 - Remember, you may only email through the VMail system with those addresses ending in vfw.org or vfw.com.

Online Membership System (OMS)

OMS is a quick and easy way for you, as the Post Quartermaster, to handle all reporting of membership dues to National Headquarters as well as maintain information on members of your Post. We encourage you to log on and start using this function today. Listed below are instructions on how to take advantage of this program.

1. Go to our website www.vfw.org and click on Log In
2. Scroll down and go to Create an Account
3. Complete the information and follow the instructions to create your OMS account
4. Once your personal account has been activated, you will be recognized as a Post Quartermaster and prompted to Request a Quartermaster Pin Number. This pin number will be mailed to the Quartermaster's address on file.
5. Complete the instructions to set up your Quartermaster account.

Tools Available to the Post Quartermaster

Personal Services

- Manage Account
- Account History
- Payment Profile
- Contact Information
- Request Duplicate Card
- Become Life
- Become Legacy Life
- Make a Payment

Post QM Services

- New Member Prospects
- Renew Members
- Transfer Member
- Decease a Member
- Request Duplicate Card
- Member Contact Info
- Undeliverable Addresses
- Convert to Life
- Convert to Legacy
- New Member Form

Reporting

- MMJ Online
- Life member Payout
- Legacy Life member Payout
- Legacy Life members
- MemStats
- Post Query
- Post Accounting Report

National Convention

- Information and Housing
- National Convention Registration

Election Report

- Post Election Report Filing

Online Documents

- Forms
- Document Repository
- Leadership Reference Material

Online Reports

MMJ Online – the Monthly Maintenance Journal is archived and contains the last 12 months of reports. This report provides the Quartermaster with 3 pieces of information: 1) all maintenance done on your members during the specified time, 2) the count of annual members processed during this time, 3) the remittance amount due to the Post per member and total.

Life Member Payout – the Life Member Payout report is archived and contains payout information for several years. This reports details the post payout by plan type, membership number and name, payment amount per member and total.

Legacy Life Member Payout - the Legacy Life Member Payout report is archived and contains payout information for several years. This reports details the post payout by Legacy level, membership number and name, payment amount per member and total.

MemStats (Membership Statistics)– the MemStats report represents the numeric count of all payments processed and credited to your Post, District or Department for the current dues year.

Post Query - this is a current register of active Post members. It does not list reported deceased members, non-pay transfers from your Post or cancelled memberships. Any of these member status' could have paid dues and been credited to your Post for the current dues year prior to their inactivation.

Post Accounting Report – provides detailed information on remittance payments made to the Post for annual dues.