



Department of North Carolina

ALA MIS UNIT FULL ACCESS

In order to gain “Unit Full Access” in the ALAMIS program, these steps must be taken:

- Complete the “ALA MIS Unit Full Access Setup Request” form and sent to Department HQ along with payment of \$20
- Upon receipt, our Department Secretary will approve and provide info to NHQ
- NHQ will send you a link to complete an online training presentation which should be taken within two weeks of your being notified.
- Training is self-paced and shouldn’t take more than 15-20 minutes of your time.
- With this training you will learn how to pay membership dues, how to edit unit and member information, how to rejoin former members, where to pull new reports, and who to contact for questions.
- The training presentation consists of four (4) sections followed by a quiz. A score of 17 or higher is required in order “to pass” the training. Once that score has been attained, NHQ will send you an email to complete your setup in the ALA MIS system, and your user name and password will be provided to you.

DO NOT share your password with other members of your unit/department/district.

Key points related to this level of access:

- A debit or credit card is required (through VISA or Mastercard)
- A maximum of \$2500 can be paid in any one transmission
- The amount you pay is the portion for National and Department (currently \$31.00 in NC)
- A member’s current dues must be paid before any back dues can be paid for that member.
- Full unit access allows the user to add a new member, edit information for current members or the unit itself, or rejoin a member if that individual’s membership was last with your unit. Payments for new members can be transmitted within 10-15 minutes after new member is added. Remember to retain new member applications for your records.
- Transfers must still go through our Department Secretary for handling.

Advantages to using this method for remitting membership:

- User can access many reports such as paid members, unpaid members, leadership info, etc.
- The transmittal does not have to be mailed to Raleigh, thereby saving envelopes, stamps and time spent completing the transmittal forms.
- The amounts you pay must be precisely what is owed for the National and Department portion of membership dues, thereby eliminating the possibility of paying the wrong amounts.
- The payment is automatically reflected in the “paid membership” and weekly report; you don’t have to wait for newly paid memberships to be reflected in reports.
- Our Department Secretary’s workload is reduced as the secretary no longer has to process dues payments, new member applications, unit member data updates, etc.