## LEGION MEMBERSHIP - BRANCH RATES MUST BE ENTERED INTO THE PORTAL

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5	CHOOSE 'BRANCH DEFAULTS TO 'BRA (DO NOT OPEN PRO CLICK ON 'ADD NEV	OPEN LEGION MEMBERSHIP PORTAL CHOOSE 'BRANCH RATES' FROM MENU ON LEFT DEFAULTS TO 'BRANCH RATES' TAB (DO NOT OPEN PROVINCIAL RATES TAB) CLICK ON 'ADD NEW' (new window will open) IN 'RATES' WINDOW: this is where Branches enter the Branch portion of dues.		
EXAMPLE:	Branch Yearly Dues =	70.00		
	Subtract Per Capita	<u>(44.51)</u>	Deducted for Dominion/Prov.	
	Branch Portion =	\$25.49	Full Year Branch Portion	
		\$12.74	Half a Year Branch Portion	
		\$7.65	Third of a Year Branch Portion	
	Calculation: HALF YEAR	50% of \$70.00 = \$35.00		
		50% of \$44.51 = <u>\$22.25</u> Dominion/Prov portion		
		Branch Portion=\$12.75		
	Calculation: THIRD YEAR	30% OF \$70.00 = \$21.00		
		30% of \$44.5	1 = <u>\$13.35</u> Dom/Prov portion	
		Branch Porti	on= \$7.65	

## HOW TO ENTER BRANCH RATES:

ENTER 'TYPE': "Branch" (pre-selected in drop-down menu)

ENTER 'YEAR': **2025** 

**ENTER 'RATE' information:** 

- enter the amount of Branch portion as shown in above example;
- enter the corresponding rate for each proration type;
- ENTER EACH RATE INDIVIDUALLY FOR EACH TYPE.

## EXAMPLE:

PRORATION TYPE:	FULL	ENTER RATE: \$25.49
	HALF	ENTER RATE: \$12.74
	THIRD	ENTER RATE: \$7.65

## FINAL STEP: CLICK 'SUBMIT' and review the new rates to ensure they are correct