

STEP 1	OPEN LEGION MEMBERSHIP PORTAL
STEP 2	CHOOSE 'BRANCH RATES' FROM MENU ON LEFT
STEP 3	DEFAULTS TO 'BRANCH RATES' TAB (DO NOT OPEN PROVINCIAL RATES TAB)
STEP 4	CLICK ON 'ADD NEW' (new window will open)
STEP 5	IN 'RATES' WINDOW: this is where Branches enter the Branch portion of dues.

### HOW TO ENTER BRANCH RATES:

ENTER 'YEAR': **2025**

- 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.**

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**