

Quartermasters will go to [www.vfw.org](http://www.vfw.org)

Click "LOGIN" on the upper right of page.

Type in your LOGIN details and click "GO". Quartermasters who have not yet established a login will need to select "Create an Account."

Access the Online Membership System by clicking "[click here to access the new online membership system \(formerly known as eMembership\)](#)" under either "General Member Tools & Resources" or "Post Quartermaster Tools & Resources."

Scroll down the left-hand navigational panel to "Election Report" and click on "[2011-12 Post Election Report Filing.](#)"

The user will be directed to the Post Election Report Online Submission Terms and Condition page. This page contains an overview of the information one needs to properly complete the report. Once read, click "[Click here to begin.](#)"

The user has now entered the first of thirteen steps in completing the report.

### **Step 1- Post Information**

The user will enter the date of election and verify/edit Post information to include Dues Amount, Post Meeting Location, Post Meeting Address, Employer Identification Number (EIN), and Post Contact Information. The Post will also declare if the own, rent, utilize donated space, operate a canteen/clubroom, provide hall rentals, or provide military funeral honors.

Upon the completion of step one, the user will click "[NEXT](#)"

### **Step 2-Commander**

The screen will automatically display the current officer for the position and contact information. The user will select one of 3 options:

"[Go Next \(Post Commander's information is correct\)](#)", this action will advance to next officer.

"[Edit \(I want to keep this member as the Post Commander, but need to edit the contact information\)](#)", this action will display a screen with editable text boxes for the officer which the user may use to edit information, after corrections the user will select "[Continue - go to the next Officer](#)"

"[Change Member \(I want to enter a new Post Commander\)](#)", this action will prompt the user to enter the membership number of the newly elected officer, once entered the user will click "[Find Member](#)" which will display the member as the officer for the position and contact information with the same features as above. In instances where no officer is on file, the user will be prompted to enter a membership number as indicated in "Change Member."

### **Steps 3-12**

These steps are identical to Step 2 with the exception that officers will now progress in the order as they appear in Section 216 of the National by-Laws.

### **Step 13-Review**

This step generates a .pdf version of the election report which will allow the report to be printed (right click on the report and select print or use the print button on the .pdf tool bar). If the report needs to be edited, the user will select from a drop down menu the section which needs to be revisited. The following additional options appear:

"[Save without submitting this report](#)", use this option if there is information you need to correct, but do not have on hand.

"[Submit this report to National](#)", use this option if all the information is complete and accurate.