MyDAV.org
User Manual

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Table of Contents

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Introduction

MyDAV.org is a self-service and reports repository for members and member leaders.

DAV roles that have expanded access:

- Commander
- Adjutant
- Senior Vice Commander
- 1st Junior Vice Commander
- Treasurer
- Benefits Protection Team Leader
- Membership Chairman
- Judge Advocate
- Officer Authorized to Receive Mail

Registration

1) Go to: https://www.mydav.org/member-registration
2) Select **New user registration**
3) Complete the registration form
   a. Enter your contact information
   b. Enter your membership number
   c. Create a username (tip: use your email address)
   d. Enter a password (at least 12 characters and a special character) and confirm password
   e. Click **SUBMIT**

After submitting the registration you will receive a confirmation email. Please allow 2-3 business days for the registration process to be finalized. Once the process is completed, you will receive another email confirming access to MyDAV.org.

Logging In/Forgotten Login

Logging In:

1) Go to: https://www.mydav.org/login
2) Enter new username
3) Enter new password
4) Click **LOGIN** (do not check "Remember login" if on a shared computer)

Forgotten Password:

1) Go to: https://www.mydav.org/login
2) Click **Forgotten Password**
3) Enter your email (use the preferred email that you registered with)
4) Click Submit
5) You will receive an email with a reset password link. Follow the instructions to update your password.

If you have forgotten your username, you can contact the Membership Department at 1-888-236-8313 or membership@dav.org.

Navigation

After you login you will be on the home screen where you can access all of the functions within the application.

While in each section, return to the home screen by clicking **Back to Membership CRM:**
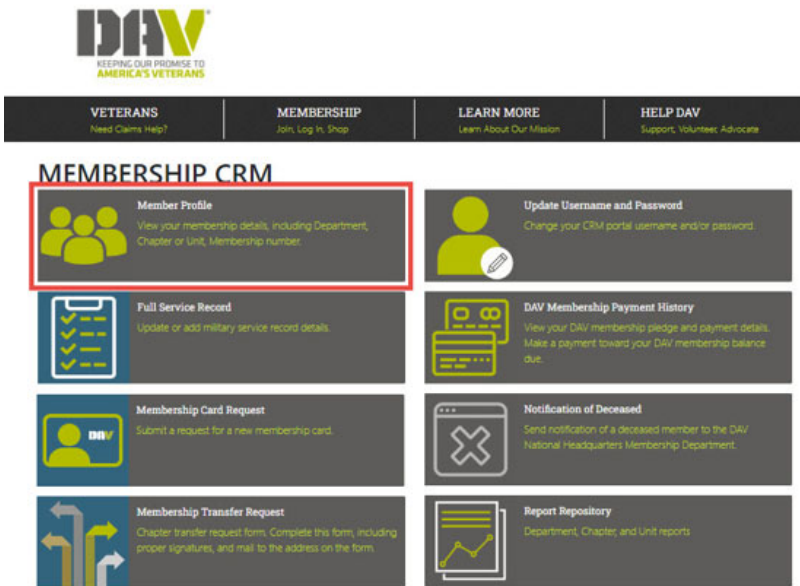

Member Profile

View your membership record by clicking **Member Profile**.

This section will include your membership number, chapter, membership status, etc. If you have multiple memberships they will all appear on this screen.

Full Service Record

View/add/edit your service record by clicking **Full Service Record**.

Your Full Service Record

Branch:	Marines
Rank:	Corporal
Start date:	07/03/1975
End date:	05/01/1981
Service Retirement:	No
Disabled:	No
Gassed:	No
Injured:	Yes
POW:	No
Wounded:	No
Hearing Impaired:	No
Visually Impaired:	No
Purple Heart:	No
Other:	No
Amputee:	No
Agent Orange:	No
PTSD/TBI:	No
Gulf War Illness:	No
Burn Pits:	No
Medals:	

EDIT

ADD

If your service record is not there:

1) Click **ADD**
2) Enter your service record information
3) When finished, click **SAVE**

If your service record is incorrect or incomplete:

1) Click **EDIT**
2) Update your service record information
3) When finished, click **SAVE**

Membership Card Request

Request a new membership card by clicking **Membership Card Request**.

Request a new membership card:

1) Enter Membership Number
2) Enter Re-issue Reason (lost, damaged, stolen)
3) Click **SUBMIT**

Note: Please allow up 30 days for delivery of your membership card

Membership Transfer Request

Access the transfer form by clicking **Membership Transfer Request**.

1) Enter the information for the transfer
2) Print the form
3) Receive the appropriate signatures on the form (member and Chapter Commander/Adjutant)
4) Mail form to the address listed on the form for processing

Note: This form can also be downloaded and saved to use later

Update Username and Password

Change your login information by clicking **Update Username and Password**.

1) Enter new username
2) Enter a password (at least 12 characters and a special character) and confirm password
3) Click **SUBMIT**

DAV Membership Payment History

View your dues history by clicking **DAV Membership Payment History**
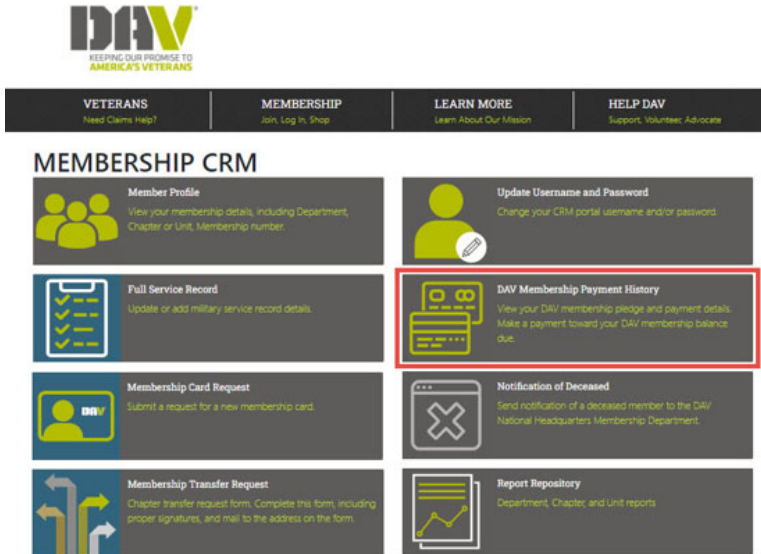
The example below shows a member that has three full life memberships:

Note: Pledge is the membership. Pledge payments are payments toward the membership.

To pay toward a part life membership:

1) Find the pledge of the membership you want to make a payment toward
2) Click **(PAY)**

	Date	Amount	Balance	Gift type	Designation	Pending
■	4/19/2021	$50.00		Pledge payment	DAV - AUX Indiana	No
■	7/30/2020	$20.00		Pledge payment	DAV - AUX Indiana	No
■	7/30/2020	$25.00		Pledge payment	DAV - AUX Indiana	No
■	3/10/2016	$20.00		Pledge payment	DAV - AUX Indiana	No
■	9/23/2014	$200.00 (Pay)	$85.00	Pledge	DAV - AUX Indiana	No

3) The amount defaults to the total outstanding balance. If you would rather make a different payment this field can be edited
4) Confirm the billing information is correct. If it isn't, update before submitting the payment.
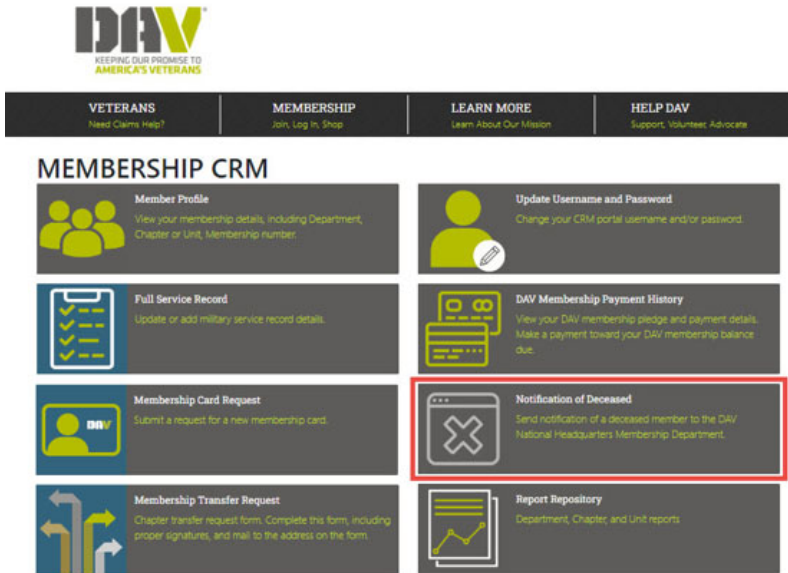5) Click **Pay Now**
6) Choose the method of payment

PAYMENT METHOD

▤ Pay by card

Or by wallet

VISA ⬤

$25

7) Enter the appropriate information for the method of payment and complete payment
8) You will receive a message and email confirming the payment

Notification of Deceased

Report a deceased member by clicking **Notification of Deceased**

1) Enter deceased member's full name
2) Enter deceased member's membership number
3) If known, enter the deceased date
4) Click **SUBMIT**

Note: If you go back to submit another deceased notification, the previous member's details may still be there. Delete the previous information and add the new deceased member's details

Report Repository

Generate reports by clicking **Report Repository** (officer access only).
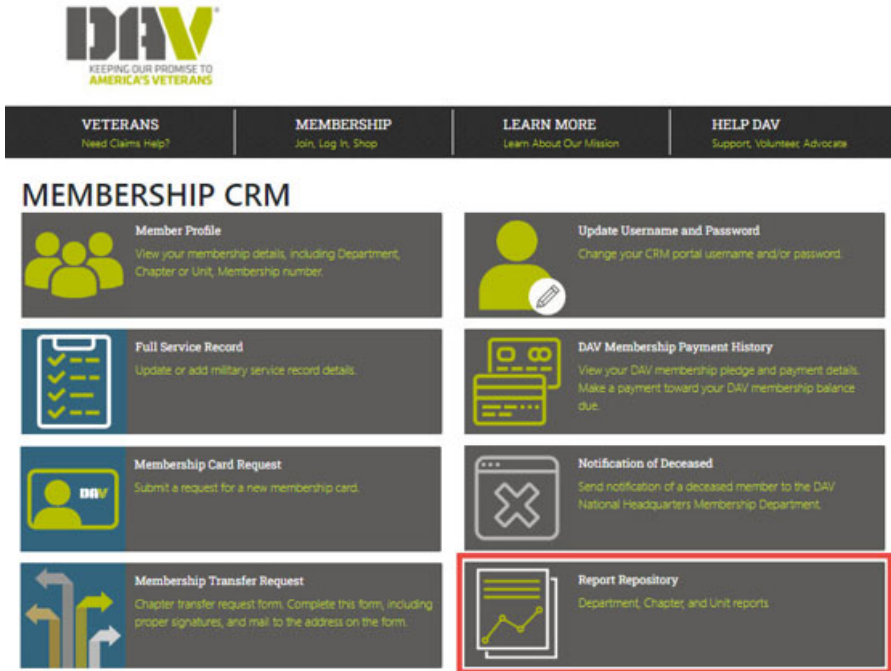
The available reports are Population Summary (including historical), Membership Listing, Membership Activity, and Membership Deceased Report. We will be adding additional reports in the future. ***The parameters for each report will be dependent on your role.***

Generate Population Summary

This report is a summary of the member population in a department/chapter. It also lists the new member goal for each department/unit.

1) In the report repository, click **Population Summary Report**
2) Select **DAV** or **AUX**
3) Choose the **Department**
4) Choose the appropriate **Chapter**
5) Click **DOWNLOAD**
6) A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

7) View, save, and/or print the report

Generate Membership Listing Report

This report is a listing of the members in your department/chapter

1) In the report repository, click **Membership Listing Report**
2) Select **DAV** or **AUX**
3) Choose the **Department**
4) Choose the **Chapter**
5) Select the membership **Type**(s) to display on the report (use ctrl + shift for more than one type)
6) Select the membership **Status**(es) to display on the report (use ctrl + shift for more than one status)
7) If you want to include memberships with bad addresses check **Include Unclaimed Addresses**
8) Click **DOWNLOAD**
9) A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

10) View, save, and/or print the report

Generate Historical Population Summary

This report is a historical version of the population summary that allows you to view the report from select historical dates.

1) In the report repository, click **Historical Population Summary Report**
2) Select **DAV** or **AUX**
3) Choose the **Department**
4) Choose the appropriate **Chapter**
5) Select a **Run Date**
6) Click **DOWNLOAD**
7) A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

8) View, save, and/or print the report

Generate Membership Activity Report

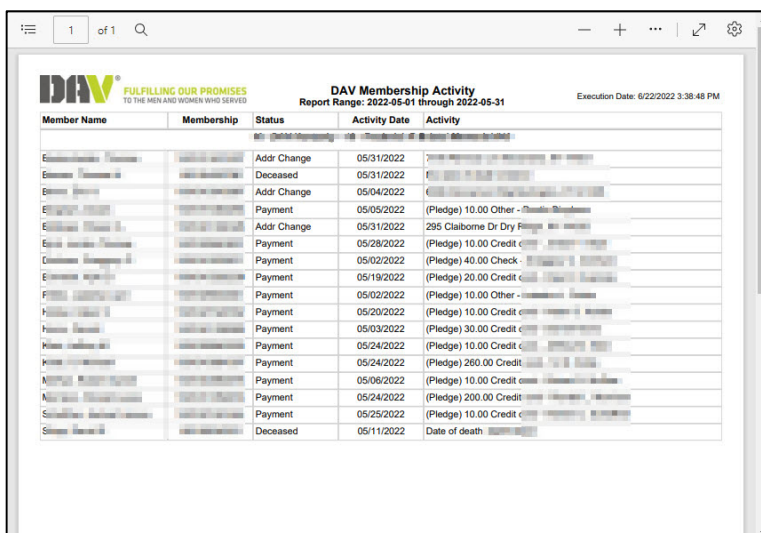This report is a listing member activity (payments, address change, etc) within your department/chapter

1) In the report repository, click **Membership Activity Report**
2) Select **DAV** or **AUX**
3) Choose the **Department**
4) Choose the **Chapter**
5) Choose a **Start Date** and **End Date**
6) Select a **File Format** (PDF: Printable format CSV: Spreadsheet of data that can be sorted)
7) Click **DOWNLOAD**
8) A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

9) View, save, and/or print the report

Membership Deceased Report

This report is a listing member who have been marked as deceased within specified dates.

1) In the report repository, click **Membership Deceased Report**
2) Select **DAV** or **AUX**
3) Choose the **Department**
4) Choose the **Chapter**
5) Choose a **Start Date** and **End Date**
6) Select a **File Format** (PDF: Printable format CSV: Spreadsheet of data that can be sorted)
7) Click **DOWNLOAD**
8) A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

9) View, save, and/or print the report