



Print Dues Renewal Letters and Mailing Labels in MALTA

How to Print Dues Renewal Letters in MALTA

- Log in to MALTA
- As Treasurer, click on “Duties” at the top left-hand corner of your profile page in MALTA.
- Under “Membership Management” toward the bottom of the page, click on “Reports.”
- Under “Reports,” click on “Dues Renewal Report.”
- Click the blue “Search” button to view the current list of unpaid/lapsed members.
- Click the blue “Print Dues Renewal Letters” button to create a PDF document with each Dues Renewal Notice for unpaid/lapsed members.
- Print out the PDF document, and mail each Dues Renewal Notice to your unpaid/lapsed members.

How to Print Mailing Labels for Unpaid/Lapsed Members in MALTA

- Log in to MALTA
- As Treasurer, click on “Duties” at the top left-hand corner of your profile page in MALTA.
- Under “Membership Management” toward the bottom of the page, click “Address Labels.”
- Select “Unpaid/Lapsed Members” from the drop-down box, then click the blue “Search” button.
- Before proceeding, please carefully read the instructions on the page for how to format your mailing labels.
- Insert the mailing labels into your printer, and then click the blue “Print Address Labels” button.
- If you are having issues with the alignment of the mailing labels, please contact the MALTA Support Team at 1-800-349-3670 or email them at support@vfwauxiliary.org.