



Alabama League of Municipalities - Member Portal

DID YOU KNOW...?

Did you know that most of the League's membership features must be accessed through the ALM Member Portal? The following guide contains step-by-step instructions on the use of many of the portal's features.

Table of Contents

Click on the links below to jump to that section

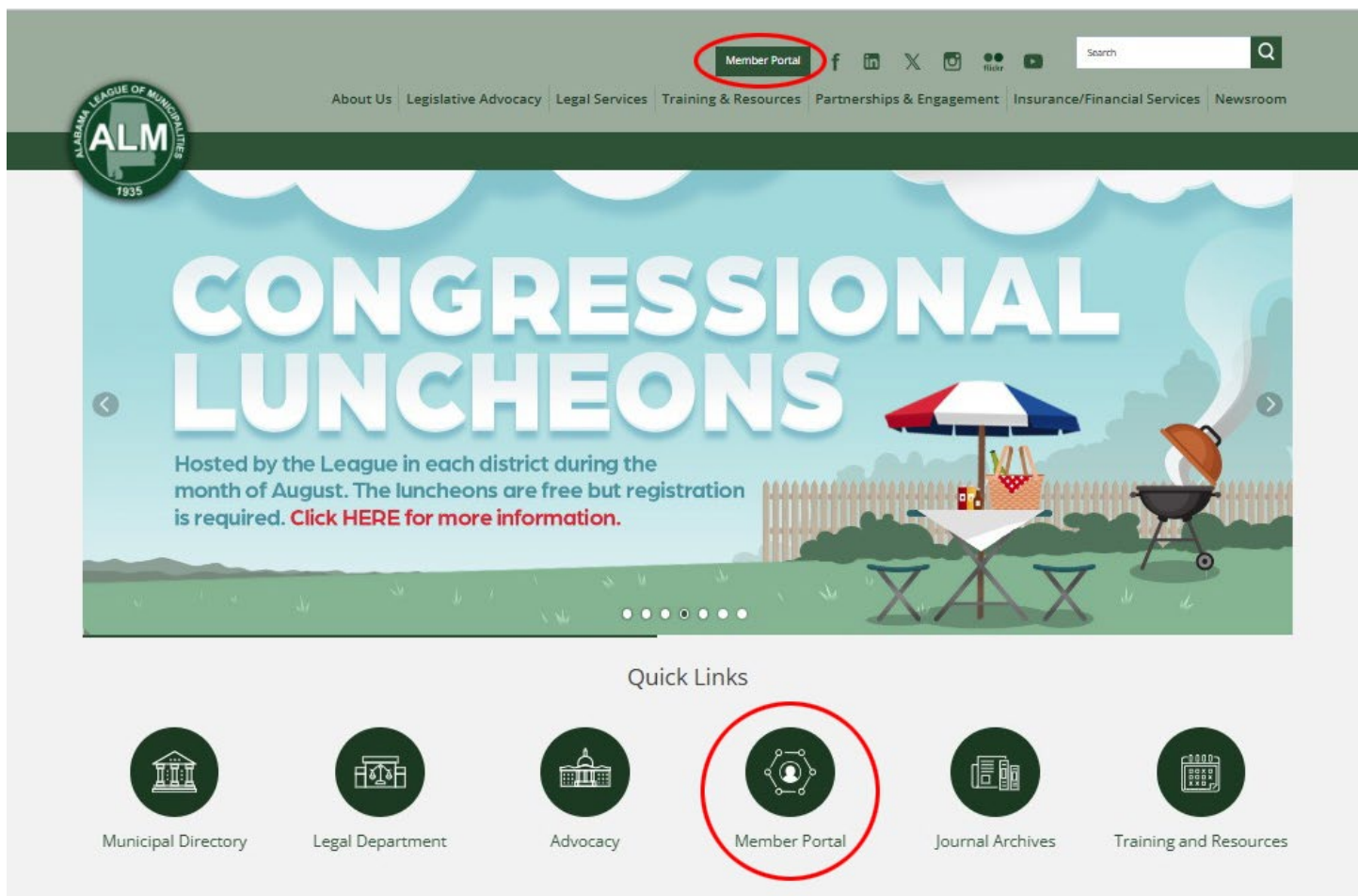
- [Log in to the Member Portal](#)
- [Access ALM's active events for event registration](#)
 - [Register "Yourself" for an ALM Event](#)
 - [Register "Someone Else" for ALM Events](#)
- [Access current open invoices and view all past paid invoices](#)
- [Access your CMO Transcripts](#)
- [Access Online Training](#)
- [Access the Municipal Roster for your municipality](#)

Log in to the Member Portal:

1. To access the Member Portal, go to the Alabama League of Municipalities' website, www.almonline.org.
2. A Member Portal link is located at the top of the website above the main menu and can be accessed from any page on the League's website.
3. You may also access the Member Portal on the home screen. Scroll down to the Quick Links in the middle of the page. There will be an icon labeled **Member Portal**. Click on it.
4. Clicking on either of the two the linked icons will open the Member Portal page in a new window and show the log in area.
5. Enter your Username and Password, then click **Sign In**.

NOTE: After logging in to the Member Portal, if you see anything other than your name and information (**Clerks:** or the mayor/councilmember's name and information for whom you are signing in) immediately log out and call the League office at (334) 262-2566.

If you have any questions about logging into your ALM Member Portal account, please contact the Member Services Team, at (334) 262-2566 ext. 1, or email them here: MemberServices@almonline.org.

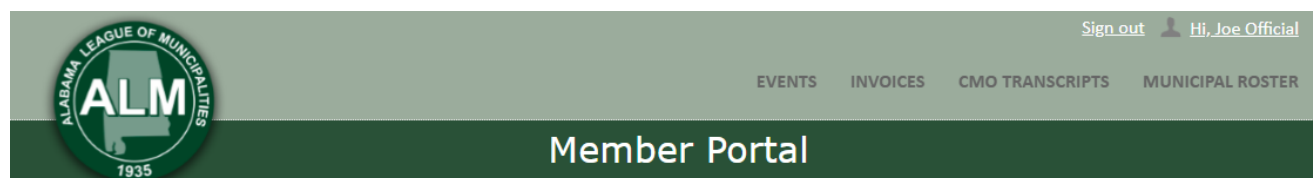


[Back to Table of Contents](#)

Access ALM's active events for event registration

Did you know that you can access ALM's active events and get registered on the Member Portal?

1. Go to the **EVENTS** tab at the top of the page. Click the tab.
2. The page will display ALM's active Upcoming Events.
3. Click on the event that you wish to register for. If the event is full, there will be a notice stating this on the right side of the page. If the event is available for registration, you will see the **Register** and **Register Someone Else** buttons.



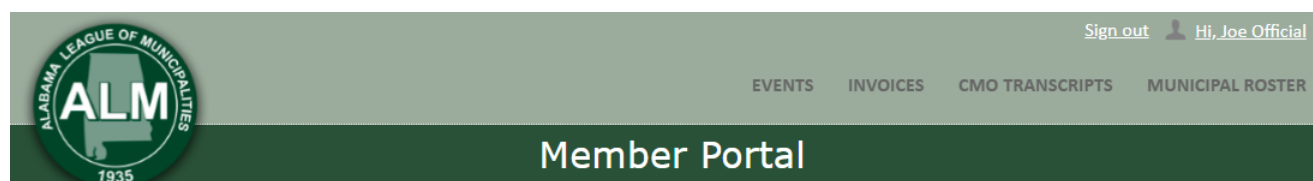
Share this page



CMO Regional Training Fairhope 2026

Registration

This event is full.



Share this page



CMO Regional Training ALM 2026

Registration

Joe Official

Register

Register Someone Else

Last day to register is 7/29/2026

CMO Regional
Training

Strengthen
Your Core:

Strengthen Your Core:
Fundamentals of Municipal
Government

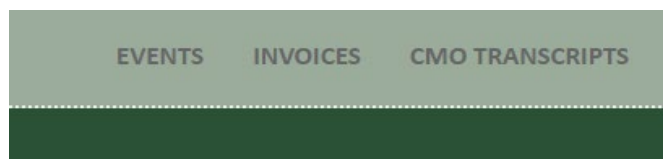
If the event is available for registration, follow the instructions below to [register yourself](#). If you are a clerk who is registering your officials, follow the instructions below on how to [register someone else](#).

[Back to Table of Contents](#)

How to Register “Yourself” for an ALM Event



1. Go to ALM’s website (www.almonline.org) and click on **Member Portal** icon or click and follow the **Registration** link from the specific event’s page.
2. Type in your username and password.
3. If you arrived using the **Member Portal** icon, click on the word **EVENTS** once logged in, then click on event of interest.
4. If you used the **Registration** link from the event’s page, you will arrive directly at the event registration page within the member portal.



Upcoming Events

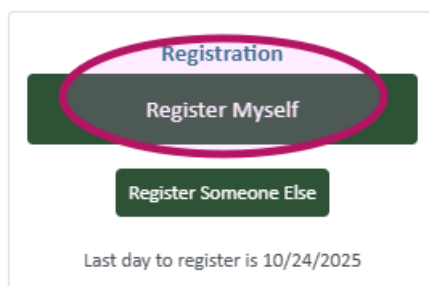


5. Click on the **Register Myself** button.

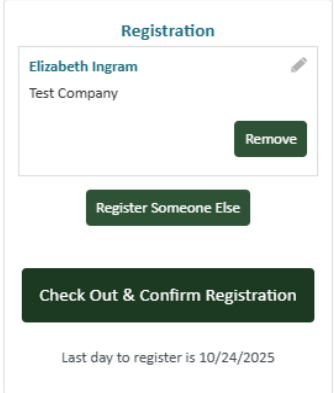
Member Portal

Orientation Training

of Municipalities will host four
ainings for new and veteran



6. The screen will then change to show your name and municipality in the box. ***DO NOT*** change the municipality name to add City or Town of .
7. Scroll down to review registration options. Once you select the registration option, answer any questions that are required and select **Save Response**.



The screenshot shows a 'Registration' interface. At the top, it says 'Registration'. Below that, there's a box containing the name 'Elizabeth Ingram' and 'Test Company'. To the right of the name is a small edit icon. Below the company name is a green 'Remove' button. Below this box is a green button labeled 'Register Someone Else'. At the bottom of the main content area is a large green button labeled 'Check Out & Confirm Registration'. At the very bottom, in smaller text, it says 'Last day to register is 10/24/2025'.

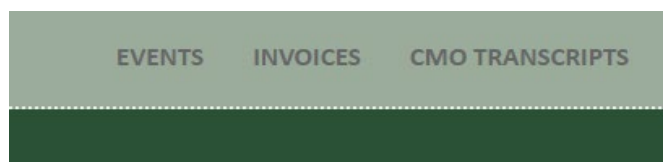
If you have any issues with the registration or checkout process, please contact the Member Services Team, at (334) 262-2566 ext. 1, or email them here: MemberServices@almonline.org.

[Back to Table of Contents](#)

How to Register “Someone Else” for ALM Events



1. Go to ALM’s website (www.almonline.org) and click on **Member Portal** icon or click and follow the **Registration** link from the specific event’s page.
2. Type in your username and password.
3. If you arrived using the **Member Portal** icon, click on the word **EVENTS** once logged in, then click on event of interest.
4. If you used the **Registration** link from the event’s page, you will arrive directly at the event registration page within the member portal.



Upcoming Events



5. Click on the **Register Someone Else** button.
6. Click inside the radio button next to **Select an existing contact**. A list of members affiliated with your municipality/organization should appear.
(If a list does not appear please contact the League at (334) 262-2566)

Register Someone Else

Choose a contact to register

☒ Select an existing contact

☐ Add a new contact

Barbara Alexander

Baker Allen

Carrie Banks

Kayla Bass

▼ Items 1-20 out of 38

7. Select the member's name from the list, then **Save & Close**
8. If you have more than one person that you need to register, go back up to the green **Register Someone Else** button and follow the same process.

Registration

Joe Official, Esquire, CMO-B

Test Mayor ✓ **REGISTERED**

Test Company 2/27/2025

Register Someone Else

Last day to register is 5/15/2025

9. Once all members are registered, select **Proceed to Checkout**.
10. Complete the payment details then **Submit Order**. You will receive a confirmation email for the registration once the order is submitted.

If you have any issues with the registration or checkout process, please contact the Member Services Team, at (334) 262-2566 ext. 1, or email them here: MemberServices@almonline.org.

Select a registration option to continue

Registration Options	Price
☐ Official Member Registration Only	350.00
Official Member Registration only (officials whose municipalities are members of the League), guest registration under Program Items	
☐ Official Nonmember Registration Only	450.00
Official Nonmember Registration only (officials whose municipalities are not members of the League), guest registration under Program Items	

Questions - Elizabeth Ingram

• Acknowledgement of Cancellation Policy

(Select) ▼

(Select)

I acknowledge I have read the above statement.

Save Response

Register Someone Else

Check Out & Confirm Registration

Last day to register is 10/24/2025

11. There may be additional add-on items available for purchase for the particular event, such as lunch or dinner tickets. If this is the case, these will be available further down the page under the **Program** section. You must select “Add” for the item to be added to your registration.

12. Once all registration options are made, click on either **Proceed to Checkout** or **Check Out & Confirm Registration** to complete the registration.

Fam - Elizabeth Ingram

play program items in registrant's itinerary

Friday, 05 November 2025

Guest Registration

*Guests are considered as any individual who is not a municipal or public official and have no professional reason to attend Orientation Training. The guest registration is nonrefundable.

Price	100.00
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Check Out & Confirm Registration

Proceed to Checkout

13. Complete the payment details then click **Submit Order**. You will receive a confirmation email for the registration once the order is submitted. If the particular event may require overnight lodging, you may receive an additional email with hotel information.

If you have any issues with the registration or checkout process, please contact the Member Services Team, at (334) 262-2566 ext. 1, or email them here: MemberServices@almonline.org.

[Back to Table of Contents](#)

Access current open invoices and view all past paid invoices

Did you know that you can access all of your current open invoices, as well as view all past paid invoices, on the member portal?

1. Go to the **INVOICES** tab at the top of the page. Click on the tab.
2. Any open invoices are visible at the top of the page.
3. Click on the ones you wish to pay and then **Add to Cart**.
4. Fill out the payment information, then click **Submit**. A new feature in the member portal is the ability to see all of your paid invoice history. This information is shown below the open invoices.



Sign out  Hi, Joe Official

EVENTS **INVOICES** CMO TRANSCRIPTS MUNICIPAL ROSTER

Member Portal

In order to review, pay or print your open invoice click on the invoice number.
You will then be able to pay your invoice or you may click on the Print tab if you need to have a copy of your invoice.
If you have any questions or need help please call the League office at 334-262-2566.

Pay	Invoice	Date	Description	Due Date	Amount	Balance Due
	☐	2346	10/29/2024	2025 EDA Sponsorship \$2,500	2,500.00	2,500.00
	☐	2507	2/3/2025	2025 ACE DUES 5K	5,000.00	5,000.00
Total balance due						7,500.00
Total selected						0.00

Add To Cart

Paid Invoice History

Export 

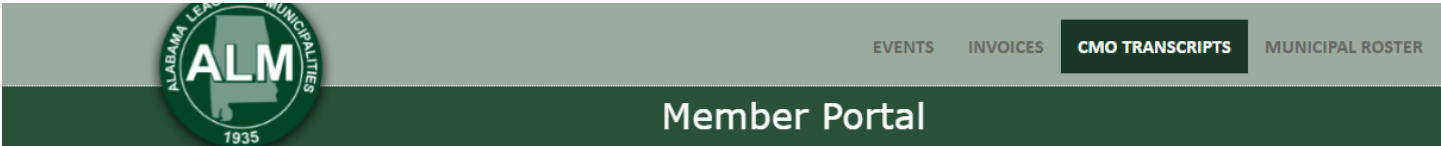
Invoice Number	Date	Description	Amount	Balance	Pending Payments
5275	4/22/2026	OFFICIAL, JOE, 2026 Annual Convention - April 28- May 1, 2026	0.00	0.00	0.00

[Back to Table of Contents](#)

Access CMO Transcripts

Did you know that you can access your CMO transcripts on the Member Portal?

- 1. Go to the **CMO TRANSCRIPTS** tab at the top of the page.
- 2. Scroll down, then click on **Transcripts**.
- 3. Your credit hours will be displayed on the screen.



Our records indicate you have not turned in credit forms for an event that you attended within the last 14 months to receive CMO credit.

If you believe this is in error or have any questions please call the League office at 334-262-2566.

2025 Annual Convention

2026 Annual Convention

[Click here](#) for Frequently Asked Questions - CMO Program

*Event Credit Hours: Please allow up to 45 days following submission of an online credit form for credit hours to be reflected on your transcript.

*If you are using an iPad [Access Online Training Courses here](#)

CMO Transcripts

BasicAdvancedEmeritus

Basic Transcript

[Back to Table of Contents](#)

Access Online Training

Did you know that you can access online training on the Member Portal?

1. Go to the **CMO TRANSCRIPTS** tab at the top of the page.
2. Scroll down, then click on **Online Training**. The available online training classes will be visible below.
3. Select the classes you wish to take by clicking **Add to Cart**. When you are finished selecting classes, click the **View Cart** link.
4. Enter payment details, then click the **Submit Order** button. Once payment is made you will get an email from ALM with the link to sign in to the ACCS portal.

If you are using an iPad access online training course linked here:

<https://alm.imisccloud.com/ALALM/ALALM/CMO-Acitivity/Online-Training.aspx?hkey=1eaf05ef-f94d-44fe-8ee7-179c2ce8d48e>



Sign out Hi, Joe Official

EVENTS INVOICES **CMO TRANSCRIPTS** MUNICIPAL ROSTER

Member Portal

Welcome to ALM Online Training

- Once you have purchased your course you will receive an order confirmation email
- Once ALM has received payment for the course you will receive an additional email with the course login information

[Navigation to the ACCS Canvas Portal](#)

[Online Training Information](#)

ACCS Credential Information

ACCS Username	ACCS ID	ALM Member Portal ID	23584
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◀ 1 2 3 4 5 ▶▶

Page: 1 of 5 Go Page size: 4 Change Item 1 to 4 of 19

[Show all 19](#)



Duties of the Mayor and Council

One of the most misunderstood aspects of municipal government is the separation of powers between the mayor and the council. Like government on the state and federal levels, municipal government is divided into three separate but equal branches: executive, legislative and judicial. Each of these branches has distinct duties and powers and restrictions on how far it can intrude into the affairs of the other branches. This course provides a detailed overview of the duties of the mayor and council to help understand their roles in helping operate the municipality.

One (1) credit hour in the Basic, Advanced or Emeritus program. This also meets one (1) required core curriculum credit in the Basic Program. Credit hours are not awarded for duplicate core curriculum training.

Regular price: 45.00

Quantity

Add to Cart

[View Cart](#)

[Back to Table of Contents](#)

Alabama League of Municipalities – Member Portal

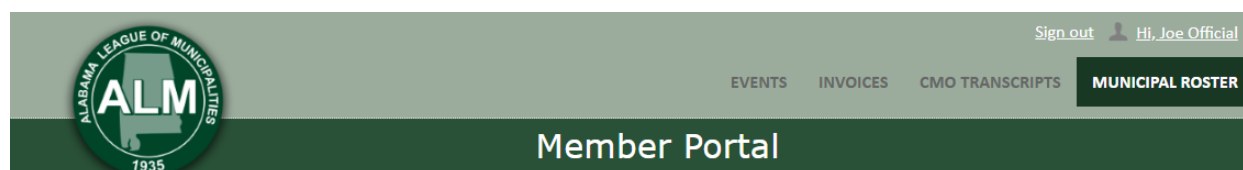
Did You Know...?

11

Access the Municipal Roster for your municipality

Did you know that you can access the Municipal Roster for your municipality on the Member Portal?

1. Go to the **MUNICIPAL ROSTER** tab at the top of the page. Click the tab.
2. The page will display all the current positions for your municipality. The information will include name, title and email address of every registered member.
3. Please review the information carefully. If there are any discrepancies, find the “click here” link in the top sentence on the page. Click the link.
4. By following that link, you will be redirected to the Municipal Information Change Form to submit the necessary changes.



If you see discrepancies with your municipality current positions please [click here](#) to go to the Municipal Information Change Form and submit any changes necessary.

Current Postions

Active Roster for My Municipality / Organization			Export -
	Title	Email	
Joe Official	Mayor	almimistest@gmail.com	

[Back to Table of Contents](#)