



# MEMBER ACCESS REGISTRATION & LOG IN

To access *Member Access*,

- Use the following link: [www.rotary.org/en/selfservice/Pages/login.aspx](http://www.rotary.org/en/selfservice/Pages/login.aspx);
- Go to the RI Website [www.rotary.org](http://www.rotary.org) and then click on *Member Access*.



If not yet registered, you will need to do so before logging in.

## HOW TO REGISTER

**Rotary Business Online**

Registering with Rotary's Member Access allows you to access online services and resources. To ensure your personal information remains confidential, many of our online services require you to log in to our secure environment with a unique email address and password. Once registered, you will have access to a variety of online services specific to your affiliation with Rotary International and The Rotary Foundation.

These services may include:

- Requesting TRF contributions
- Viewing your TRF contribution/recognition history
- Registering for RI Meetings

**Our login process for online content has changed!**

All users will need to register. Current online users will need to re-register as existing usernames and passwords will no longer be valid. For more information on the changes, [click here](#).

E-mail Address:

Password:

**New Users** → **REGISTER NOW**

1. Click on the *Register Now* button.
2. Enter your e-mail address and additional contact information requested.
3. Click on the link in the confirmation e-mail sent to you by *Member Access*. The link will take you to the final registration step.
4. Create your password.

## FOR RETURNING USERS

1. Enter your e-mail address.
2. Enter your password.
3. Click on the *Login* button.



You must be registered in Member Access to login. Only the following groups may register: active Rotarians, Rotary Center Directors, Rotary World Peace Fellows and Rotary World Peace Fellow Alumni. If you are interested in Rotary International, The Rotary Foundation or any of Rotary's initiatives, please contact your local [Rotary club](#) for more information.

E-mail Address:

Password:

Remember My Email Address [What is this?](#)

**REGISTER NOW** → For returning users

**Need Assistance?**

Outbound emails from Member Access will be sent from: [donotreply@rotarymailings.org](mailto:donotreply@rotarymailings.org) and/or [secure@rotarymailings.org](mailto:secure@rotarymailings.org). Please add these email addresses to your email contacts and safe list so that you can continue to receive important messages related to your Member Access account. Outbound messages related to Member Access will no longer be sent from [website@rotary.org](mailto:website@rotary.org).

- [Forgot Password? Reset Password](#)
- [Forgot Login E-mail Address? Contact us](#)
- [Need Additional Help? Read Frequently Asked Questions](#)

Need help?

## NEED HELP?

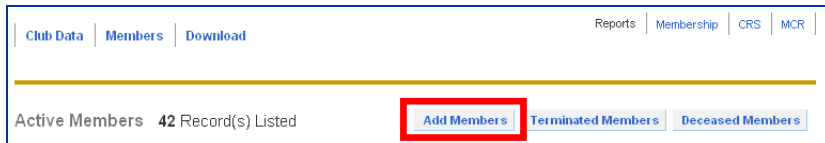
If you have trouble logging in or have other questions about *Member Access*, you can find help under *Need Assistance?* at the bottom of the page.



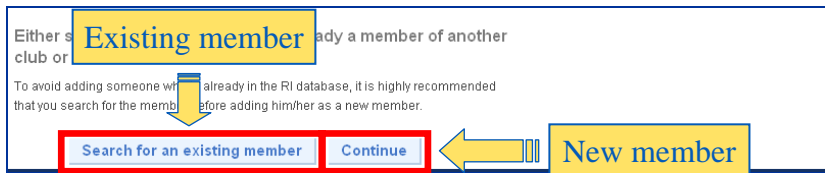
# MEMBER ACCESS FOR CLUB PRESIDENT, SECRETARY & EXECUTIVE SECRETARY UPDATING MEMBER DATA

## ADD A MEMBER

1. Click on *Update Membership Data* in the green menu.
2. Choose the *Add Members* link near the top of the page.



3. Click on *Search for an existing member* if the member is already a Rotarian or on *Continue* to create a new record.



### A. SEARCH FOR AN EXISTING MEMBER

4. Enter ID number if known, and then click on *Submit*. If ID is unknown, enter Last Name, First Name, City and Country, and then click on *Submit*.
5. Click on the name of the person you are adding.
6. Enter the requested information, and then click on *Add member & Update Contact*.

### B. NEW RECORD

4. Enter the requested information, then click on *Save* if entering one member or on *Save and Add another* if entering additional members.

Functions available for club presidents and secretaries

- Update Membership Data**
- Daily Club Balance Report
- Contribute to The Rotary Foundation
- View your Contribution History
- Pay Semiannual Dues or Print Semiannual Report (SAR)
- Search Club and District Data
- Update Club Data
- Manage E-mail Subscriptions
- Fund Development Club Goal Report Form
- View Club Recognition Summaries (CRS)
- View MCR, SHARE & Polio Reports
- View EREY Eligibility Report
- Register for Meetings

## TERMINATE A MEMBER

1. Click on *Update Membership Data* and choose the *Terminate* link next to the member's name.
2. Use the drop down fields to indicate the member's *Termination Reason* and effective *Termination Date*.
3. Click on *Terminate* and *OK* on the confirmation page.

The following are active members

	Membership ID	Last Name	First Name	Admitted	Member Type
View	6602857	Agerbo	Jens	29 Jan 2007	Member
View	5989334	Bak	Brian	31 Dec 2002	Member

## UPDATE MEMBER INFORMATION

1. Click on *Update Membership Data* and choose the *Edit* link next to the member's name to do the following:
  - Change a member's admission date (For dates more than 180 days in the past, send an e-mail to [data@rotary.org](mailto:data@rotary.org) indicating the member's name, ID number, and correct date.)
  - Update a member's contact information
  - Change a member's type of membership



# MEMBER ACCESS PORTAL (MAP) FOR CLUB PRESIDENT, SECRETARY & EXECUTIVE SECRETARY UPDATING CLUB DATA

## UPDATE CLUB DATA

1. Click on *Update Club Data* from the green menu.

### A. MEETING PLACE DETAILS

2. Click on the *Edit Club Meeting Place Details* button to modify the meeting date, time or place.
3. To validate, click on *Submit Changes*.
4. To submit alternative meeting dates, times or places, please contact Data Services at [data@rotary.org](mailto:data@rotary.org).

### B. ROTARY CLUB CONTACT PERSON PHONE NUMBER

2. Click on the *Edit Club Meeting Place Details* button to modify the phone number.
3. To validate, click on *Submit Changes*.

## OFFICIAL DIRECTORY (OD)

1. To change the version of the OD received (CD-ROM or Print), click on *Edit Official Directory Preferences*.

Official Directory

We prefer to receive the Official Directory as:

Edit Official Directory Preferences

2. Select CD-ROM or Print from the drop down menu.
3. Click on *Submit Changes*.

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## CHANGE CURRENT OR ADD INCOMING OFFICERS

(CLUB PRESIDENT, SECRETARY, EXECUTIVE SECRETARY, TREASURER, ROTARY FOUNDATION CLUB CHAIR)

1. Click on *Update Club Data* from the green menu
2. Scroll down and click on the edit button next to the position to update (for instance, *Edit Club President*).

CLUB PRESIDENT Edit Club President

3. Click *Edit* on the left side of the respective year to modify the *Start Date* and *End date*. Click on *Remove* to remove the current officer from history. Click on *Add* to indicate a new officer and his/her starting date.
4. Select a name using the drop down menu.
5. Click on *Submit Changes*.



# MEMBER ACCESS FOR CLUB PRESIDENT, SECRETARY, EXECUTIVE SECRETARY & TREASURER SEMI-ANNUAL REPORT (SAR) AND DUES

In order to allow the club treasurer to view, print and pay the semi-annual dues invoice online, club presidents or secretaries must first add the club treasurer using the *Update Club Data* link.

## VIEW THE AMOUNT OWED TO RI

Click on *Daily Club Balance Report* from the green menu.

ROTARY INTERNATIONAL District 1440 - Club Balance Report As of 17 July 2008							
Item Number	Item Date	Item Description	Total (US\$)	Historical Information			
				0-89 Days	90-179 Days	180-269 Days	270+ Days
Hinscup: C000022656-ACTIVE Demand							
SAR-0000668151	01-Jul08	Semiannual Dues	887.00	887.00	0.00	0.00	0.00
<b>Total amount club owes</b>			<b>887.00</b>	<b>887.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## GET AN ONLINE COPY OF THE SAR

1. Click on *Pay Semiannual Dues or Print Semiannual Report SAR* on the green menu.
2. Download a copy of the *Membership list* and the invoice as well as a sample of the *SAR Worksheet/form*.

Semi Annual Dues period, 1 January - 30 June 2009.

**Please note:** Even if your club updates membership online, a copy of the filled out and signed [Semi-Annual Report Worksheet/Form](#) must be submitted to R.I. Data Services via fax at 1-847-733-9340 or send an e-mail to [data@rotary.org](mailto:data@rotary.org) indicating your club name, club number, officers' name and the number of members and subscriptions for the particular S.A.R. period. **This information is needed in order for R.I. to adjust your club's S.A.R. billing and also to satisfy the S.A.R. submission requirement.**

Number	Description	Unit Price in Dollars	Total in Dollars
43	Semi-Annual Dues	\$24.00	\$1,032.00
<b>Total</b>			\$1,032.00
Invoice Amount in USD			

You have the ability to determine the amount that you want to pay online. To pay this amount or to adjust it, please go to the next screen. Continue

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## PAY ONLINE

1. Under *Pay Semiannual Dues or Print Semiannual Report SAR*, click on the tab *Continue* at the bottom of the page
2. Modify the amount if necessary
3. Enter the requested data (name of card holder, credit card number and expiration date)
4. Click on *Submit Payment*

Enter Credit Card Info

Amount:  USD [\(Click into the box to change amount.\)](#)

Description:  SAR for 01-Jan-2009 period.

Name on Card:

Credit Card Number:

Expiration Date:

Submit Payment

## QUESTIONS?

Any questions related to the membership list can be sent to [data@rotary.org](mailto:data@rotary.org)

For any questions about the Semiannual Report (SAR) or the financial situation of the club, please contact your Financial Representative. The contact information can be found on the RI Website [www.rotary.org](http://www.rotary.org) under:

About Us > Contact us > CDS and financial reps > Find a financial Rep

To pay online