



THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL

Member Access/Business Online Functions

All Rotarians can now contribute to The Rotary Foundation and access their personal contribution history online in a secure environment by logging on to Rotary's Business Portal at www.rotary.org.

To register, click on "Member Access." Each user must know his/her District number, club number, membership ID number, and valid e-mail address. The ID numbers can be found on the mailing label of their *Rotarian* magazine. ID numbers can also be found on the Club Recognition Summary Report that is available through the club president, secretary and also by e-mail to: everyrotarianeveryyear@rotaryintl.org.

Once the three IDs and e-mail address are registered, a secure password is e-mailed back to the user completing the user's information needed to log on. [Note: Your username is your e-mail address.]

Club presidents and secretaries have additional access that enables them to view the updated **Monthly Contribution Report** for their district and the **Club Recognition Summary** for their club. A **writable Recognition Contribution Form (123)** [English only] is now available in the Download Center under The Rotary Foundation Fund Development section by linking to: http://www.rotary.org/newsroom/downloadcenter/pdfs/123en_write.pdf

Access levels for the online functions:

District Governor

- View Membership Data
- Contribute to TRF
- View own personal contribution history
- Search Official Directory
- Manage E-mail Subscriptions
- View Club Recognition Summaries
- View Monthly Contribution Reports

District Governor Elects:

Same access as DG but can also go to an extranet site only available to them, **and can view a list of incoming officers.**

District Foundation Chairman, District Annual Giving Subcommittee Chairman

- Contribute to TRF
- View own personal contribution history
- Manage E-mail Subscriptions
- View Club Recognition Summaries
- View Monthly Contribution Reports

Club President and Club Secretaries:

- Update Membership Data
- Update Club Data
- Contribute to TRF
- View own personal contribution history
- Pay Semi-Annual Dues
- Search Official Directory
- Update club data
- Manage e-mail subscriptions
- View Club Recognition Summary
- View Monthly Contribution Report

All other individual access includes:

- Making a contribution
- Viewing own personal contribution history
- Managing e-mail subscriptions

For further inquiries, email everyrotarianeveryyear@rotaryintl.org or call your Development Services Coordinator at: 1-847-866-3000.