



MAP ENHANCEMENTS

As part of Rotary’s on-going efforts to simplify and improve business operations for Rotary clubs, new enhancements to Rotary’s “Member Access Portal” (MAP) have been made. Club presidents, secretaries, executive secretaries and treasurers can now view, print, and pay their semi-annual dues invoice online. They can also view and print the Daily Club Balance Report, which shows a detailed listing of all unpaid dues or bills. In order to allow club executive secretaries and treasurers to use these new functions, club presidents and secretaries must register these new roles on Member Access.

CLUB OFFICERS (PRESIDENTS, SECRETARIES, EXECUTIVE SECRETARIES OR TREASURERS)

To access MAP,

- use the following link: <https://www.rotary.org/en/selfservice/Pages/login.aspx>
- or go to the RI Website www.rotary.org and click on the Member Access tab.



If you are not yet registered, you must do so before proceeding.

HOW TO REGISTER

1. Click on the box *Register Now* (see below)
2. Enter a unique e-mail address and your contact information upon request
3. Validate your e-mail address by clicking on the hyperlink in the e-mail sent to you by “Member Access”
4. Create your password by following the instructions.

Rotary Business Online

Registering with Rotary’s Member Access allows you to access online services and features. 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:

- Making TRF contributions
- Viewing your TRF contribution/recognition history
- Registering for RI Meetings
- Searching the online Official Directory
- Managing your Rotary email subscriptions
- Viewing secure sites

Rotary club and district officers have access to additional records and reports.

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: *I forgot my login e-mail address*

Password:

Remember my e-mail address *What is this?*

REGISTER NOW

For new users

For returning users

Need Assistance?

Outbound emails from Member Access will be sent from: donotreply@rotarymailings.org and/or 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.

Need help ?



FOR RETURNING USERS

1. Enter your e-mail address
2. Enter your chosen password
3. Click on the button *Login* (see above)

If you have trouble logging in, please reference “Need Assistance?” at the bottom of the page.

NEW MAP ENHANCEMENTS

Functions available for Club presidents, secretaries and executive secretaries are listed below. New items are highlighted.

The screenshot displays the Rotary Business Portal interface. On the left is a vertical sidebar menu with a light green background, containing the following items from top to bottom:

- NEW** Update Membership Data
- Daily Club Balance Report
- Contribute to The Rotary Foundation
- Personalized Contribution Forms
- View your Contribution History
- NEW** Pay Semiannual Dues or Print Semiannual Report (SAR)
- Search the Online Official Directory
- Update Club Data
- Rotary Workgroups
- Manage E-mail Preferences
- View Club Recognition Summaries (CRS)
- View MCR, SHARE & Polio Reports
- View EREY Eligibility Report
- Register for Meetings
- Future Vision Pilot Site

The main content area on the right shows a greeting: "Hello It is 11:57:25 AM USA Central Standard Time on 29-Sep-2010." Below this is a horizontal line and a paragraph: "Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services." Another horizontal line follows, and at the bottom is a link for "Frequently Asked Questions".



Pay Semiannual Dues or Print Semiannual Report (SAR)

A paper version of the Semiannual Report (SAR) is sent to club secretaries in January and July. If clubs do not receive it, club presidents, secretaries, executive secretaries or treasurers can obtain an online copy of the Membership List and simplified invoice, as well as a sample of the Semiannual Report Worksheet/form. This page also links to contact information for your Financial Representative under “Accounts Receivable Coordinator”.

Rotary Club

Semi Annual Dues period, 1 July - 31 December 2010.

Please note: Adjustments to your account are not posted automatically via Member Access. Please send an email to data@rotary.org with ‘Adjust (SAR period) Semiannual Report request’ in the subject line, including your club name, club number, officers’ names, number of members, and number of subscriptions for the SAR period. This information is needed in order for RI to adjust your club’s semiannual billing and also to satisfy the club reporting requirements from the RI Bylaws. It is not necessary to include member list with this information if membership is updated online

Semi Annual Report Member List and Semi-Annual Report Form

[Semi Annual Membership List](#) ←
[Semi Annual Report Form](#) ←

Membership updated after 1 December or 1 June will not be reflected in the January or July Semi-Annual Report respectively.

Semi Annual Dues Invoice ←
[Print Simplified Invoice](#)

Dues are calculated based on RI membership information as of 1 June and 1 December.

Payment of per capita dues shall be due and payable pursuant to subsection 17.03.01 on 1 July and 1 January of years. This is the data from the current SAR for your club. This data will remain viewable until the next SAR period. If you have any questions, please contact your [Accounts Receivable Coordinator](#). ←

Australian clubs must include GST with payment.

Invoice Number: SAR-0000
Due as of: 01-Jul-2010
Club Number:
Club Name:
District:

Number	Description	Unit Price in Dollars	Total in Dollars
1	Pro-Rata Dues	\$4.08	\$4.08
60	Semi-Annual Dues	\$25.00	\$1,500.00
60	Council On Legislation Levy	\$1.00	\$60.00
	Total Invoice Amount in USD		\$1,720.49

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 → **To Pay Online**



HOW TO PAY ONLINE

1. Click on the word Continue at the bottom of the page [see print screen above] as this will direct you to the Enter Credit Card Info screen [see print screen on next page]
2. If necessary, modify the amount to pay
3. Enter the data requested (name of card holder, credit card number and expiration date)
4. Validate the payment by clicking the Submit Payment button.

Enter Credit Card Info

Australian clubs must include GST with payment.

Amount: USD (Click into the box to change amount.)

Description: SAR for 01-Jul-2010 period.

Name on Card:

Credit Card Number:

Expiration Date: Month Year

CVN:

Submit Payment

Please note: Adjustments to your account are not posted automatically via Member Access. Please send an email to data@rotary.org with 'Adjust (SAR period) Semiannual Report request' in the subject line, including your club name, club number, officers' names, number of members, and number of subscriptions for the SAR period. This information is needed in order for RI to adjust your club's semiannual billing and also to satisfy the club reporting requirements from the RI Bylaws. It is not necessary to include member list with this information if membership is updated online

Daily Club Balance Report

Club presidents, secretaries, executive secretaries and treasurers have access to view the Daily Club Balance Report of their own club whereas district governors can view this report for all the clubs in their district.

ROTARY INTERNATIONAL
 District - 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
			C0000	-ACTIVE			
			United States				
MIS-0000	08-Oct-07	Subscription Billing	2.00	0.00	0.00	0.00	2.00
MIS-0000	15-Apr-08	Subscription Billing	4.00	0.00	4.00	0.00	0.00
MIS-0000	28-Apr-08	Subscription Billing	4.00	4.00	0.00	0.00	0.00
SAR-0000	12-May-08	Semiannual Dues	(6.00)	(6.00)	0.00	0.00	0.00
SAR-0000	01-Jul-08	Semiannual Dues	1,151.80	1,151.80	0.00	0.00	0.00
Total amount club owes.....			1,155.80	1,149.80	4.00	0.00	2.00



QUESTIONS?

Any questions related to the membership list can be addressed to the Data Corrections department via e-mail: data@rotary.org.

Any questions related to the Semiannual Report (SAR) or the financial situation of the club can be addressed to your Financial Representative using the attached link:

<http://www.rotary.org/en/AboutUs/ContactUs/CDSandFinancialReps/Pages/FindAFinancialRep.aspx>