

You may log-on to Rotary International to (among other things):

- make contributions on-line,
- see your contribution history.

To log-on to Rotary International, follow these steps:

1. Invoke the Green Valley Rotary website: www.RotaryClubOfGreenValley.org .

2. Toward the bottom of the home page, there is a section in blue with Rotary International in the left portion. Click on Rotary International to go to their website.

Note: Rotary International is underlined. Underlined text on the GV Rotary website is usually an indication of a "hot button". Clicking on a "hot button" will make something happen. Examples: go to another page, go to another website, bring up a document, etc.

3. In the upper right corner (below the search box) of the RI home page are the words Member Access. Click on Member Access to invoke the "sign in" page.

----- How to register for member access (you do this one-time only) -----

4. Not registered yet ? Near the bottom, click Register Now to go to the registration page.

5. Enter:

District Number

5500

Club Number

1261

Membership ID

nnnnnnnn

← *Your Rotary Membership ID*

Then click the arrow to the right of 'Continue'

Note:

District Number & Club Number are always on the home page of the Green Valley website.

Membership ID - here are a couple of ways to find out...

- contact your secretary. (Call or email at GVRotary@yahoo.com .)

- look at the mailing label of your monthly Rotary magazine.

Your Membership ID is in the 2nd line, which may look like:

#00123456 8# 1006 01 - or - #07654321 1# 1006 01

Use the 8 digits after the '#'. In the examples above, either 00123456 or 07654321.

----- How to Log-On once registered -----

6. Enter your Username & Password, then click the arrow to the right of 'Continue'.

7. The next page is the "Rotary Business Portal" page. The green-background area on the left of the screen lists options. Move your cursor over an option and a brief description will appear in the middle of the screen. Click on an option in the green-background area to invoke that option.

8. When done, remember to click Logout, which is near the bottom-right of the "Rotary Business Portal" page, which is the first page you saw after logging-on.