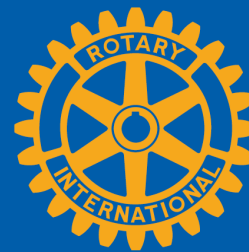


# HOW TO PAY YOUR INVOICE



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

**CLUB & DISTRICT ADMINISTRATION** **TOOLS** **BRAND CENTER**

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

- Community Marketplace
- RSS Feeds
- Mobile Apps
- Member Data Integration

- Our Story
- Guidelines
- Logos
- Materials
- Ads
- Images & Videos
- Strengthening Rotary Resources

**1**

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

Home | Manage | Club & District Administration | Club Administration

## CLUB ADMINISTRATION

### CLUB FINANCES

☆ **Club Invoice**  
View your club's invoice, pay dues with a credit card, or update invoice preferences

**Club invoice** | Daily club balance report | Edit invoice preferences | About the club invoice | Rotary exchange rates

### CLUB & MEMBER DATA

☆ **Update Member Data**  
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.

[Add, edit, or remove members](#) | [Add, edit, or remove club officers](#) | [Record a new member sponsor](#)

☆ **Update Club Data**  
Provide club information for the Official Directory.

[Update meeting details](#) | [Update mailing address and contact info](#) | [Edit vendor partner organization](#) | [Update Official Directory preferences](#)

**2**

Scroll down on **Club Administration** page and select **Pay or view club invoice**.

Rotary Club Of

Account Overview

As of 08 September 2014



Please select the items you wish to pay, select your payment currency (if you wish to change your details) and select your payment method. [Continue to payment page](#) to enter your credit card information.

Item Number	Item Date	Item Description	Local Amount - Yen	USD Amount
SAR-0001313688	01-Jul-2014	Semiannual Dues	51408.00	504.00
Outstanding Balance			51408.00	504.00

Payment Currency

Payment Amount

USD equivalent

Current RI Exchange

Rate per USD

Select your payment currency and select **Continue to payment page** to enter your credit card information.

[Continue to payment page](#)

Enter your billing information and select **Continue**.



Enter Billing Information

First Name

Middle Name

Last Name

Billing Address


City/State/Postal Code

Country

Japan

Phone

E-mail

Payment Type

### Summary

Amount 8.00 Yen  
Name  
E-mail club\_secy@rotary.org  
Billing Address  
Payment Type Visa

[Edit](#)

[Edit](#)

Continue

5

Confirm payment information and select **Continue**.

### Payment details:

Card No.:  
11111111111111111111 \*  
Expiration date:  
01 15 \*  
Security code:  
123 What is a security code? \*

Continue

6

Enter credit card information and select **Continue**.

### Your payment is submitted.

Thank you for paying your

Dues online. This is your receipt; please print and save for your records.

Date (i.e. 01-Mar-2004):  
Your transaction ID number is:  
Your member ID is:  
Amount paid:  
Your Club Name is:  
Your Club ID is:

You will get this message to confirm your payment.

7