

# How To Log In To Rotary.org For:

Anyone can access Rotary International's web site, but to take advantage of everything available, such as registering for International Conventions, tracking your personal information and using other secure services for members, you need to create a username and password. There are two steps to registering, but it's easy to do. Here's how...

## A. Step One

1. Go to Rotary International's web site at [www.rotary.org](http://www.rotary.org). You can also link to this site directly from our Club's web site at [www.venturarotary.org](http://www.venturarotary.org) or from our District's web site at [www.rotarydistrict5240.org](http://www.rotarydistrict5240.org).
2. At the top of the home page at [www.rotary.org](http://www.rotary.org) click on "Member Access."
3. If you already have a username and password, the "Member Access" page is where you log in. If you do not have a username and password, click the "Register Now" link.
4. The next page has input boxes for three required pieces of information:  
District Number: **5240**  
Club Number: **691**  
Membership ID:  
You can also find your member ID number on the bottom of your Roster page or from your Rotary Magazine address label (top left of the label, 2nd line).  
Once you enter this information, click the Continue button.
5. The next page asks you to enter and confirm your email address - enter the email address you commonly use.  
We have your email address as:  
This will be your username. Click "OK," but only once. RI will send you a temporary password within 24 hours to the email address you entered; usually this is within a few minutes. That's all there is to the first step.

## B. Step Two

1. Go to your email and check for a message from "Rotary International Website" with "Rotary Web site Registration information" as the subject. This email contains your password and the following note: "We recommend that you change this password to something more easily remembered the next time you log on to the Web site at <https://riweb.rotaryintl.org>." Print this email or write down your temporary password.
2. Go to [www.rotary.org](http://www.rotary.org). At the top of the page click on "Member Access."
3. Enter your username (your email address) and the password you received and click the Continue button.
4. At the bottom of the next page click "Change Username/Password" and follow directions to change your password to something you can remember.
5. Write down your [www.rotary.org](http://www.rotary.org) username and password and keep them in a safe place.
6. Click on the "Logout" link when done. That's it!