

# MAP ENHANCEMENTS

As part of Rotary's on-going efforts to simplify and improve business operations for Rotary clubs, district governors, club presidents, and club secretaries can now view, print, and pay their semi-annual dues invoice on-line using Rotary's Member Access Portal (MAP). These officers can also get the club's previous day Club Balance report which shows a detailed listing of all of the open items on a club's account. Here are the details regarding these new MAP enhancements:

Access to the semi-annual dues invoice (SAR) and the previous day Club balance report are accessed by logging into MAP using the following link:

<http://www.rotary.org/en/selfservice/Pages/Login.aspx?sReturnURL=>

Here is the first page you will see in MAP to log-in:

**ROTARY INTERNATIONAL<sup>®</sup>**  
**THE ROTARY FOUNDATION<sup>®</sup>**

**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 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:**  
District Governor

**Password:**  
●●●●●●●●

Remember My Email Address [What is this?](#)

**REGISTER NOW**

**Login**

**Need Assistance?**

Outbound emails from Member Access will be sent from: [donotreply@rotarymailings.org](mailto:donotreply@rotarymailings.org) and/or [secure@rotarymailings.org](mailto: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](mailto:website@rotary.org).

- Forgot Password? [Reset Password](#) .
- Forgot Login E-mail Address? [Contact us](#) .
- Need Additional Help? [Read Frequently Asked Questions](#) .

Privacy | Copyright © 2008 Rotary International

After logging in, the following page is displayed.

**Rotary International - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail

Address <http://riweb2.rotaryintl.org/menu.asp?sessionkey=506404ABF05900C628659AFE7C4211D5>

**Update Membership Data**

**Daily Club Balance Report**

**Contribute to The Rotary Foundation**

**View your Contribution History**

**Pay Semiannual Dues or Print Semiannual Report (SAR)**

**Search Club and District Data**

**Update Club Data**

**Manage E-mail Subscriptions**

**Fund Development Club Goal Report Form**

**View Club Recognition Summaries (CRS)**

**View MCR, SHARE & Polio Reports**

**View EREY Eligibility Report**

**Register for Meetings**

**RI-CAS and RI-DAS Support Forum**

**Download RI-CAS and RI-DAS Software**

**Hello**  
It is 12:59:45 PM USA Central Standard Time on 14-Jan-2009.

---

Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services.

---

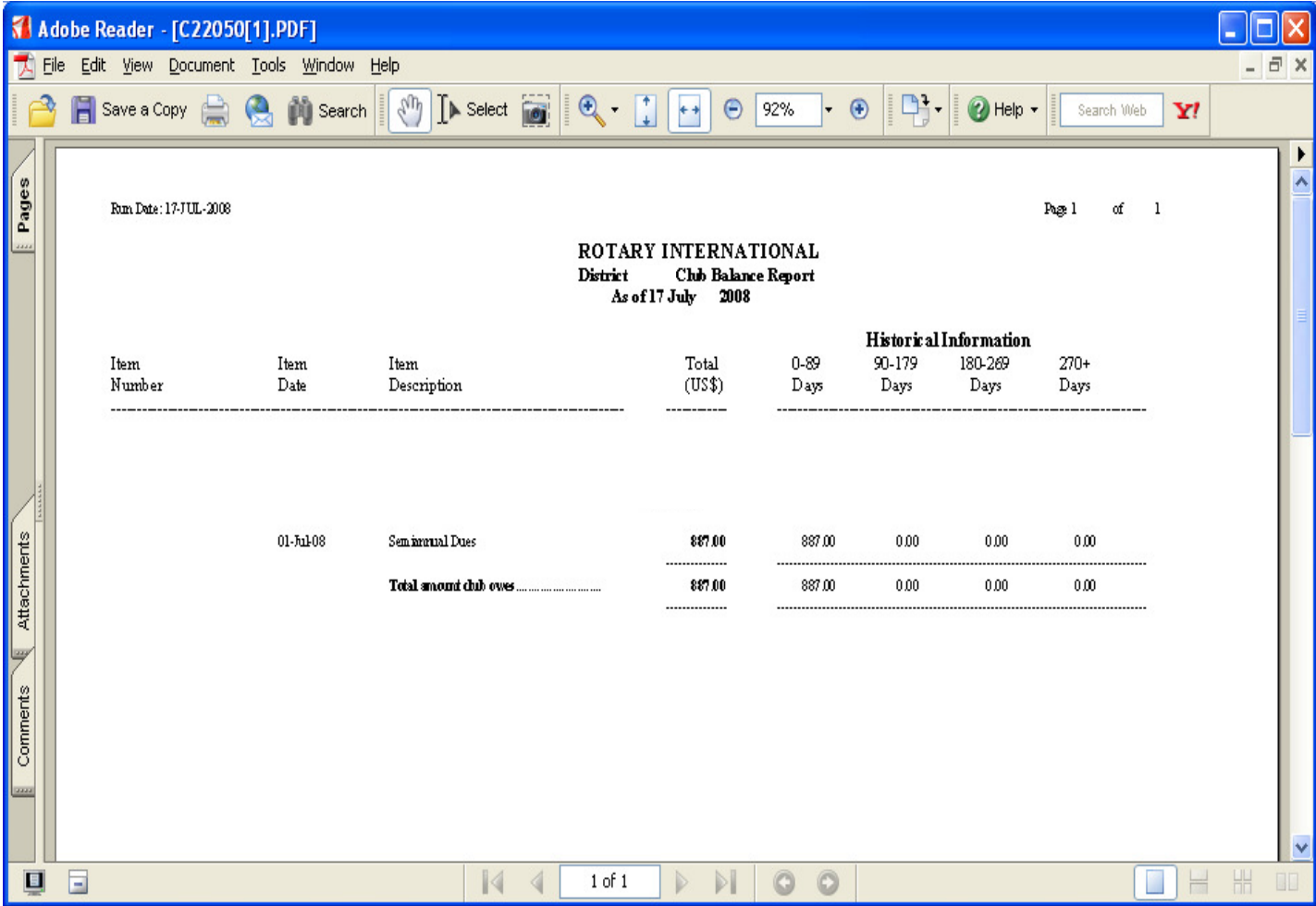
**Frequently Asked Questions**

- [Registration and Login](#)
- [Club and Membership](#)

Discussions not available on <http://riweb2.rotaryintl.org/>

Done

The new additions in MAP are the ability to access the previous day Club Balance Report and view and/or print the semiannual report (SAR) invoice. If the link “Daily Club Balance Report” is chosen, the screen is shown below:



Club officers will be able to view this information only for their specific clubs. District Governors will be able to view this information for all clubs in their district.

If the link “Pay Semiannual Dues or Print Semiannual Report (SAR)” is chosen, there are two options. Following is an example of the SAR invoice reprint:

**Rotary Club Of**  
Semi Annual Dues period, 1 January - 30 June 2009.

**Please note:** Even if your club updates membership online, a copy of the filled out and signed [Semi-Annual-Report Worksheet/Form](#) must be submitted to R.I. Data Services via fax at 1-847-733-9340 or send an e-mail to [data@rotary.org](mailto:data@rotary.org) indicating your club name, club number, officers' name and the number of members and subscriptions for the particular S.A.R. period. **This information is needed in order for R.I. to adjust your club's S.A.R. billing and also to satisfy the S.A.R. submission requirement.**

**Semi Annual Dues Membership List**  
[Print The Membership List](#)

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 the complete Invoice](#)

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

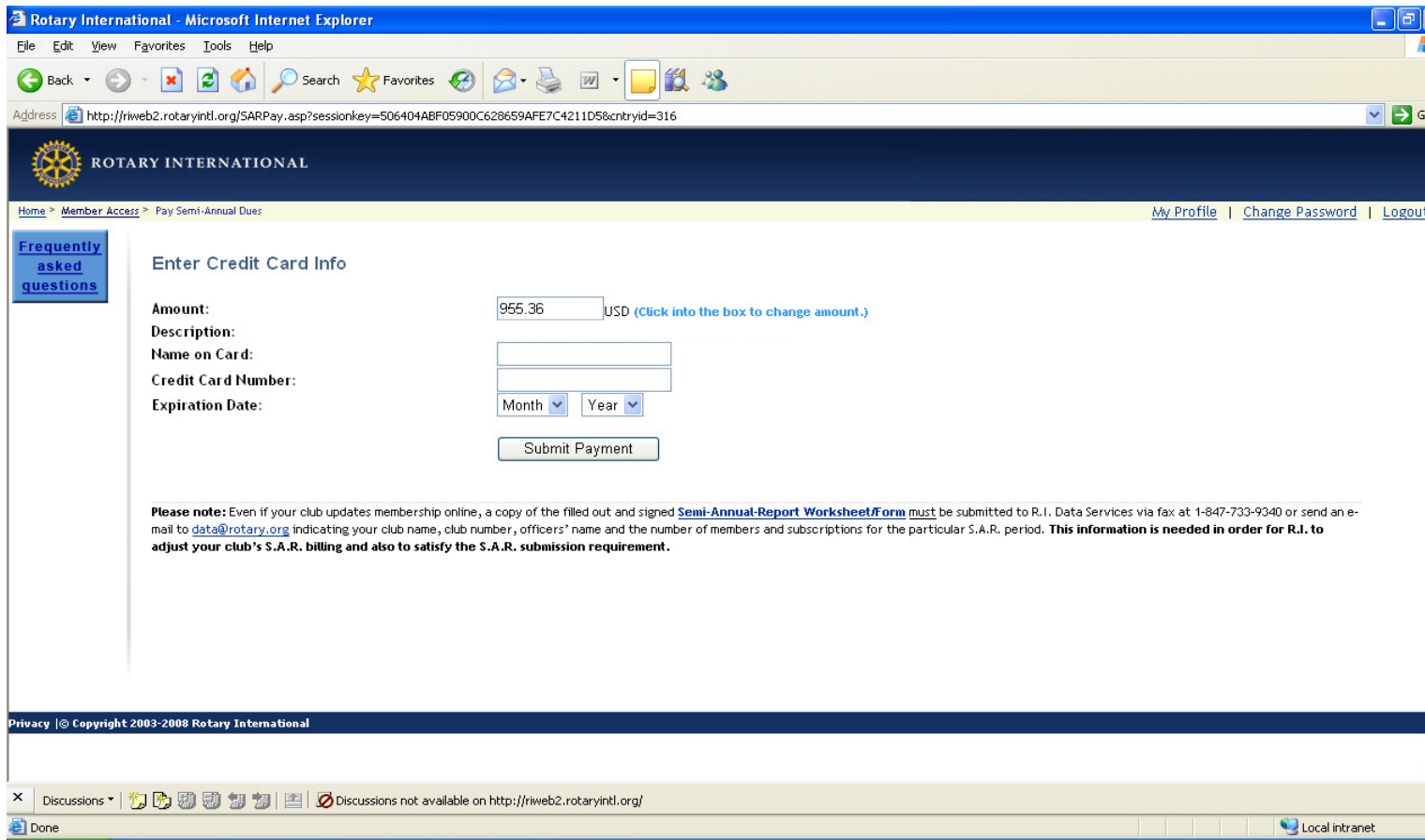
Payment of per capita dues shall be due and payable pursuant to subsection 17.03.01 on 1 July and 1 January of years. This is the data from the current SAR for your club. This data will remain viewable until the next SAR period. If you have any questions, please contact your [Accounts Receivable Coordinator](#).

**Invoice Number:**  
**Due as of:** 01-Jan-2009  
**Club Number:**  
**Club Name:**  
**District:**

Number	Description	Unit Price in Dollars	Total in Dollars
8	Pro-Rata Dues	\$3.92	\$31.36
38	Semi-Annual Dues	\$24.00	\$912.00
1	Intl Rotarian-Serial/Honorary	<12.00	<12.00

Notice that, from this page, the membership list, the invoice, or the SAR worksheet can be printed. Also, contact information for the club’s designated AR Coordinator or CDS representative can be obtained.

This screen shot shows an example of the other option, “Pay Semiannual Dues”:



Notice that the charge amount can be changed.

If you have trouble logging in, there are several options to contact Rotary for assistance at the bottom of the MAP log-in page.

If there are any questions arising from the membership information, contact Data Corrections at [data@rotary.org](mailto:data@rotary.org).

If there are any questions about the SAR or balances owed, contact your designated Accounts Receivable representative or send an e-mail to [ri\\_club\\_finance@rotary.org](mailto:ri_club_finance@rotary.org).