



## How to Make a Donation to The Rotary Foundation Online

If you know your login information for rotary.org

1. Go to rotary.org, click on "My Rotary" at the top of the page.
2. In the upper left of the page that comes up, click on "Sign In/Register".
3. Put in your login name and password and click "Sign In".
4. On the page that comes up, mouse over "Take Action".
5. On the menu that comes up, click on the big yellow button labeled "Give Now".
6. On the next page, click the big yellow button labeled "Give Now" under the Annual Fund and SHARE section.
7. Where it asks to Select A Fund on the next page, we recommend you select "Annual Fund – SHARE" and then hit "Continue" on the bottom of the page.
8. On the "Enter Gift Details" page, click the amount and whether this is a one time contribution or you want to give regularly and then hit "Continue".
9. On the "Billing Page" enter your credit card name, address, etc. and the payment type. (If this already populates with your information, check it and correct if necessary.) Then hit "Continue".
10. On the "Review" page, check carefully and edit if necessary.
11. On the "Payment Details" page, enter your credit card information and hit "Continue". (At this point your payment is processed – you can't undo it!)
12. In a few minutes you should receive a receipt from your credit card company if you're set up for this with your card.

THANK YOU!!

If you don't have or don't know your login information:

1. Follow steps one and two above.
2. If you have never gotten a login for rotary.org:
  - a. click on "Create Account".
  - b. On the next page, enter your name and email address.
  - c. On the next page enter city, state, zip, Rotary Club.
  - d. Click on continue.
  - e. You'll get an email to confirm your account.
3. If you forgot your password:
  - a. Click on "Forgot password".
  - b. Enter your email and hit "Continue".
  - c. You will receive an email with further instructions.