

## To view and pay the Club Invoice on-line:

- 1) Log in to My Rotary: <https://www.rotary.org/myrotary> using your log in email and password
- 2) Hover your mouse on 'Manage' and then click on 'Club Administration':

Rotary My Rotary Profile Delegation Account Settings Sign Out  
Rotary.org Club Finder JOIN GIVE

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

**Club & District Administration**  
**Club Administration**  
District Administration  
Contributions  
Reports  
Rotary Club Central

**Community Marketplace**  
Official Rotary Apps  
Club Management Systems & Website Providers  
Marketplace Resources

**Brand Center**  
Our Story  
Guidelines  
Logos  
Materials  
Ads  
Images & Video  
Strengthening Rotary Resources

**Products & Services**  
Shop.rotary.org  
Licensed Vendors  
Special Offers  
Rotary Global Rewards

**Travel & Expenses**

- 3) Under 'Club Finances' and click on 'Club invoice':

## Club Administration

PAGE GUIDE

### 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](#)

- 4) You will see the outstanding balance in USD as per the date of issue. For Australian clubs, this amount already includes GST:

Rotary

### Account Overview

Rotary Club Of (balance as of 23 July 2017)


Please confirm your payment amount and currency under Make Payment, and click continue. You'll be asked to enter your credit card information on the next screen. If you want to make a partial payment, uncheck the individual line items to change your payment amount. Please contact your [Financial Representative](#) for assistance or questions.

ITEM NUMBER	ITEM DATE	ITEM DESCRIPTION	USD AMOUNT
<input checked="" type="checkbox"/> AU-297761	27-Jan-2017	Semiannual Dues	.01
<input checked="" type="checkbox"/> INV-0000188936	01-Jul-2017	Semiannual Dues	841.87
		Outstanding Balance	841.88

Download  
[View Current Invoice](#)  
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[View Previous Invoice](#)  
[View Previous Invoice Details](#)

Make Payment  
Payment Amount  Australian Dollar  
USD equivalent 841.88  
**Current RI Exchange Rate per USD 1.32**  
  
Dues are calculated based on RI membership information as of 1 January and 1 July. Payment is due upon receipt. If you have questions about your account, please contact your [Financial Representative](#).

- 5) You will then see the outstanding balance as of today in local currency (if available) per the official exchange rate for that month. For Australian clubs, this amount already includes GST.

**Rotary** 

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**Make Payment**


Payment Amount  Australian Dollar ▾

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**Current RI Exchange Rate per USD 1.32**

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- 6) You can then make a payment. You can adjust the amount you would like to pay and the currency. Note, for Australian clubs the GST is already included and doesn't need to be added manually.

**Rotary** 

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**Current RI Exchange Rate per USD 1.32**

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7) To pay, press 'Continue':

**Rotary** 

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**Make Payment**


Payment Amount  Australian Dollar v

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Current RI Exchange Rate per USD 1.32

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8) Check that the billing information is correct and then click 'Continue':

**Rotary** 

### Enter Billing Information

---

First Name

Middle Name

Last Name

Billing Address

City/State/Postal Code

Country

Phone

E-mail

Payment Type  v

9) Again check the Summary including amount and then click 'Continue':

### Summary

---

Amount	567.54 Australian Dollar	<a href="#">Edit</a>
Name	XXXXXXXXXXXXXXXXXXXX	<a href="#">Edit</a>
E-mail	XXXXXXXXXX@XXXXXXXXXXXXXXXXXXXX	
Billing Address	XXXXXXXXXXXXXXXXXXXX 2340 AU	
Payment Type	Bank Account	

10) Enter in your credit card details and press 'Continue':

**Payment details:**

---

Card No.:

1111111111111111 \*

Expiration date:

01 ▼ 15 ▼ \*

Security code:

123 What is a security code? \*

Continue

11) You will receive this confirmation message:

**Your payment is submitted.**

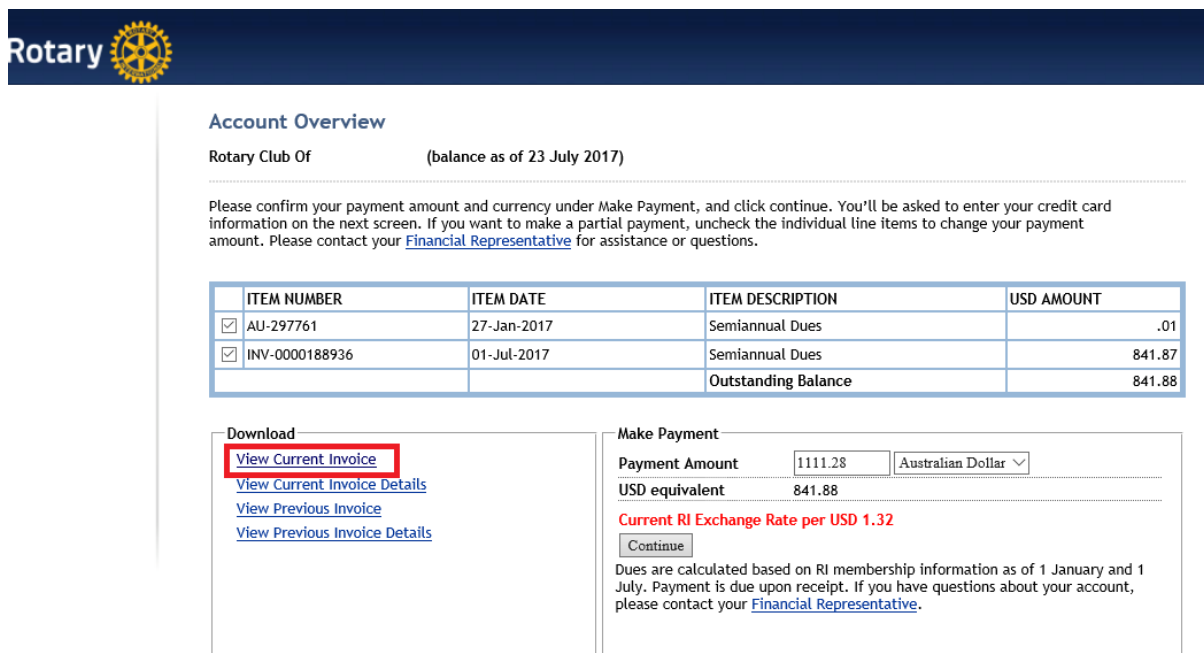
Thank you for paying your


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:

## To download the paper Club Invoice:

- 1) Click on 'View current invoice'. This will produce the hard copy invoice that clubs will receive if they haven't opted out of the paper version.



**Rotary** 

### Account Overview

Rotary Club Of (balance as of 23 July 2017)

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Payment Amount  Australian Dollar

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**Current RI Exchange Rate per USD 1.32**

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- 2) Here you will see a breakdown of numbers of members, pro-rata dues (if applicable), Council on Legislation levy (only applicable for the July invoice) and subscriptions to *The Rotarian*.

Note: Subscriptions to regional magazines (such as *Rotary Down Under* and *Philippines Rotary Magazine*) are billed directly from those magazines

Note: The hard copy invoice shows the amount payable in USD only. For Australian clubs, the GST is already included (and itemised separately on the invoice).



South Pacific & Philippines Office  
 PO Box 1415 Parramatta NSW 2124  
 ABN 38 434 882 113  
 TAX INVOICE

**CLUB INVOICE — JULY 2017**

INVOICE NUMBER INV-0000188938  
 CLUB NUMBER C000026657  
 ROTARY CLUB OF DISTRICT  
 INVOICE DATE 01-07-2017

Rotary Club of

**PAYMENT DUE UPON RECEIPT**  
**841.87 USD**

**JUL-DEC CHARGES**

QUANTITY	UNIT OF MEASURE	DESCRIPTION
24	Members	RI Per Capita Dues
24	Members	GST on Membership Dues
2	Months	RI Pro Rata Dues
2	Months	GST on RI Prorata Dues
24	Members	Council on Legislation
24	Members	GST on Council of Legislation

UNITPRICE(USD)	TOTAL (USD)
30.00	720.00
3.00	72.00
4.67	9.34
.47	.93
1.50	36.00
.15	3.60

TOTAL JUL-DEC CHARGES 841.87  
 PREVIOUS BALANCE .00  
 TOTAL CLUB BALANCE (USD) 841.87  
 PAYMENT DUE UPON RECEIPT 841.87 USD

**NOTIFICATIONS**

Visit [www.rotary.org/exchange-rates](http://www.rotary.org/exchange-rates) for the current RI Monthly Exchange Rate. Want to go paperless? Opt your club out of the paper invoice in My Rotary under Edit invoice preferences.

**QUESTIONS?**

Contact : Sally Furto  
 T: 612 8894 9832  
 E: [sally.furto@rotary.org](mailto:sally.furto@rotary.org)

The 2016 Council on Legislation voted to increase per capita dues by \$4 per year beginning in July 2017. For more information, please visit <http://on.rotary.org/COLDues>

DETACH BELOW AND RETURN WITH PAYMENT



**PAYMENT METHODS — CLUB INVOICE**

**PAYMENT DUE UPON RECEIPT**  
**841.87 USD**

**CREDIT CARD**

Preferred method

Pay by credit card at:  
[www.rotary.org/myrotary](http://www.rotary.org/myrotary) > Manage > Club Administration > Pay or view club invoice

**BANK/ELECTRONIC TRANSFER**

Made to bank below

Payment Ref:  
 C000026657/ INV-0000188938  
 Acct No: BSB 332-084 A/C 100345217  
 Acct Name: Rotary International  
 Swift Code: SGBLAU2S  
 Sort/IBAN:  
 St. George Bank  
 LVL 4, 4-16 Montgomery Street  
 Kogarah NSW 2217 Australia

**CHEQUE/DRAFT**

Payable to Rotary International

Remit to the address below:  
 Rotary International  
 Level 2, 60 Phillip Street  
 Parramatta NSW 2150  
 Australia

## To view the current invoice details:

- 1) To view the current invoice details, such as the names of the members billed, members subscribing to the *The Rotarian* (not regional magazines) and members charged pro-rata dues and their start date with the club.

Note: You can only access the current invoice details on-line for down load. Hard copies are not posted out to clubs.

Click on 'View current invoices details':

### Account Overview

Rotary Club Of Grafton Midday (balance as of 23 July 2017)

Please confirm your payment amount and currency under Make Payment, and click continue. You'll be asked to enter your credit card information on the next screen. If you want to make a partial payment, uncheck the individual line items to change your payment amount. Please contact your [Financial Representative](#) for assistance or questions.

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Payment Amount

USD equivalent 841.88

Current RI Exchange Rate per USD 1.32

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CLUB NUMBER  
ROTARY CLUB  
DISTRICT

### Jul-Dec 2017 Invoice Detail

Member ID	Name	Admission Date(DD-MM-YYYY)	Subscriptions	Number of copies
8502891	B	22-06-2012		0
9932368	B	10-05-2017		0
1738983	B	25-09-2016		0
9291866	B	17-06-2015		0
8539968	C	29-08-2012		0
9942089	C	24-05-2017		0
1857332	C	01-05-1991		0
6625985	C	15-04-2015		0
6856806	F	17-12-2014		0
6257265	G	09-02-2005		0
6023051	G	23-06-2004		0
5251580	H	06-08-2008		0
1440654	H	26-06-1989		0
1595438	L	26-06-1989		0
3265397	N	30-09-1995		0
1595448	F	26-06-1989		0
2446912	F	25-06-2012		0
2446916	R	01-09-1995		0
8423456	R	07-12-2011		0
9960440	S	23-06-2017		0
1186734	T	23-06-2004		0
5995006	T	23-06-2004		0
5978112	V	30-06-2011		0
9752181	V	28-09-2016		0

Total Number of Active Members : 24

Total Number of Subscriptions : 0

### RI Pro Rata Dues

Member ID	New Member Name	Admission Date (DD-MM-YYYY)	No. of Months	Rate	Amount Billed
9932368	B	10-05-2017	1	4.67	4.67
9942089	C	24-05-2017	1	4.67	4.67

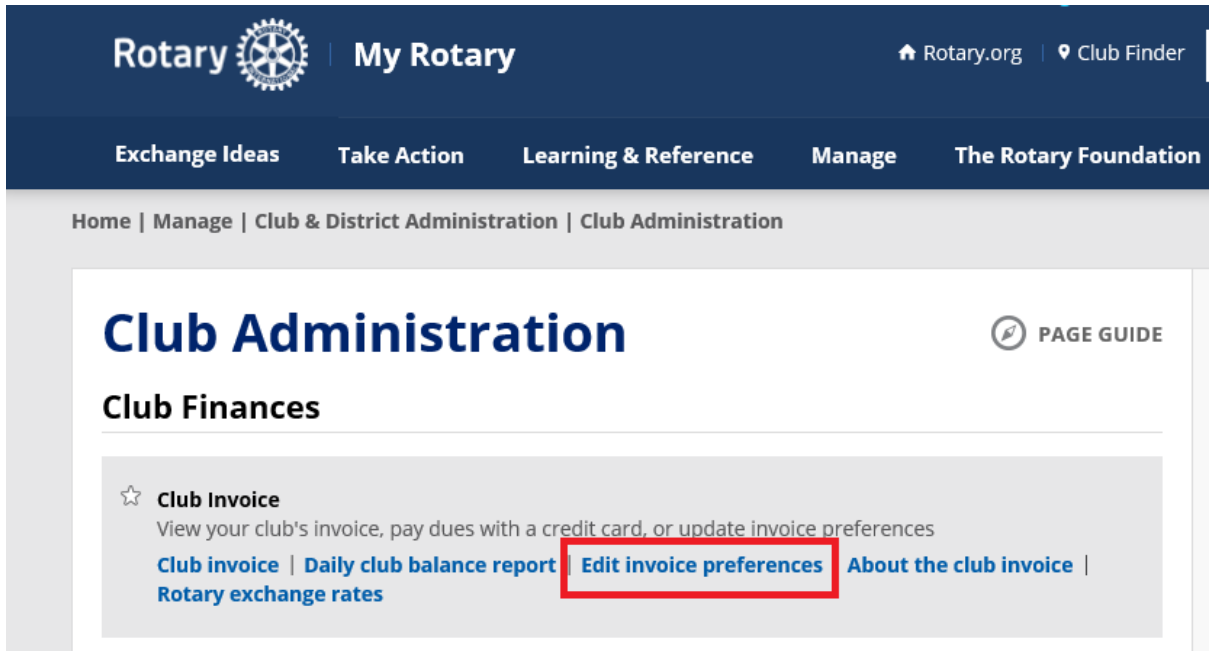
Total Pro Rata Dues

2

9.34

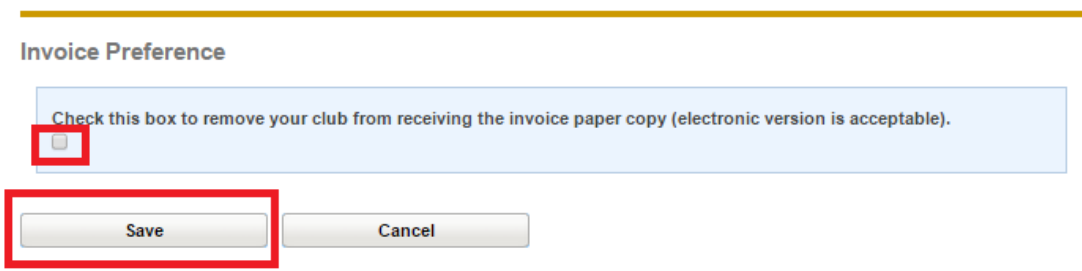
## To opt out of the paper Club Invoice:

- 1) Go to 'Manage', 'Club Administration', 'Club Finances', 'Edit invoice preferences':



The screenshot shows the Rotary My Rotary website interface. At the top, there is a dark blue header with the Rotary logo and 'My Rotary' text. Below this is a navigation bar with links for 'Exchange Ideas', 'Take Action', 'Learning & Reference', 'Manage', and 'The Rotary Foundation'. The main content area is titled 'Club Administration' and 'Club Finances'. Under 'Club Finances', there is a section for 'Club Invoice' with a star icon and a description: 'View your club's invoice, pay dues with a credit card, or update invoice preferences'. Below this description are several links: 'Club invoice', 'Daily club balance report', 'Edit invoice preferences' (highlighted with a red box), 'About the club invoice', and 'Rotary exchange rates'.

- 2) Scroll down to 'Invoice Preference', click the tick box and then press 'Save':



The screenshot shows the 'Invoice Preference' form. It has a title 'Invoice Preference' and a light blue background. The text reads: 'Check this box to remove your club from receiving the invoice paper copy (electronic version is acceptable)'. Below this text is a checkbox, which is highlighted with a red box. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.