

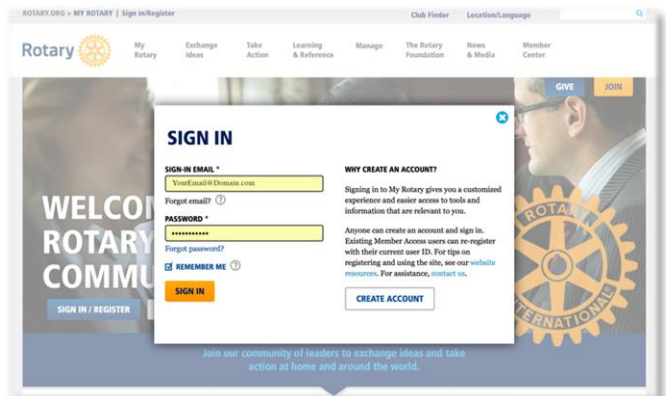


Instructions for contributing to the Rotary Foundation through Rotary Direct

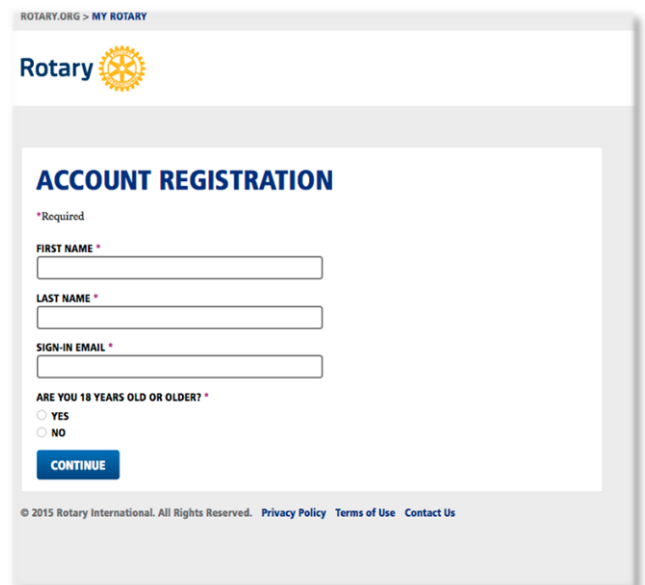
Rotary Direct enables members to make one-time or recurring payments to Rotary

Foundation with a credit card.

- 1) Open www.rotary.org/myrotary
If you already have an account Sign in/Register (box on left side)
 - a. New users choose CREATE ACCOUNT (lower right)

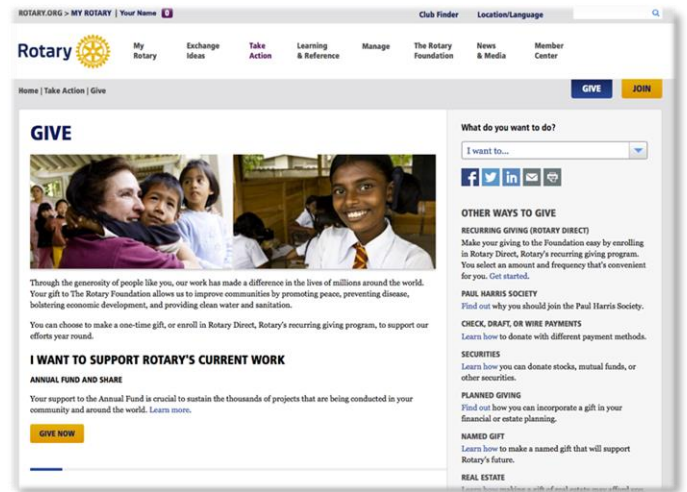


- b. Fill in Account Registration (below) and Continue

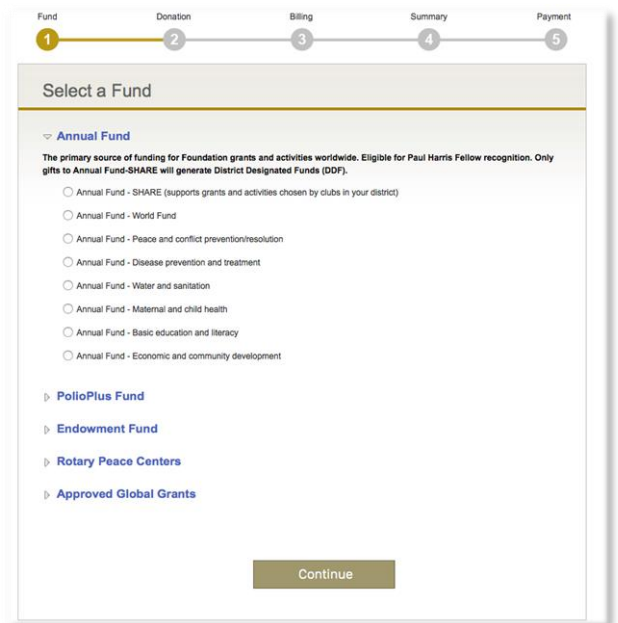


Once you have registered and signed in:

2) On the right side of the page, find GIVE, and then under RECURRING GIVING (ROTARY DIRECT), select GET STARTED



3) Under SELECT A FUND, ANNUAL FUND, choose ANNUAL FUND –SHARE, (or choose another fund if you prefer), then select CONTINUE at the bottom of the page



4) Under ENTER GIFT DETAILS, choose AMOUNT and FREQUENCY (once, monthly, etc.) and Continue

The screenshot shows the 'Enter Gift Details' step in a five-step process. The steps are: 1. Fund, 2. Donation, 3. Billing, 4. Summary, and 5. Payment. The 'Enter Gift Details' form includes the following fields and options:

- Select your country:** United States (dropdown)
- Currency:** US Dollar (dropdown)
- Note:** Changing the default currency may negatively affect your tax advantage. Your gift will be credited to: The Rotary Foundation.
- Amount:** Radio buttons for 100, 250, and 1000. An 'Other' option with a text input field is also available.
- Frequency (Enroll in Rotary Direct by selecting a recurring frequency):** Radio buttons for 'One Time' and 'Recurring'.
- Additional text:** If you choose to make a recurring donation, you will be registering to make a donation every month, quarter, or year on the 1st of the month. Note: Processing of quarterly donations occurs in July, October, January, and April. For annual donations, you may choose the processing month.
- Buttons:** '+ Previous' and 'Continue +'.
- Footer:** 'Need assistance? Contact us.'

5) Under ENTER BILLING INFORMATION, enter name, address, & email, then Payment Type (of credit card), then Continue

The screenshot shows the 'Enter Billing Information' step in a five-step process. The steps are: 1. Fund, 2. Donation, 3. Billing, 4. Summary, and 5. Payment. The 'Enter Billing Information' form includes the following fields and options:

- First Name:** Rotary
- Last Name:** Member
- Billing Address:** 123 Your Street (text input)
- City:** Lawrence (text input)
- State/Province:** KS (text input)
- Zip Code:** 66049 (text input)
- Country:** United States (text input)
- Phone:** 785-856-3211 (text input)
- Email:** trw@barbizon.com (text input)
- Gift Options:** A link to 'Gift Options' with a note: 'Click on Gift Options to select anonymous, memorial/contribute and recognition details.'
- Payment Type:** Visa (dropdown)
- Buttons:** '+ Previous' and 'Continue +'.

6) Under SUMMARY, verify information and Continue

Summary	
Donation Type:	Individual
Fund:	Annual Fund - SHARE (supports grants and activities chosen by clubs in your district) Edit
Select your country:	United States Edit
Amount:	100.00 US Dollar
Frequency:	One Time
Name: *	Rotarian Name Edit
Email: *	YourEmail@YourDomain.com
Billing Address:	123 Your Street, Lawrence, KS Zipcode
Anonymous:	No Edit
Send recognition:	Yes
Honoree/Decedent name:	
Donor name on letter:	
Club credited:	Lawrence Central, KS United States Edit
Payment Type:	Visa

[Continue](#)

7) Enter card number, date, and security code, then continue until you receive a Confirmation.

You're done!

Payment details:

Card No.

Expiration date: Month Year

Security code: What is a security code?

[Continue](#)