



## MEMBER ACCESS CREATE AN ACCOUNT & LOGIN

Member Access, your site for online Rotary business, can be reached directly at [www.rotary.org/en/selfservice/Pages/login.aspx](http://www.rotary.org/en/selfservice/Pages/login.aspx) or by clicking *Member Access* on [www.rotary.org](http://www.rotary.org).

### FOR RETURNING USERS

1. Enter your login e-mail address.
2. Enter your password.
3. Click the *Sign in* button.

### FIRST TIME USERS

1. Click on the *Create Account* button.
2. Enter your e-mail address twice and click *Submit*.
3. If your e-mail address is in the Rotary International (RI) member database, you will receive a confirmation e-mail. Click on the link in the confirmation e-mail sent to you by RI to complete the online registration in Member Access.
4. Create your password, select your secret question and enter your response for use if you need to reset your password, and click *Submit*.

Note: If your e-mail address is not in the RI member database, you will be asked for additional identifying information as part of step 2. RI will contact your club to confirm your membership, add you to the RI member database, and send you an automated e-mail to complete the registration process.

### NEED HELP?

Ask a question about Member Access by clicking *Contact us* at the bottom of the page.

The screenshot shows the Member Access login page. At the top, there is a navigation bar with the Rotary International logo and the text "ROTARY INTERNATIONAL THE ROTARY FOUNDATION". Below this are several menu items: "About Us", "Contribute", "Service and Fellowship", "Students and Youth", "Members", and "Media and News". On the right side of the navigation bar, there is a search box and a "Change font size:" option. Below the navigation bar, the main content area is titled "Member Access". Inside this area, there is a section titled "Sign in to Member Access". This section contains a "Login E-mail:" label with a link "Forgot login e-mail?", a text input field, a "Password:" label with a link "Forgot password?", another text input field, and a checkbox labeled "Remember me" with a link "What is this?". Below these fields is a "Sign in" button with a lock icon and a link "Having trouble?". At the bottom of the sign-in section, there is a section titled "Don't have a Member Access account?" with a "Create Account" button. At the very bottom of the page, there is a "Contact us" link. Orange arrows point from the text in the left column to the "Member Access" link in the navigation bar, the "Login E-mail:" input field, the "Create Account" button, and the "Contact us" link.