Your Rotary account management:

Log in to DACdb. If you don't remember your password, email Lisa and she will send you an email that will allow you to change your password to whatever you can remember.

From the Home screen, choose the tab at the top that says My Data.



Once on My Data, click on the menu item to the left that says Finance Center.



From there you will be able to toggle between Club and Foundation. Click on the small radio button (open circle) next to Club or Foundation.



This will pull up a screen where you see your past invoice and payment history, along with any outstanding balances due. From here you can click on the small blue \$Make Payment button to the top right of the spreadsheet.

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	View	06/25/2024	4356032	Rotary Club Annual Dues Invoice / Schildwach, Dagmar	950.00	0.00					
	View	08/26/2024	4481792	Lunch August 38 (on-time registration \$30) / August Schildwach, Dagmar	60.00	60.00					
		08/26/2024	410031	Schildwach, Dagmar / PC On-Line Pymt, ID=2684	( 60.00)	0.00					
	View	10/03/2024	4530880	Test Invoice for instructions / Test Schildwach, Dagmar	300.00	300.00					

This will bring up a payment screen. From here you can pay the full amount due, or type in an optional amount.

Then click the orange Proceed To Payment button at the bottom.

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	Only the bank cards shown below are accepted.     PLEASE use your bank card Billing Address on the next screen.							
	<ul> <li>Set YOUR preferred address to match your bank card billing address under the 'Contact' tab, or;</li> <li>Enter a bank card billing address, and set the 'CC Billing Address' to use that address.</li> </ul>							
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	Amount Due: 300.00 - or - Enter a different amount here							
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	Pay this Amount: 300.00							
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This will bring up the payment screen. Click the light blue Pay bar at the bottom.

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This will bring up the payment screen. It will give you the option to pay with a credit card or do an ACH payment. The fees will be revealed depending on your choice. For instance, on this example invoice credit card shows a \$10.50 fee (this is approximately 4% of the total).

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If you click on ACH, it will bring up a screen for you to enter your bank information. Your account number and routing number can be found on your bank checks at the bottom. The fee for ACH is a flat \$3.50. For amounts over \$85, your fee would be less if you do an ACH rather than pay with a credit card.



Other handy things you can access in the Finance Module:

From this screen, if you click on the small "view" link on the left side of an open invoice number it will open up the actual invoice. This can be printed or saved to a PDF so that you an forward it to someone else for payment, or printed to mail with a check if wish.



Also we can add a Finance Contact to your DACdb registration and then they would automatically be emailed any invoices or statements you receive. This is helpful if you have an assistant or accounts payable person that handles your payments Simply send an email to Lisa (<u>lisar@sjrotary.org</u>) with the person's email address and she will add it to your record.