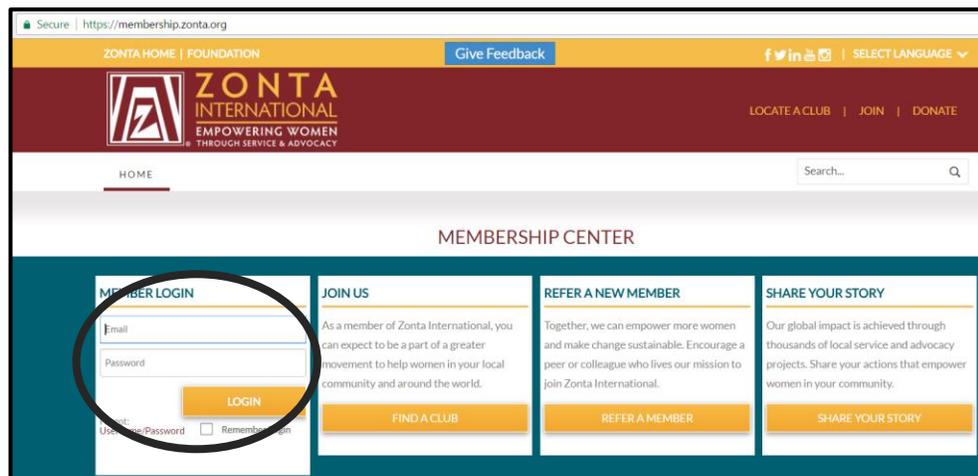


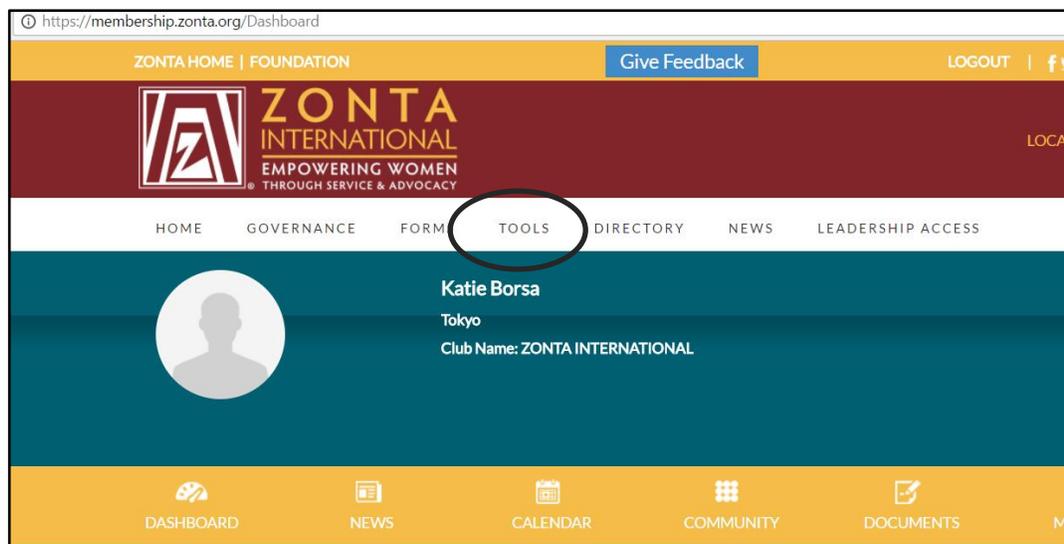
The online dues payment system is only available to Club Presidents and Club Treasurers. Follow the instructions below to pay your club dues online.

If you have any questions or would like assistance on how to use the system, contact the Zonta International Headquarters Membership Department at memberrecords@zonta.org or at +1.630.928.1400 during normal business hours, Monday - Friday, 8:00 a.m. - 4:00 p.m. CDT.

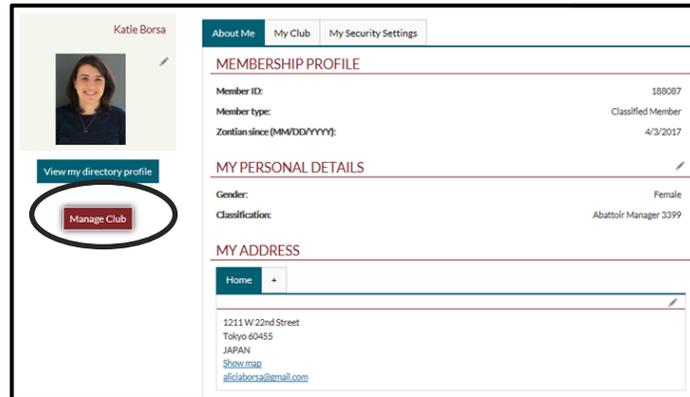
1. Go to <https://membership.zonta.org/> and enter your email address and password.



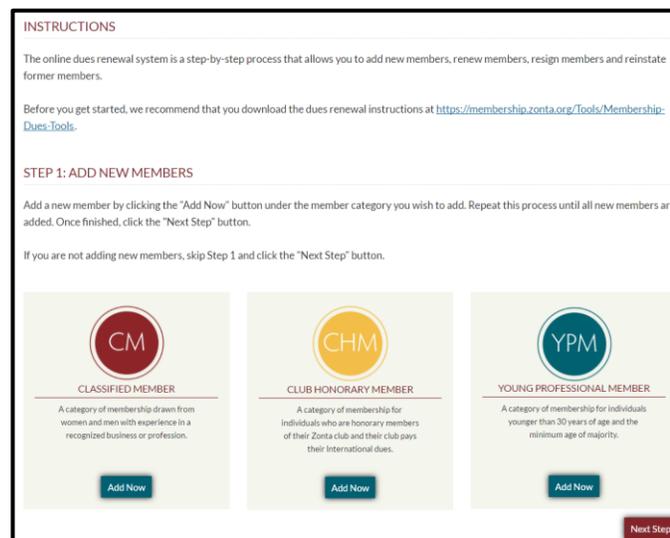
2. Go to the "Tools" tab and click on "Pay Dues Online" in the drop down menu, underneath MEMBERSHIP DUES TOOLS.



3. After clicking on “Pay Dues Online,” you will be directed to your personal profile. On your personal profile, click on the “Manage Club” button.



4. On the club dashboard, click on the “Pay Club Dues” button to enter the online dues payment system.
5. After you click on the button, you will be directed to the “Step 1: Add New Members” page of the online dues payment system.



6. Read the instructions on the page and begin at “Step 1: Add New Members” if your club is adding new members. If your club is not adding new members at this time, skip Step 1 by clicking on the “Next Step” button.

****Only add new members under Step 1. You will have the option to renew, resign or reinstate members on the next pages.**

- a. To add new members, click on the “Add Now” button under the member category of the first new member you wish to add.

INSTRUCTIONS

The online dues renewal system is a step-by-step process that allows you to add new members, renew members, resign members and reinstate former members.

Before you get started, we recommend that you download the dues renewal instructions at <https://membership.zonta.org/Tools/Membership-Dues-Tools>.

STEP 1: ADD NEW MEMBERS

Add a new member by clicking the “Add Now” button under the member category you wish to add. Repeat this process until all new members are added. Once finished, click the “Next Step” button.

If you are not adding new members, skip Step 1 and click the “Next Step” button.

 CLASSIFIED MEMBER A category of membership drawn from women and men with experience in a recognized business or profession. Add Now	 CLUB HONORARY MEMBER A category of membership for individuals who are honorary members of their Zonta club and their club pays their International dues. Add Now	 YOUNG PROFESSIONAL MEMBER A category of membership for individuals younger than 30 years of age and the minimum age of majority. Add Now
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Next Step

- b. On the “Add Member” page, enter the new member’s contact information and then click on the “Next” button.

Additional Information | Dues Summary

ADD CLASSIFIED MEMBER

* First name

Middle name

* Last name

Suffix

* Email

* Confirm email

* Country

* Address

* City

* State

* Postal code

Next

- c. On the next page, enter additional information about the member.

Additional Information | Dues Summary

ADDITIONAL INFORMATION (OPTIONAL)

Date of Birth (MM/DD/YYYY)

Home Phone

Gender

Mobile Phone

Next

- d. On the final page, confirm that the dues summary is correct for the new member you entered and then click on the “Finish” button.

DESCRIPTION	BALANCE
2017-2018 Membership Dues	\$ 80.00
2017-2018 Club Liability Insurance	\$ 3.00
2017-2018 New Member Fee	\$ 15.00

- e. After you click on the “Finish” button, you will be directed back to the “Step 1: Add New Members” page. Continue to add new members by clicking on the “Add Now” button under the member category for each new member.

Once you are finished adding new members, click on the “Next Step” button.

7. On the “Step 2: Update Membership Status” page, check the box under the “Join/Renew” column for each new member and renewing member. If all members already paid their renewal dues, they will not be listed.

If the member is resigning, check the box next to the member’s name under the “Resign” column.

Once complete, click on the “Next” button.

STEP 2: UPDATE MEMBERSHIP STATUS

Check the box next to each new member you added and for each renewing member under the “Join/Renew” column. If all members paid their renewal dues, they will not be listed.

If the member is resigning, check the box next to the member’s name under the “Resign” column.

You will have the option on the final check-out page to select which members you wish to pay now or pay later.

Once all selections are made, click the “Next” button.

Note: All members will appear on the invoice unless they are paid or marked resigned.

Member ID	Member Name	Join/Renew	Resign
169502	Kate Edrinn	<input type="checkbox"/>	<input type="checkbox"/>
165298	Liz Valdivia	<input type="checkbox"/>	<input type="checkbox"/>

- On the “Step 3: Reinstate Members” page, check the box next to each former member that you want to reinstate. Once complete, click on the “Next” button.

Step 3: Reinstate Members

For each former member listed below, check the box under the “Reinstate” column if the member is reinstating their membership. If you are not reinstating members, skip Step 3 and click the “Next” button.

Former Member ID	Former Member Name	Reinstate
186682	Alicia Borsa	<input type="checkbox"/>
186228	Mariah C. Goodwin	<input type="checkbox"/>
190215	Marge Russell	<input type="checkbox"/>

[Previous](#) [Next](#)

- On the “Step 4: European Data Protection Policy – European Clubs Only” page, skip this step if you are not a European club by clicking on the “Next” button.

If you are a European club, review the policy, check the consent box, and then click on the “Next” button.

STEP 4: EUROPEAN DATA PROTECTION POLICY - EUROPEAN CLUBS ONLY

Clubs outside of Europe can skip this step and click the “Next” button.

Zonta international requires that all European clubs receive consent from club members to store their membership data or servers in the USA, including photographs taken in connection with Zonta activity in accordance with the zonta International Data Protection Policy.

Check the “Consent” box below to confirm that all members on selected have given their consent to Zonta International to store their membership data on servers in the USA, including photographs taken in connection with Zonta activity.

European Data Protection Policy Consent Verification

Yes, all club members consent

[Previous](#) [Next](#)

10. On the “Step 5: Review Selected Members” page, review the list to ensure that all members you added, renewed or reinstated are listed.

If the list is correct, click on the “Confirm” button.

If the list is not correct, click on the “Previous” button to return to the previous pages to make changes.

STEP 5: REVIEW SELECTED MEMBERS

Review the list below to ensure all members you selected to add, renew or reinstate are selected.

If the list is correct, click the "Confirm" button below.

If not, click the previous button to return to the previous pages to make edits.

Note: If you only used this system to resign members, the members will not appear on this list and you can exit out of the system.

Member ID	Member Name	Select
186682	Alicia Borsa	✓

[Previous](#) [Confirm](#)

11. After you click on the “Confirm” button, you will be directed to the shopping cart page.

Review the dues invoices for each member. You may select a member’s invoice to pay later by clicking on the “Pay Later” link next to the member’s name.

SHOPPING CART

ITEMS

There are no records.

[Update](#)

INVOICES

Invoice Number	Description	Balance	
N/A	Membership - Alicia Borsa	98.00	Pay Later
N/A	Membership - Denise C. Herdrich	83.00	Pay Later
N/A	Membership - Liz Valdivia	83.00	Pay Later

[View Invoice \(Form A\)](#)

CART CHARGES

Invoice Total	264.00
TRANSACTION GRAND TOTAL	264.00

PAYMENT DETAILS

Bill To:

Payment method:

* Card number:

* Name on card:

* Expiration date: /

* CSC:

Card address: 1211 W 22nd Street
Tokyo 60455
[Choose another address](#)

[Submit Order](#)

12. To pay via wire, EUR or check, click on the “View Invoice (Form A)” button to download a PDF invoice. The invoice includes instructions on how to submit a wire, EUR or check payment.

SHOPPING CART

ITEMS

There are no records.

Update

INVOICES

Invoice Number	Description	Balance	
N/A	Membership - Alicia Borsa	98.00	Pay Later
N/A	Membership - Denise C. Herdrich	83.00	Pay Later
N/A	Membership - Liz Valdivia	83.00	Pay Later

View Invoice (Form A)

CART CHARGES

Invoice Total 264.00

TRANSACTION GRAND TOTAL 264.00

PAYMENT DETAILS

Bill To:

Payment method:

* Card number:

* Name on card:

* Expiration date: /

* CSC:

Card address: 1211 W 22nd Street
Tokyo 60455
[Choose another address](#)

Submit Order

INTERNATIONAL MEMBERSHIP DUES INVOICE (FORM A)

Click the **PDF** icon on the report to export or print your club's dues invoice.

1 of 1 Find | Next



ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

2017-2018 Dues Invoice (FORM A)

Invoice Date: 8 June, 2017

Bill to: 88 - 88 - 8888

Zonta Club of ZONTA INTERNATIONAL

1211 W. 22nd Street
Suite 900
Oak Brook, IL 60523
Phone: +1.630.928.1400
Fax: +1.630.928.1559
memberrecords@zonta.org

1211 W. 22nd Street
Oak Brook, IL 60523
USA

Step 1: Review roster, put an "x" mark in the appropriate box under renew if renewing or under resign if resigning.

Member ID	Name	Product	Balance (USD)	Renew	Resign
165298	Liz Valdivia	2017-2018 Membership Dues	\$83.00		
169502	Kate Edrinn	2017-2018 Membership Dues	\$83.00		
190210	Haley Trevino	2017-2018 Membership Dues	\$0.00		
190231	Michele Moore	2017-2018 Young Professional Membership Dues	\$0.00		
190232	Sean Borsa	2017-2018 Young Professional Membership Dues	\$0.00		

Step 2: If no members are resigning, pay the total amount due

- To pay with a credit card, enter the credit card information under “Payment Details” and then click on the “Submit Order” button.

SHOPPING CART

ITEMS

There are no records.

[Update](#)

INVOICES

Invoice Number	Description	Balance	
N/A	Membership - Alicia Borsa	98.00	Pay Later
N/A	Membership - Denise C. Herdrich	83.00	Pay Later
N/A	Membership - Liz Valdivia	83.00	Pay Later

[View Invoice \(Form A\)](#)

CART CHARGES

Invoice Total	264.00
TRANSACTION GRAND TOTAL	264.00

PAYMENT DETAILS

Bill To:

Payment method:

* Card number:

* Name on card:

* Expiration date: /

* CSC:

Card address: 1211 W 22nd Street
Tokyo 60455
[Choose another address](#)

[Submit Order](#)

- Print the order confirmation page for your records. You will also receive a copy of the order confirmation via email.

members.zonta.org/ZontaMembers/Store/StoreLayouts/Order_Confirmation.aspx

ZONTA HOME | FOUNDATION

LOGOUT |

ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & SUPPORT

LOCATE A CLUB | JOIN | DONATE
MY DASHBOARD

BACK TO MY ZONTA

ORDER CONFIRMATION

Zonta International
Zonta International 1211 W 22nd Street Suite 900 Oak Brook, IL 60523

Order Date: 6/7/2017

Payment Method: VISA *****0153

Name on Card: Alicia Borsa

Ship To: Alicia Borsa

Item	Quantity	Price	Total
Invoice: Membership - Haley Trevino	1	98.00	98.00
			Invoice Total: 98.00
			TRANSACTION GRAND TOTAL: 98.00

A confirmation is being sent to: credentials@zonta.org

Send another copy to: [Send](#)

Adding New Members / Resigning Members / Reinstating Members

You may use the online dues payment system to add new members, resign members or reinstate members at any time during the year.