

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 <u>memberrecords@zonta.org</u> or at +1.630.928.1400 during normal business hours, Monday - Friday, 8:00 a.m. - 4:00 p.m. CDT.

1. Go to <u>https://membership.zonta.org/</u> 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.

https://membership.zonta.org	org/Dashboard						
ZONTA HOM	E   FOUNDATION			Give Feedb	ack	LOGOUT	f
	ZON INTERNAT EMPOWERING THROUGH SERVICE	TA IONAL WOMEN ADVOCACY					LOCA
HOME	GOVERNANCE	FORM	TOOLS	IRECTORY	NEWS	LEADERSHIP ACCESS	
	Katie Borsa Tokyo Club Name: ZONTA INTERNATIONAL						
DASHBOAR	RD NEW	/5	CALENDAR	CON			Ν

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.

Katie Borsa	About Me My Club My Security Settings	
/	MEMBERSHIP PROFILE	
	Member ID:	188087
	Member type:	Classified Member
V V	Zontian since (MM/DD/YYYY):	4/3/2017
View my directory profile	MY PERSONAL DETAILS	1
	Gender:	Female
Manage Club	Classification:	Abattoir Manager 3399
	MY ADDRESS	
	Home +	
		/
	1211 W 22nd Street	
	Tokyo 60455	
	Show map	
	aliciaborsa@gmail.com	

- 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.

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 <a href="https://membership.zonta.org/Tools/Membership-Dues-Tools">https://membership.zonta.org/Tools/Membership-Dues-Tools</a> .						
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.						
CM	СНМ	YPM				
A category of membership drawn from	A category of membership for	YOUNG PROFESSIONAL MEMBER A category of membership for individuals				
women and men with experience in a recognized business or profession.	individuals who are honorary members of their Zonta club and their club pays their International dues.	younger than 30 years of age and the minimum age of majority.				
Add Now	Add Now	Add Now				
		Next Step				

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 <a add="" add.="" all="" are<br="" button="" category="" href="https://inembership.conta.org/Tools/Mem&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td colspan=7&gt;STEP 1: ADD NEW MEMBERS&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th colspan=7&gt;Add a new member by clicking the " member="" members="" new="" now"="" process="" repeat="" the="" this="" to="" under="" until="" wish="" you="">added. Once finished, click the "Next Step" button.</a>						
If you are not adding new members, skip Step 1 and click the "Next Step" button.						
СМ	СНМ	YPM				
CLASSIFIED MEMBER	CLUB HONORARY MEMBER	YOUNG PROFESSIONAL MEMBER				
A category of membership drawn from women and men with experience in a recognized business or profession.	A category of membership for individuals who are honorary members of their Zonta club and their club pays their International dues.	A category of membership for individuals younger than 30 years of age and the minimum age of majority.				
Add Now	Add Now	Add Now				
		Next Step				

b. On the "Add Member" page, enter the new member's contact information and then click on the "Next" button.

ADDCLASS		2 Seitening Teel
First name		
Middle name		
Last name		
Suffix	(None) V	
Email		
Confirm email		
Country	USA 🔻	
Address		
City		
State	(None)	
Postarcoue		

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

ADDITIONAL INFOR	RMATION (OPTIONAL)	)		
Date of Birth (MM/DD/YYYY)	Ē	Gender	(None) 🔻	
Home Phone		Mobile Phone		

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.

UES SUMMARY	
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 r	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 th	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 selecti	ons are made, click	the "Next" butto	on.			
Note: All memb	Note: All members will appear on the invoice unless they are paid or marked resigned.					
Member ID	Member ID Member Name Join/Renew Resign					
169502	Kate Edrinn					
165298	Liz Valdivia					
			Previous Next			

8. 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.

'or 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			
186228	Mariah C. Goodwin			
190215	Marge Russell			

9. 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.
Yes, all club members Econsent
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.

Review the list below t selected.	o ensure all members you selected to	add, renew or reinstate are
If the list is correct, clic	k the <b>"Confirm"</b> button below.	
If not, click the previou	s button to return to the previous pag	ges to make edits.
<b>Note:</b> If you only used the and you can exit out of	this system to resign members, the me the system.	embers will not appear on this list
Member ID	Member Name	Select
Member ID 186682	Member Name Alicia Borsa	<u>Select</u> ✓

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 CAPT				
TTEMIS				
There are no records.				
				Update
INIVOLCES				
INVOICES				
Invoice Number	Description		Balance	$\frown$
N/A	Membership - Alicia Borsa		98.00	Pav 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	PAYMENT DE	TAILS	
TRANSACTION GRAND TOTAL	264.00	Bill To	Myself T	
		Description of the d		
		Payment metriou	Visa 🔻	
		<ul> <li>Card number</li> </ul>		
		Name on card	Katie Roma	
		Parketter data		
		<ul> <li>Expiration date</li> </ul>	01 🔻 2017 🔻	
		• CSC		
		Card address	1211 W 22nd Street	
			Tokyo 60455 Choose another address	
			STREET CONTRACTOR	
				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.

EMS				
nere are no records.				
				Update
NVOICES				
Invoice Number	Description		Balanc	e
N/A	Membership - Alicia Borsa		98.0	D Pay Later
N/A	Membership - Denise C. Herdrich		83.0	0 Pay Later
N/A	Membership - Liz Valdivia		83.0	0 Pay Later
			(	View Invoice (Form
ART CHARGES		_	(	View Invoice (Form
ART CHARGES	264.00	PAYMENT DE	TAILS	View Invoice (Form
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ART CHARGES ke Total Issaction grand total	264.00 264.00	PAYMENT DE Bill To Payment method *Card number *Name on card	TAILS Myself Visa V Kate Bona	View Invoice (Form
ART CHARGES leg Total NSACTION GRAND TOTAL	264.00 264.00	PAYMENT DE Bill To Payment method *Card number *Name on card *Expiration date	Myser           Via           Ener Bora           0:         ¥	View Invoice (Form
ART CHARGES lee Total NSACTION GRAND TOTAL	264.00 264.00	PAYMENT DE Bill To Payment method *Card number *Name on card *Expiration date *CSC	Myself           Vica           Kallis Bora           01           2217	View Invoice (Form

ck the <b>PL</b>	<b>OF</b> icon on the rep	ort to export o	or print your club's (	dues invo	oice.		
14 4	1	of 1 $\downarrow$	Þi	1	Find   Next		
			:	2017-2	018 Due (FORM A	s Invoic \)	e
12	EMPOWEI	RING WOMEN	a Y	Invoic	e Date:	8 Jun	e, 2017
				в	lill to:	88 - 88	8 - 8888
Oak Broo Phone: +* Fax: +1.6:	k, IL 60523 1.630.928.1400 30.928.1559				121 Oak	1 W. 22nd Brook, IL	60523
Oak Broo Phone: +' Fax: +1.6: memberre Step 1: R resign if re Member ID	k, IL 60523 1.630.928.1400 30.928.1559 ecords@zonta.org eview roster, put ar esigning. Name	n "x" mark in the	e appropriate box un Product	ider renev	121: Oak w if renewi Balance (USD)	1 W. 22nd Brook, IL ng or und Renew	OSTREET 60523 USA er Resign
Oak Broo Phone: +' Fax: +1.6: memberre Step 1: R resign if re ID 165298	k, IL 60523 1.630.928.1400 30.928.1559 ecords@zonta.org eview roster, put ar esigning. Name Liz Valdivia	"x" mark in the 20 Du	e appropriate box un Product 17-2018 Membershi les	ider renev	121: Oak w if renewi Balance (USD) \$83.00	1 W. 22nd Brook, IL ng or und Renew	l Street 60523 USA ler Resign
Oak Broo Phone: +' Fax: +1.63 memberre <b>Step 1:</b> R resign if re <b>Member</b> ID 165298 169502	k, IL 60523 1.630.928.1400 30.928.1559 ecords@zonta.org eview roster, put ar esigning. Name Liz Valdivia Kate Edrinn	n "x" mark in the 20 Du 20 Du 20 Du	e appropriate box un Product 17-2018 Membershi tes 17-2018 Membershi tes	ider renev	121: Oak w if renewi Balance (USD) \$83.00 \$83.00	1 W. 22nd Brook, IL ng or und Renew	l Street 60523 USA er Resign
Oak Broo Phone: +' Fax: +1.63 memberres <b>Step 1:</b> R resign if re <b>Member</b> <b>ID</b> 165298 169502 190210	k, IL 60523 1.630.928.1400 30.928.1559 accords@zonta.org eview roster, put ar esigning. Name Liz Valdivia Kate Edrinn Haley Trevino	20 "X" mark in the 20 0 20 20 20 20 20 20 20 20 20 20 20 2	e appropriate box un Product 17-2018 Membershi tes 17-2018 Membershi tes 17-2018 Membershi tes	ider renev	121: Oak w if renewi Balance (USD) \$83.00 \$83.00 \$83.00	1 W. 22nd Brook, IL ng or und Renew	Street 60523 USA er Resign
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13. To pay with a credit card, enter the credit card information under "Payment Details" and then click on the "Submit Order" button.

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	Paylater
	264.00	PAYMENT DE	TAILS	View Invoice (Form A)
ART CHARGES	264.00	PAYMENT DE	ETAILS	View Invoice (Form A)
ART CHARGES side Total	264.00 264.00	PAYMENT DI Bili To	ETAILS Myself v	View Invoice (Form A)
ART CHARGES sice Total	264.00 264.00	PAYMENT DI Bill To Payment method	TAILS Myself Visa V	View Invoice (Form A)
ART CHARGES	264.00 264.00	PAYMENT DI Bill To Payment method *Card number	TAILS Myself Via Via	View Invoice (Form A)
ART CHARGES	264.00 264.00	PAYMENT DI Bill To Payment method *Card number *Name on card	TAILS Myself Via Via V Core Bona	View Invoice (Form A)
ART CHARGES	264.00 264.00	PAYMENT DI Bill To Payment method • Card number • Name on card • Expiration date	TAILS Majastr V Visa V Cara Bona Ga V 2027 V	View Invoice (Form A)
ART CHARGES	264.00 264.00	PAYMENT DI Bill To Payment method • Card number • Name on card • Expiration date • CSC	State Trails	View Invoice (Form A)

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

EXACL TO MY ZONTA ORDER CONFIRMATION Zonta International Zonta Intern				and ( ) wind to (		
BACK TO MY 2014A ORDER CONFIRMATION				LOCATE A CLUB   JOIN MY DASHBOARD		
ORDER CONFIRMATION           Zonta International Zonta Internatio	BACK TO MY 2	on7A				
Zointa International Zenta International 1211 W 20x3 Street Skite 900*Oak Brook.IL 60523           Onder Date         6/7/2017           Payment Method         V154           Visita         0153           Name on Cand         Alicia Bora           Step To         Alicia Bora           Internet Method         1           Internet Index Ten/no         1           Internet Index Ten/no         1	ORDER CON	FIRMATION				
Onder Date     6/7/2017       Payment Method     VISA       Name on Cant     Alicia forma       Ship To     Alicia forma       Ship To     Alicia forma       Immoize Membership Halev Trevino     1       Immoize Membership Halev Trevino     1       Immoize Membership Halev Trevino     1		Zonta In	Zonta International emational*1211 W 22nd Street*Suite 900*Oak Brook. IL 60523			
Payment Method         VISA           Name on Cant         Alicla to rus           Ship To         Alicla to rus           Hermi         Quantity           Hermi         Quantity           Imode: Membership-Halev Trevine         1         98.00         98.00           Imode: Membership-Halev Trevine         1         98.00         98.00	Order Date	è/7/2017				
Name on Cant         Allcia Bona           Ship To         Allcia Bona           Item         Quantity         Price         To           Inscice: Membership - Halery Trevino         1         98.00         98.00           Imolog: Membership - Halery Trevino         1         98.00         98.00	Payment Method	VISA				
Ship To         Alica Bona           Item         Quantity         Price         To           Invoice: Membership - Holey Trevino         1         98.00         V61           Invoice: Membership - Holey Trevino         1         98.00         V61	- advertise of the second					
Item         Quantity         Price         To           Imode: Membership - Kaley Trevino         1         98.00         98.00           Imode: Membership - Kaley Trevino         1         98.00         98.00	Name on Card	Alicia Borsa				
Invoice: Membership - Huley Trevino 1 98.00 98. Invoice: Total 98	Name on Cant Ship To	Alicia Borsa				
Invoice Total 95	Name on Cand Ship To Item	Alicia Borsa Alicia Borsa	Quantity	Price	Total	
	Name on Cant Ship To them Invoice: Members	Alicia Bona Alicia Bona hip - Haley Trevino	Quality 1	Price 98.00	Total 98.00	
TRANSACTION GRAND TOTAL 98	Name on Card Ship To Item Imoice: Members	Alicia Borsa Alicia Borsa hig-Haley Trevino	Quantity 1	Price 98.00 Involce Total	Total 98.00 95.00	

## 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.