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of the Americas
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Guide to Paying 2010-2011 Dues Online

Welcome to SIA's online dues payment options. Before you begin your online roster and payment updates with the enclosed step by step instructions, please read the following information to help you understand the system.

WHAT YOU CAN DO ONLINE

Update club/membership information:

- Manage your club roster: add new members, terminate members, identify the new club president and treasurer, update contact information for all members, including email, and change certain member types. **SIA headquarters urges you to manage your roster online, even if you do not wish to pay your dues online. Simply update your member information online, and then determine the amount you owe to headquarters, and remit payment with the dues worksheet, OR you may pay online.**
- Discontinue (terminate) gift magazine subscriptions for non-members or Friendship Links.

Make payment for the following, using a credit card (MasterCard, Visa, American Express) or a bank debit card:

- Pay member dues, SI dues.
- Make contributions to Founders Pennies, the Annual Club Campaign and other donation types.
- Pay for continuing gift subscriptions from the club for *Best for Women* magazine for life members, non-members, or Soroptimist club Friendship Links in other federations.

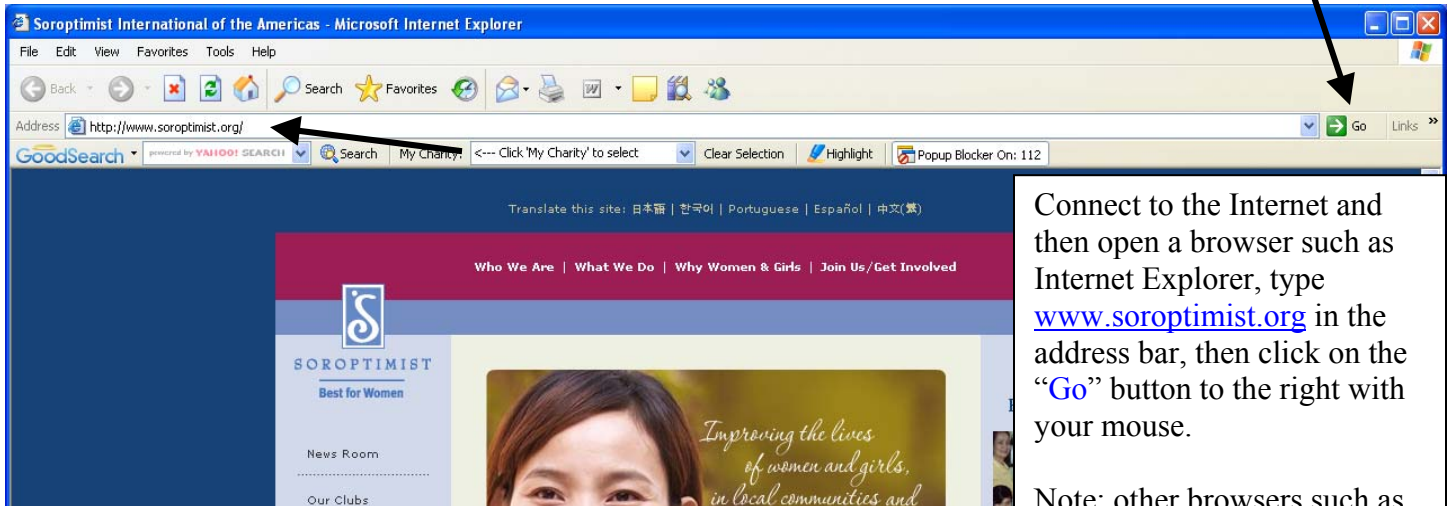
WHAT YOU CAN'T DO ONLINE

- Transfer current Soroptimist members into or out of clubs. Please submit form 5010 to headquarters.
- Reinstate members. If members are rejoining within a year of resigning, please submit a form 5008 to headquarters with the appropriate payments.
- Discontinue current magazine subscriptions for Life members or gift subscriptions paid by the club. For new gift subscriptions from the club, please use the subscription form and submit to headquarters. To discontinue a Life member magazine subscription, please contact headquarters.

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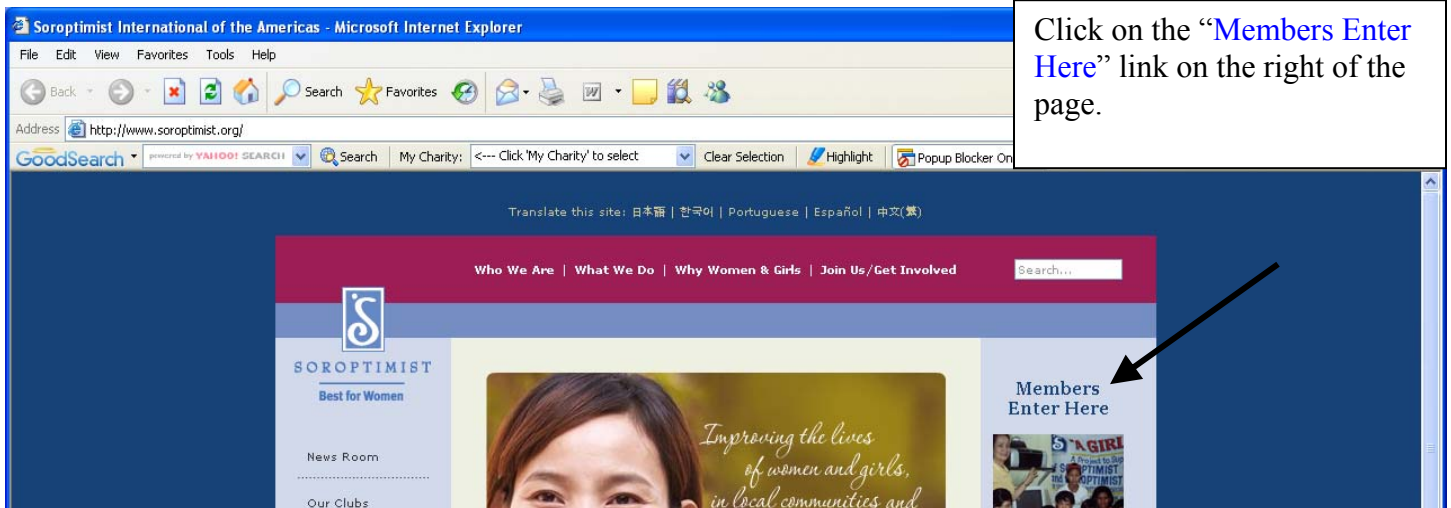
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Logging into the web site

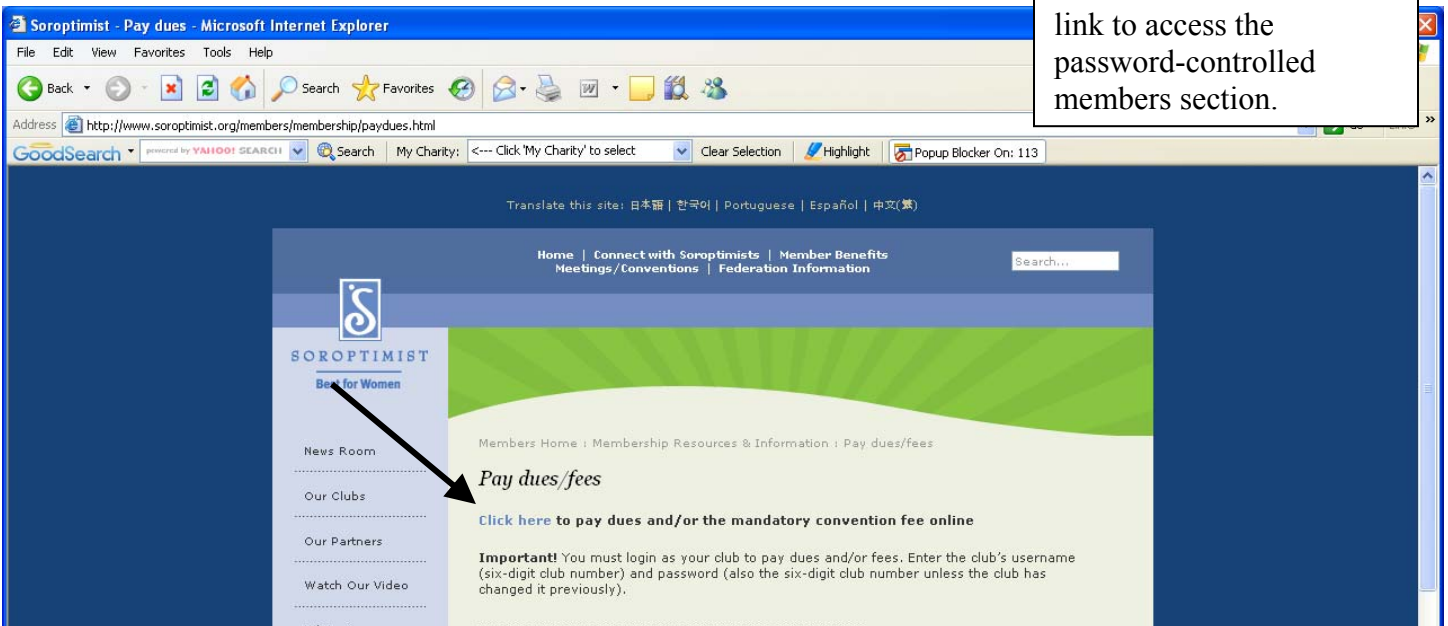
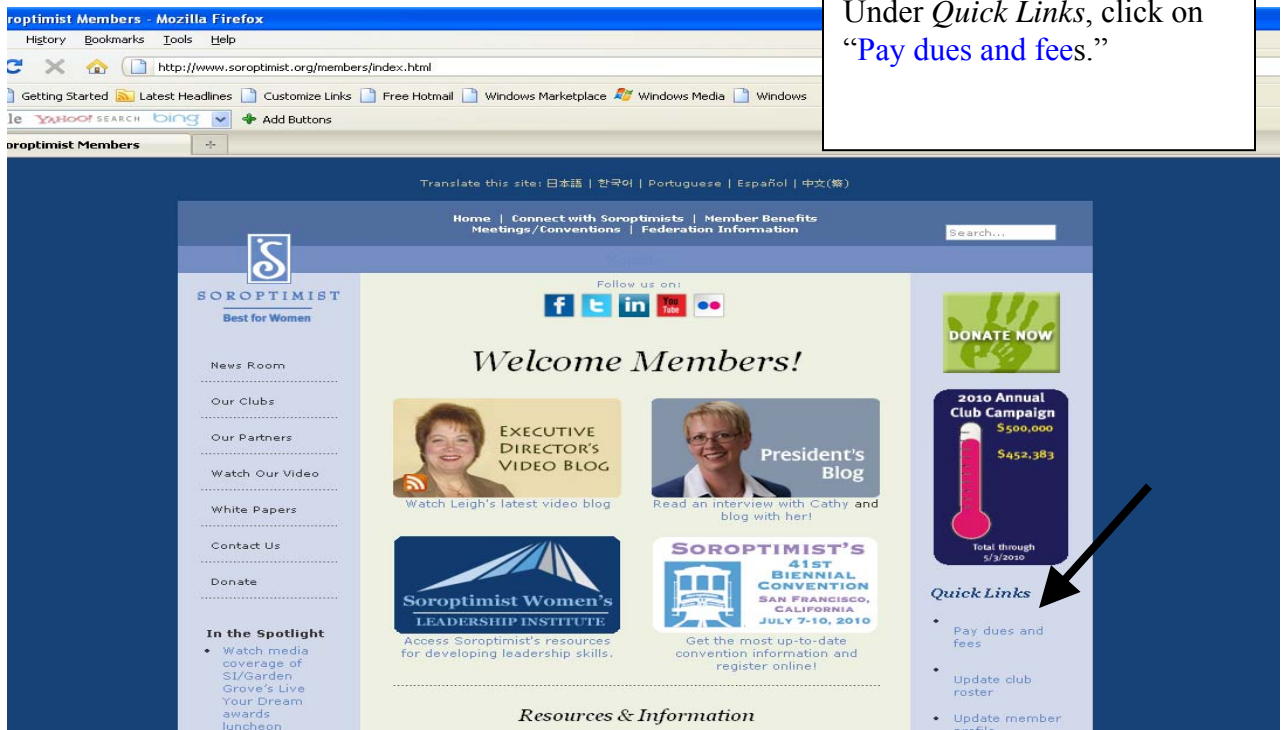


Connect to the Internet and then open a browser such as Internet Explorer, type www.soroptimist.org in the address bar, then click on the “Go” button to the right with your mouse.

Note: other browsers such as AOL and Netscape are not recommended.



Click on the “[Members Enter Here](#)” link on the right of the page.



Entering Username and Password

Site Logon - /eSeries/ScriptContent/Custom/Dues/choosedues.cfm? - Microsoft Internet Explorer

Address: <http://www.soroptimist.org/eSeries/source/security/site-logon.cfm?return=dues&CFID=5911026&CFTOKEN=49959404>

Home | Connect with Soroptimist | Member Benefits
Meetings/Conventions | Federation Information

SOROPTIMIST
Best for Women

News Room
Our Clubs
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Donate
Members Only
Club/Member Update
Pay Dues
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Soroptimist Store
Meetings/Conventions

Search...

Login

sign on reset

New Login Instructions! Please enter your Member Number as your username and password. The system no longer supports email addresses as a username. If you previously changed your password that part of your login has not changed.

If you are a non-Soroptimist and want to create an account, please [click here](#).

Login:

Password:

Save password: Yes No

Can't Remember Your Password?
Click Reset My Password to change it. [Reset my password](#)

Enter the club's username and password. (The username and password is the club number, unless the club has changed its password.) Then click the "sign on" button.

Review/Edit Roster

In “Club/Member Update” area clubs can...

1. Review/edit the roster
2. Update club/member profile
3. Add a member(s)
4. Terminate a member(s)
5. Change President and/or Treasurer
6. Change Member Type(s)
7. Delete Friendship Links

Detailed instructions will follow.

The first step is to review the list above to determine the changes that need to be made to the club’s roster. Clicking on the “Club/Member Update” link on the left side of the screen will show club roster information that is in our database.

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

View Club's Profile
Add a new member to the club

ID: 079012	ST/Prov, MO, Florissant City:
Full Name: Kimbell, Ardis	Contact By:
Category: With Magazine	
Member LIFE- Life Member	
Type:	
Actions:	<input type="button" value="Terminate"/>
	<input type="button" value="Make President"/> <input type="button" value="Make Treasurer"/>
	<input type="button" value="Change To Without Magazine"/>
	<input type="button" value="Make Regular"/> <input type="button" value="Make Retired/Unemployed"/>

ID: 298196	ST/Prov, MO, Florissant City:
Full Name: Keuss, Susan	Contact By: (w) (314) 921-3001 (f) (314) 921-3004
Category: Treasurer	
Member REG-Regular	
Type:	
Actions:	<input type="button" value="Terminate"/>
	<input type="button" value="Make President"/>
	<input type="button" value="Make Retired/Unemployed"/>

ID: 264181	ST/Prov, MO, St Louis City:
Full Name: Harvey, Gwyn	Contact By: (w) (314) 525-3419 Email
Category: President	

(1) Review/edit the roster

Determine the changes that need to be made to your club’s roster and begin by reviewing the roster list. The roster list shows each member of the club, ID (member number), name, category, member type, and city/state

Updating the Club Profile

http://www.soroptimist.org/eseries/scriptcontent/custom/join/clubroster.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.soroptimist.org/eseries/scriptcontent/custom/join/clubroster.cfm

GoodSearch powered by YAHOO! SEARCH Search My Charity: <--- Click 'My Charity' to select Clear Selection Highlight Popup Blocker On: 11

News Room

Our Clubs

Our Partners

Watch Our Video

White Papers

Contact Us

Donate

Members Only

Club/Member Update

Pay Dues

Donate

Soroptimist Store

Meetings/Conventions

Leadership Directory

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

[View Club's Profile](#)
Add a new member to the club

ID: 079012 ST/Prov, MO, Florissant
City:

Full Name: Kimbell, Ardis Contact By:

Category: With Magazine

Member LIFE- Life Member
Type:

Actions:

(2a)Updating the Club Profile
Click on the “View Club’s Profile” link toward the top middle of the screen.

Windows Internet Explorer

http://www.soroptimist.org/eseries/source/Members/cMemberDisplay.cfm?id=106219&Section=Club_Member_Update

Home | Connect with Soroptimist | Member Benefits Meetings/Conventions | Federation Information

SOROPTIMIST Best for Women

News Room

Our Clubs

Our Partners

Watch Our Video

White Papers

Contact Us

Donate

Members Only

Club/Member Update

Pay Dues

Donate

Soroptimist Store

Meetings/Conventions

Leadership Directory

Club Member Directory Logout

Soroptimist International of the Americas

Wichita, KS

← back edit events & orders billing security announcements

ID: 106219	Status: Active
Club/Region: Wichita, KS	Club/Region ID: 106000
EMail: siwichita@soroptimist.net	Prefix:
Work Phone:	
Home Phone:	
Fax:	
Birth Date:	
Join Date: 06/16/1936	
Paid Thru: 06/30/2009	
Website:	

Contact Addresses

Main	Mailing: Yes	Billing: Yes
Address: PO Box 48163		
Wichita, KS 67201		
County: Sedgwick		

Individual Demographics

SIC Codes

If a change to the Club address is necessary, click on the “edit” button, make the changes and then select the “submit” button. After submitting or viewing your club profile, click on the “Club/Member Update” link on the left side navigation bar again to return to the roster.

Updating a Member Profile

(2b) Updating a Member Profile
 If necessary a member's contact information can be updated. Click on the member number which is the first field for each member record on the roster. Click on the edit button and then make the necessary changes. Click on the "submit" to confirm changes and then click on the "Club/Member Update" link again to get back to the club roster.

The screenshot shows the Soroptimist website interface. The main content area is titled "Club Roster" and lists two members. The first member is Marge Injasoulian, ID: 083027, located in Prescott, AZ. The second member is Lynn Wurth, ID: 063610, located in Phoenix, AZ. Each member record includes fields for ID, Full Name, Category, Member Type, and Actions. The "Add a new member to the club" link is highlighted with a black arrow.

The screenshot shows the Soroptimist website interface for a member's profile. The page is titled "Soroptimist International of the Americas" and displays the profile for Marge Injasoulian, ID: 083027, located in Phoenix, AZ. The profile includes fields for ID, Club/Region, Email, Work Phone, Home Phone, Fax, Birth Date, Join Date, Paid Thru, and Website. The "edit" button is highlighted with a black arrow.

Adding a New Member

Sign Up

By making a donation, you are helping women and girls to live their dreams. Thank you for joining us in our mission to improve the lives of women and girls, in local communities and throughout the world.

Please provide the information below to ensure a secure payment process.

Contact Information (fields with a * are required)

Member Type: REG-Regular

Name: Prefix First * MI Last * S

Nickname: _____

Email: _____

Website: _____

Work Phone: _____

Home Phone: _____

Fax: _____

Club Name: Santa Clarita Valley, CA

Street Address or P.O. Box and Number: * _____

Suite/Room (if applicable): _____

Additional Address Line: (if applicable): _____

City: * _____

State/Province (Required for US and Canada): _____

Zip/Postal Code: * _____

Country (Outside the U.S.): * _____

Continue Clear Form

(3) Adding a New Member
If you need to add a new member, click the “[add a new member to the club](#)” link toward the top middle of the screen in the “[Club/Member Update](#)” section. (Reference pg. 7 if needed) Fill out all the required fields and then click on the continue button at the bottom of the page. The next page allows you to review/edit your information (not shown in this example) and click the “[submit](#)” button to add the new member. The system will take you back to “[Club/Member Update](#)” section. Repeat the process if you need to add more members.

Terminating Members / Changing President and/or Treasurer

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

View Club's Profile
Add a new member to the club

ID: 296626	ST/Prov, CA, Valencia City:
Full Name: Cruger, Kaye	Contact By: (w) (661) 253-8381 Email
Category: Treasurer	
Member REG-Regular	
Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Retired/Unemployed"/>

ID: 244775	ST/Prov, CA, Valencia City:
Full Name: Rocco-Mack, Gail	Contact By: (w) (661) 263-2528 (f) (661) 263-7563 Email
Category: President	
Member REG-Regular	
Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make Treasurer"/>

(4) Terminating members

To terminate a member click on the “**Terminate**” button next to the member in the “**Club Member Update**” section.

Terminating a member removes them from the roster and membership from SIA. If you terminate a member accidentally, **do not add them as a new member.** Send Form 5008 to headquarters, along with payment. If you send the form within two weeks of your online activity, you may waive the reinstatement fee. *Contact SIA headquarters if you have any questions.*

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

View Club's Profile
Add a new member to the club

ID: 296626	ST/Prov, CA, Valencia City:
Full Name: Cruger, Kaye	Contact By: (w) (661) 253-8381 Email
Category: Treasurer	
Member REG-Regular	
Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Retired/Unemployed"/>

ID: 244775	ST/Prov, CA, Valencia City:
Full Name: Rocco-Mack, Gail	Contact By: (w) (661) 263-2528 (f) (661) 263-7563 Email
Category: President	
Member REG-Regular	
Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make Treasurer"/> <input type="button" value="Make Retired/Unemployed"/>

ID: 187697	ST/Prov, CA, Santa
------------	--------------------

(5) Changing the President or Treasurer

To Change the President or Treasurer of the club, find the member who will become the new club officer and click on the “**Make President**” button to make the member a President or click “**Make Treasurer**” to make a member the Treasurer of the club. Confirm changes by clicking the “**ok**” button.

Note: If a member is incorrectly made a President or Treasurer, find the member in the roster list that should be a club officer and click the appropriate “**Make President**” or “**Make Treasurer**” button and confirm the change.

Changing a Member Type/Friendship Links

Club Roster

Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000.

View Club's Profile
Add a new member to the club

ID: 296626	ST/Prov, CA, Valencia City:
Full Name: Cruger, Kaye	Contact By: (w) (661) 253-8381 Email
Category: Treasurer	
Member REG-Regular Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Retired/Unemployed"/>
ID: 244775	ST/Prov, CA, Valencia City:
Full Name: Rocco-Mack, Gail	Contact By: (w) (661) 263-2528 (f) (661) 263-7563 Email
Category: President	
Member REG-Regular Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make Treasurer"/> <input type="button" value="Make Retired/Unemployed"/>
ID: 187697	ST/Prov, CA, Santa Clarita City:
Full Name: Benjamin, Diane	Contact By: (w) (661) 250-8345 (f) (661) 250-8352 Email
Category:	
Member Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Treasurer"/> <input type="button" value="Make Retired/Unemployed"/>

(6) Changing Member Type
To change a member type, locate the member and click on the button “**Make xxx**”. The available changes for each member type(s) will appear such as “**Make Regular**”. Changes may be Regular to Retired/Unemployed, Retired/Unemployed to Regular and Life to Regular or Retired/Unemployed.

Note: If the member type is accidentally changed to the wrong type, find the member record and change it back to the correct member type.

ID: 067805	ST/Prov, Mulhouse Cedex City:
Full Name: Belfort, SI Of	Contact By:
Category:	
Member FRND-Friendship Link Type:	
Actions:	<input type="button" value="Terminate"/>
ID: 219849	ST/Prov, MI City:
Full Name: Capra, Renee	Contact By: E
Category:	
Member REG-Regular Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Treasurer"/> <input type="button" value="Make Retired/Unemployed"/>
ID: 252253	ST/Prov, MI City:
Full Name: Carlson, Cory	Contact By: (w) E
Category:	
Member Type:	
Actions:	<input type="button" value="Terminate"/> <input type="button" value="Make President"/> <input type="button" value="Make Treasurer"/> <input type="button" value="Make Retired/Unemployed"/>

(7) Your roster may list Friendship Links if your club pays for a subscription for *Best for Women* magazine. If your club will not continue providing the subscription to your Friendship Link, you may remove them from your roster by clicking the “**Terminate**” button. Subscription fees will be billed in the next step (Pay Dues).

Additional Notes:

If your club purchases any additional domestic or foreign magazine subscriptions for Friendship Links or non-members, you will be billed for them automatically in the next step “**Pay Dues**”. You may delete these gift subscriptions if your club does not want to continue them by clicking the terminate button. However, you cannot add additional magazines subscriptions through the website.

Pay Dues

When finished reviewing and editing the roster, click on the "Pay Dues" link on the left side navigation bar.

The screenshot shows a web browser window displaying the Soroptimist website. The address bar shows the URL: <http://www.soroptimist.org/eSeries/ScriptContent/Custom/Join/ClubRoster.cfm?>. The page title is "Club Roster".

The left navigation bar contains the following links: News Room, Our Clubs, Our Partners, Watch Our Video, White Papers, Contact Us, Donate, Members Only, Club/Member, **Pay Dues**, Donate, Soroptimist Store, Meetings/Conventions, Leadership Directory, Club Directory, Members Directory, Logout.

The main content area is titled "Club Roster" and contains the following text: "Club officers wishing to reinstate terminated memberships or transfer memberships are asked to fax or mail SIA Form 5008 to SIA headquarters. If you have questions or concerns regarding reinstatements or transfers, contact us at siahq@soroptimist.org or (215) 893-9000."

Below the text, there are two member profiles:

Member 1:
ID: 083027 ST/Prov, AZ, Prescott City:
Full Name: Injasoulian, Marge Contact By: Email
Category: With Magazine
Member LIFE- Life Member
Type:
Actions:

Member 2:
ID: 063610 ST/Prov, AZ, Phoenix City:
Full Name: Wurth, Lynn Contact By: Email
Category: With Magazine
Member LIFE- Life Member
Type:
Actions:

A callout box with a black border and white background is positioned in the upper right corner of the browser window. It contains the text: "When finished reviewing and editing the roster, click on the 'Pay Dues' link on the left side navigation bar." An arrow points from the "Pay Dues" link in the navigation bar to the callout box.

http://www.soroptimist.org/eSeries/ScriptContent/Custom/Dues/choosedues.cfm? - Windows Internet Explorer

http://www.soroptimist.org/eSeries/ScriptContent/Custom/Dues/choosedues.cfm?

File Edit View Favorites Tools Help

http://www.soroptimist.org/eSeries/ScriptContent/Cu...

News Room

Our Clubs

Our Partners

Watch Our Video

White Papers

Contact Us

Donate

Members Only

Club/Member Update

Pay Dues

Donate

Soroptimist Store

Meetings/Conventions

Leadership Directory

Club Member Directory

Logout

Pay Dues Here

, Greater New Haven, CT

Please review your Dues/Contributions and click add to basket.

Item	Cost
<input checked="" type="checkbox"/> Club Liability Insurance	\$ 3.00
<input checked="" type="checkbox"/> Soroptimist International Dues	\$ 18.00
<input checked="" type="checkbox"/> New Member Fee	\$ 22.50
<input checked="" type="checkbox"/> Regular Member Dues	\$ 36.00
<input checked="" type="checkbox"/> Founders Pennies (Voluntary)	\$ <input type="text" value="15.84"/>
<input type="checkbox"/> Contribution Amount	\$ <input type="text" value="0"/>
Total	\$ 95.34

Allocate Your Contributions

Please use the list below to allocate your donations to specific funds. When you are done, click the "add to basket" button to continue to the checkout basket. Please note, you will not be able to make Laurel Society donations in honor of other members online. To make a Laurel Society donation in someone else's name, please fill out and mail or fax the [Laurel Society Contribution form](#) to headquarters.

Club Campaign:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Disaster Relief General:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Founders Pennies:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Laurel Society:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Memorial/Honorarium:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Miscellaneous Contribution:	\$ <input type="text" value="0.00"/>	<input type="text"/>
Quadrennial Project:	\$ <input type="text" value="0.00"/>	<input type="text"/>
SI Presidents Appeal:	\$ <input type="text" value="0.00"/>	<input type="text"/>

start | 2009Dues | Inbox - Microsoft Out... | http://www.soroptimi... | 101026 Greater New ...

The "Pay Dues" page itemizes the dues. Founders Pennies is a voluntary contribution and the amount in this field can be changed. If you do not want to contribute, enter "0" in the cost field. Review the changes, **PRINT THIS PAGE** for your records then click "add to basket" to complete the process.

You can make additional contributions below the Dues items in the "Allocate Your Contributions" section, by entering amount(s) for specific funds that you want to contribute to. There is a text box next to each donation type if you need to add any notes regarding your donation. Enter contributions and when all amounts are correct, print this page for your records and then click on the "add to basket" button at the top of the page.

Check-Out Basket

The screenshot shows a web browser window titled "Check-Out Basket - Microsoft Internet Explorer". The address bar shows the URL: <http://staging.soroptimist.org/eseries/source/Meetings/cBasketCheckOut.cfm?section=Dues&ID=102219&MREGT=&CFID=63896538&CFTOKEN=99676280>. The page content includes a navigation menu on the left with links like "Home", "Connect with Soroptimist", "Member Benefits", "Meetings/Conventions", and "Federation Information". The main content area is titled "Check-Out Basket" and contains a table with the following data:

Description	Total
Billing	
102219 - , Dues/Donation Payments, Founders Pennies (Voluntary)	\$ 1,107.32 <input type="button" value="edit"/> <input type="button" value="delete"/>
Check-out Total	\$ 1,107.32

Below the table, there is a message: "You have not registered for any events or selected any functions. To change the text in this area of the web page modify Meetings_NotRegisteredMessage.txt".

The "Credit Card Information" section includes the following fields:

- Credit Card Type: *
- Credit Card Expires: * (04 / 2008 (mm/yyyy))
- Credit Card Number: *
- Card Security Code: *
- Name on Credit Card: *

A "check-out" button is located at the bottom right of the form area. At the bottom of the page, there is a footer: "Soroptimist is an international volunteer organization for business and professional women who work to improve the lives of women and girls."

The Check-Out Basket
Review the check-out total and input your credit/debit card information. When ready click the “**Check-Out**” button only once.

Note: it may take several seconds to verify and complete the transaction.

If the total is not correct click on the “**edit**” button which goes back to the “**Pay Dues**” page (see page 13). If you need to get to the roster to make changes, click on the “**Club/Member Update**” link (see page 12). Proceed to “**Pay Dues**”, review items and then click the “**add to basket**” button again to get back to the “**Check-Out Basket**” page.

Purchase Detail

The screenshot shows a web browser window with the address bar displaying a URL from staging.soroptimist.org. The page content includes a navigation menu on the left with links like 'News Room', 'Our Clubs', and 'Donate'. The main content area features a 'Print Receipt' button, a 'Purchase Detail' heading, and a confirmation message: 'Your transaction has been successfully completed.' Below this is a table with two columns: 'Item' and 'Cost'. The table lists 'Dues/Donation Payments, Founders Pennies (Volunt)' with a cost of \$ 1,107.32, and a 'Total' of \$ 1,107.32. A note below the table states '** Fund Raising Item'. At the bottom of the page, there is a footer text: 'Soroptimist is an international volunteer organization for business and professional women who work to improve the lives of women and girls.'

Item	Cost
Billing	
. Dues/Donation Payments, Founders Pennies (Volunt)	\$ 1,107.32
Total	\$ 1,107.32

The Purchase Detail page confirms that the transaction and dues for the club have been paid!

Printing this page for your records is recommended.

Thank you for processing your roster online!

If you have any questions you can send an email to siahq@soroptimist.org or call Headquarters at 215-893-9000.

Last updated 5/10/10-LM/LL/LA