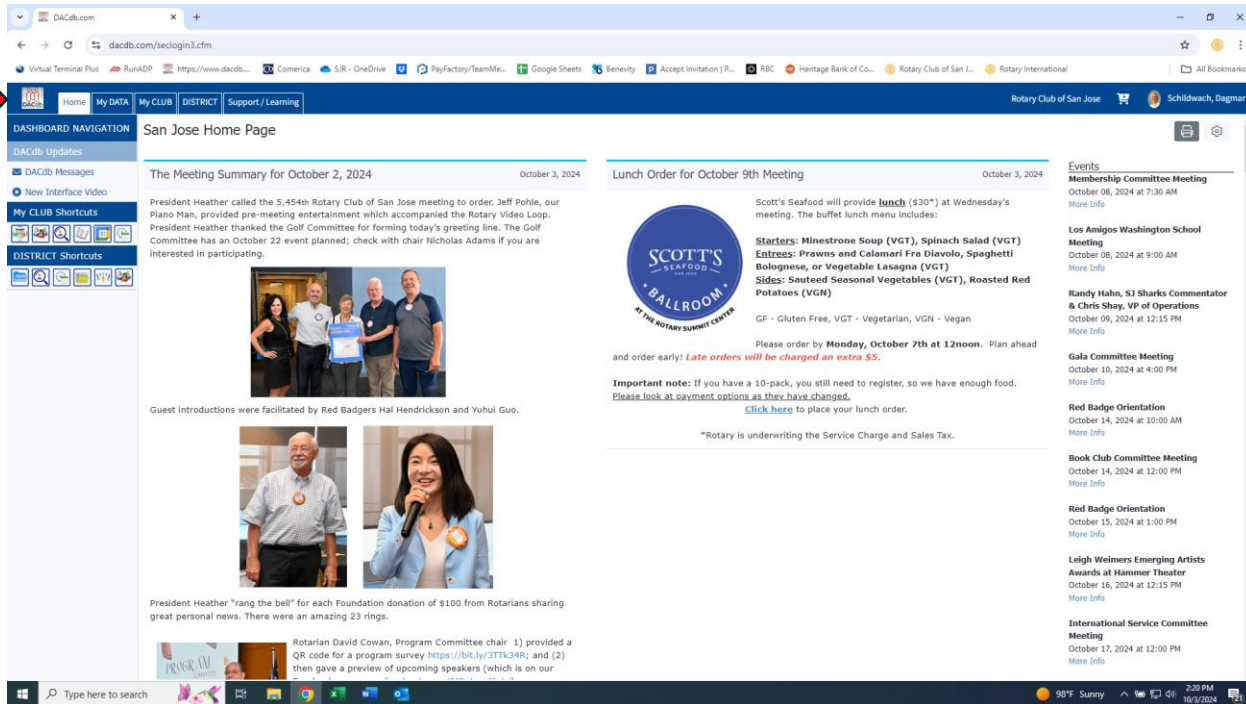


Your Rotary account management:

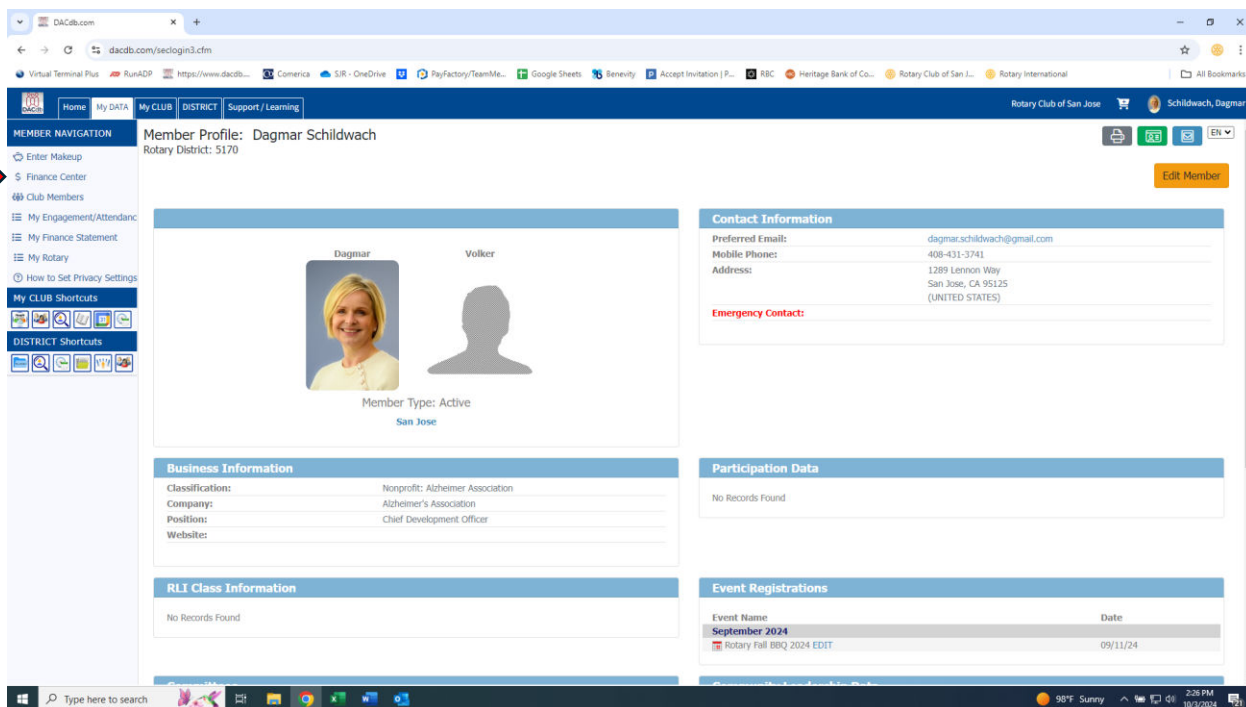
Log in to DACdb <https://www.dacdb.com/Index.html> . If you don't remember your password, email Lisa and she will send you an email that will allow you to change your password to whatever you can remember.

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



The screenshot shows the DACdb San Jose Home Page. A red arrow points to the 'My DATA' tab in the top navigation bar. The page content includes a meeting summary for October 2, 2024, a lunch order for October 9th, and a list of events. The meeting summary mentions President Heather calling the 5,454th Rotary Club of San Jose meeting to order. The lunch order is for Scott's Seafood, providing a menu of starters, entrees, and sides. The events list includes the Membership Committee Meeting, Los Amigos Washington School Meeting, Randy Hahn, SJ Sharks Commentator & Chris Skay, VP of Operations, Gala Committee Meeting, Red Badge Orientation, Book Club Committee Meeting, and Leigh Weimers Emerging Artists Awards at Hammer Theater.

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



The screenshot shows the DACdb Member Profile page for Dagmar Schildwach. A red arrow points to the 'Finance Center' menu item in the left sidebar. The profile page displays contact information, business information, participation data, and event registrations. The contact information includes the preferred email (dagmar.schildwach@gmail.com), mobile phone (408-431-3741), and address (1289 Lennon Way, San Jose, CA 95125, UNITED STATES). The business information shows the classification as Nonprofit: Alzheimer Association, company as Alzheimer's Association, and position as Chief Development Officer. The participation data shows no records found. The event registrations show the September 2024 Rotary Fall BBQ 2024 EDIT on 09/11/24.

Click on **My Statements**

The screenshot shows the DACdb.com website interface. The left sidebar contains a 'FINANCE NAVIGATION' menu with options like 'Finance Center', 'My Invoices', 'My Statements', 'My CLUB Shortcuts', and 'DISTRICT Shortcuts'. A red arrow points to 'My Statements'. The main content area is titled 'Statement: Dagmar Schildwach (ID=8117818)' and 'All Accounts'. It includes a section for 'Show Transaction' with radio buttons for 'All Invoice Transactions', 'With a Balance Forward as of' (06/17/2025), and 'Summary level'. Below this are two tables: 'San Jose - CLUB Operating' and 'San Jose - FOUNDATION'. Each table has columns for Invoice, Date, Ref, Description / Memo, Amount, and Total. The 'San Jose - CLUB Operating' table shows a balance forward of 0.00, an invoice of 975.00, and a total of 975.00. The 'San Jose - FOUNDATION' table shows a balance forward of 0.00, an invoice of 400.00, and a total of 400.00. A blue 'Make Payment' button is located in the top right corner of each table.

Invoice	Date	Ref	Description / Memo	Amount	Total
			Balance Forward (as of Jun 17, 2025):		0.00
View	06/26/2025	4919343	Rotary Club Annual Dues Invoice / June2025 Schildwach, Dagmar	975.00	
	06/26/2025		- Annual Dues General Active / Schildwach, Dagmar	975.00	975.00
	06/26/2025	589075	Schildwach, Dagmar / PC On-Line Pymt, ID=2684	(975.00)	0.00
View	08/27/2025	5066817	Test Invoice for instructions / Aug 2025 Schildwach, Dagmar	300.00	
	08/27/2025		- 10 packs and prepaid lunches / Schildwach, Dagmar	300.00	300.00

Invoice	Date	Ref	Description / Memo	Amount	Total
			Balance Forward (as of Jun 17, 2025):		0.00
View	06/26/2025	4920989	Annual Rotary Foundation Contribution / June2025 Schildwach, Dagmar	400.00	
	06/26/2025		- Annual Foundation Donation (\$200) / Schildwach, Dagmar	200.00	
	06/26/2025		- Paul Harris (\$100) / Schildwach, Dagmar	100.00	

This will pull up a screen where you see your past invoices 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.

The screenshot shows the DACdb.com website interface. The left sidebar contains a 'FINANCE NAVIGATION' menu with options like 'Finance Center', 'My Invoices', 'My Statement', 'My CLUB Shortcuts', and 'DISTRICT Shortcuts'. The main content area is titled 'My Finance Center' and 'San Jose - CLUB Operating'. It displays a table with columns for Invoice, Date, Ref, Description / Memo, Amount, and Total. The table shows a balance forward of 0.00, an invoice of 950.00, and a total of 950.00. A blue 'Make Payment' button is located in the top right corner of the table. A red arrow points to this button.

Invoice	Date	Ref	Description / Memo	Amount	Total
			Balance Forward (as of Jul 16, 2023):		0.00
	06/25/2024	376135	Schildwach, Dagmar / PC On-Line Pymt, ID=2684	(950.00)	(950.00)
View	07/01/2024	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.

The screenshot shows the DACdb.com website with a payment screen for Dagmar Schildwach. The page title is "Dagmar Schildwach" and the payment is for "San Jose - CLUB Operating" with an amount due of 300.00. The "Payment Options" section shows "Bank Card Payment" selected. Below this, there are instructions: "Only the bank cards shown below are accepted." and "PLEASE use your bank card Billing Address on the next screen." followed by two bullet points: "Set YOUR preferred address to match your bank card billing address under the 'Contact' tab, or;" and "Enter a bank card billing address, and set the 'CC Billing Address' to use that address." The "Payment Summary" section shows "Amount Due: 300.00", "Optional Amount: 0.00", and "Pay this Amount: 300.00". A red arrow points to the "Pay this Amount" field. Below this is the "Refund Policy" section, which states: "You must request a refund in writing or by email within 10 days of payment.", "Refunds can be made by check after the funds clear in the bank.", and "The credit card processing fees will be deducted from the amount refunded." At the bottom, there is an orange "Proceed to Payment" button with a red arrow pointing to it.

Payment Options (CHOOSE ONE):

☒ Bank Card Payment

Instructions:

- Only the bank cards shown below are accepted.
- PLEASE use your bank card Billing Address on the next screen.
- Set YOUR preferred address to match your bank card billing address under the 'Contact' tab, or;
- Enter a bank card billing address, and set the 'CC Billing Address' to use that address.

Payment Summary

Amount Due: 300.00 - or - Enter a different amount here

Optional Amount: 0.00 You can enter an optional amount to include in your payment here

Pay this Amount: 300.00

Refund Policy:

Refund Policy:

- You must request a refund in writing or by email within 10 days of payment.
- Refunds can be made by check after the funds clear in the bank.
- The credit card processing fees will be deducted from the amount refunded.

Proceed to Payment

This will bring up the payment screen. Click the light blue **Pay** bar at the bottom.

The screenshot shows the paycove.io checkout screen for Dagmar Schildwach. The transaction amount is \$300.00. The reference number is pc_4780331239. The screen displays the Rotary Club of San Jose logo and a message: "The platform fee listed below is charged for the use of this secure and private electronic payment service. The above-named merchant or sponsored merchant does not retain any portion of this fee. The platform fee cannot be refunded for any reason." The "Details" section shows: "Created: 10.03.24", "Sent from: lisanth@rotary.org", "Sent to: dagmar.schildwach@gmail.com", "Due: 30 days from invoice date", and "Amount: \$300.00". The "Products" section shows a table with one item: "San Jose - CLUB Operating" with a quantity of 1 and a price of \$300.00. The "Subtotal" is \$300.00 and the "Total" is \$300.00 (USD). At the bottom, there is a light blue "Pay" button with a red arrow pointing to it.

Transaction Amount: \$300.00

Reference # pc_4780331239

Dagmar Schildwach
dagmar.schildwach@gmail.com

Rotary Club of San Jose

The platform fee listed below is charged for the use of this secure and private electronic payment service. The above-named merchant or sponsored merchant does not retain any portion of this fee. The platform fee cannot be refunded for any reason.

Details

Created: 10.03.24

Sent from: lisanth@rotary.org

Sent to: dagmar.schildwach@gmail.com

Due: 30 days from invoice date

Amount: \$300.00

Products

Description	Qty	Price
San Jose - CLUB Operating	1	\$300.00

Subtotal: \$300.00

Total: \$300.00 (USD)

Pay

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).

The screenshot shows a web browser window with the URL `paycove.io/checkout/2691f0bc35b3e70c486b7pct=true`. The page displays a "Select Payment Method" modal for the Rotary Club of San Jose. The modal includes a warning about platform fees, two payment options (Credit Card and ACH), and a summary of charges. A red arrow points to the "Credit Card" button.

Select Payment Method

Rotary Club of San Jose

The platform fee listed below is charged for the use of this secure and private electronic payment service. The above-named merchant or sponsored merchant does not retain any portion of this fee. The platform fee cannot be refunded for any reason.

☒ Credit Card ☐ ACH

NUMBER
Card Number

EXPI
MMYY

CVV2
888

Subtotal: \$300.00
Platform Fee - CC: \$10.50
Total: \$310.50 (USD)

Pay

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.

The screenshot shows the same web browser window as the previous one, but with the "ACH" payment method selected. The modal now prompts for bank account and routing information. A red arrow points to the "ACH" button.

Select Payment Method

Rotary Club of San Jose

The platform fee listed below is charged for the use of this secure and private electronic payment service. The above-named merchant or sponsored merchant does not retain any portion of this fee. The platform fee cannot be refunded for any reason.

☐ Credit Card ☒ ACH

BANK ACCOUNT
Bank Account

ROUTING NUMBER
Routing Number

Subtotal: \$300.00
Platform Fee - ACH: \$3.50
Total: \$303.50 (USD)

Pay

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 can forward it to someone else for payment, or printed to mail with a check if wish.

The screenshot shows the DACdb Finance Center interface. The top navigation bar includes links for Home, My DATA, My CLUB, DISTRICT, and Support / Learning. The left sidebar contains Finance Navigation (Finance Center, My Invoices, My Statement), My CLUB Shortcuts, and DISTRICT Shortcuts. The main content area displays the 'San Jose - CLUB Operating' statement for the year 2024, showing a balance forward of \$0.00 and a total of \$300.00. A red arrow points to the 'View' link next to the invoice number 4530880. Below the statement, the full invoice is displayed, including the Rotary Club of San Jose logo, the invoice number 4530880, the date Oct-03-2024, and the item description '10 pack lunch' for \$300.00. The invoice also shows the bill to and mail checks to addresses, and a summary of the total amount due.

San Jose - CLUB Operating Statement:

Invoice #	Date	Ref	Description / Memo	Amount	Total
	06/25/2024	376135	Balance Forward (as of Jul 16, 2023):		0.00
			Schildwach, Dagmar / PC On-Line Pymt, ID=2684	(950.00)	(950.00)
	07/01/2024	4356032	Rotary Club Annual Dues Invoice / Schildwach, Dagmar	950.00	0.00
	08/26/2024	4481792	Lunch August 38 (on-time registration \$30) / August	60.00	60.00
	08/26/2024	410031	Schildwach, Dagmar / PC On-Line Pymt, ID=2684	(60.00)	0.00
	10/03/2024	4530880	Test Invoice for instructions / Test Schildwach, Dagmar	300.00	300.00

Rotary Club of San Jose
1490 Center Road
San Jose CA 95112

Invoice

DATE	INVOICE #
Oct-03-2024	4530880

Test Invoice for instructions

BILL TO	MAIL CHECKS TO
Dagmar Schildwach 5280 Lennon Way San Jose CA 95125 USA	Rotary Club of San Jose 1490 Center Road San Jose CA 95112

#	Item Description	Qty	Rate	Amount
1	10 pack lunch	1	\$300.00	\$300.00

DUE DATE	PERIOD
Oct-03-2024	Test

SubTotal:	Amount
	\$300.00
Previous Balance:	Amount
	\$0.00
TOTAL:	Amount
	\$300.00

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 (lisar@sjrotary.org) with the person's email address and she will add it to your record.