

Howden & District U3A

Renewing Your Membership On Line

Renewal is handled through PayPal. You can renew by card or your own PayPal account. If you have one. For the examples below I've created a dummy member – Mr System Tester, for who the renewal rate is £1.

1. If you haven't already done so, **register for the members portal** from the web site.
2. **Login to the members portal** from the web site using your password
3. Choose '**Renew your membership**'
4. Check your payment details then choose **make payment**

A screenshot of the 'Howden & District U3A Members Portal' login page. It has a title bar 'Please identify yourself'. Below it are input fields for 'E-mail' (containing 'p.green@heffield.ac.uk') and 'Password' (masked with dots). There are buttons for 'Confirm Identity' and 'Forgot Password'. Below these buttons, there is text: 'If you have not created a password for your membership account, use the Register link below to set one up. Register for a membership account.' and 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'.A screenshot of the 'Howden & District U3A Membership Renewal' page. At the top is the 'U3A Howden & District' logo. Below it are links 'Return to Howden & District U3A website' and 'Members Portal'. The main heading is 'Howden & District U3A Membership Renewal'. Below this is an information icon and text: 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. The section is titled 'Payment'. It says 'Your membership class is System Tester' and 'Renewal fee is £ 1.00'. There is a checkbox 'Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)'. Below that, it says 'Amount to pay: £ 1.00'. Then it says 'Press the button below to proceed to PayPal to make payment. You may pay by credit or debit card or through a PayPal account.' There is a button labeled 'Make Payment' which is circled in red. At the bottom, it says 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Howden & District U3A to confirm renewal.' and 'Problems? 07503 326 505 or contact the Membership Secretary'.

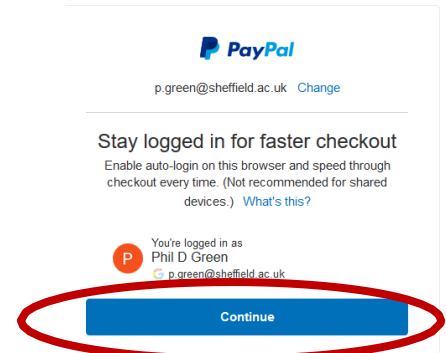
5. Click

'continue to PayPal to make payment'



6. PayPal Screen

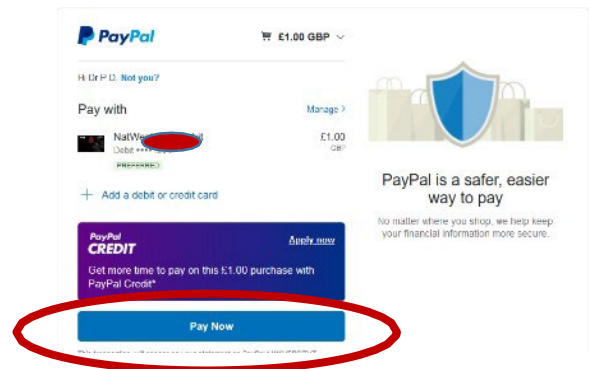
*May look different from mine. Click **Continue***



7. Make Payment

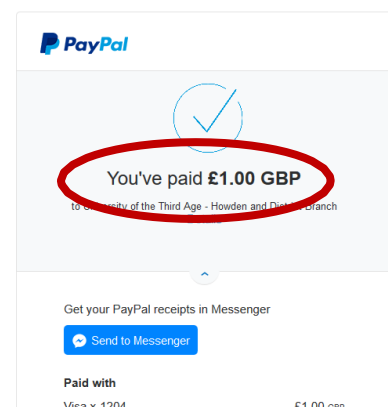
May look different from mine – PayPal knows my card number.

Click Pay Now



University of the Third Age - Howden and District

8. Payment Acknowledgement



9. Emails acknowledging your payment

You will receive

- Mail from u3abeacon title **Your U3A membership renewal**
With membership card as attachment
- Mail from PayPal title **Receipt for Your Payment to University of the Third Age - Howden and District Branch**



Howden & District
Membership valid
to 31st March 2020

SYSTEM TESTER MEMBER

System Tester
Membership Number 778