## Online Renewals 2024 Renewing your Membership by PayPal

Log in to the Members Portal and click **Renew Your Membership**.

Read the information about **Gift Aid** before ticking one of the boxes to indicate whether or not you would like our u3a to claim tax relief on your membership fee for this year.

What you see next depends on the type of membership you have. This is a typical screen that you will see if you are an **Individual Member**.



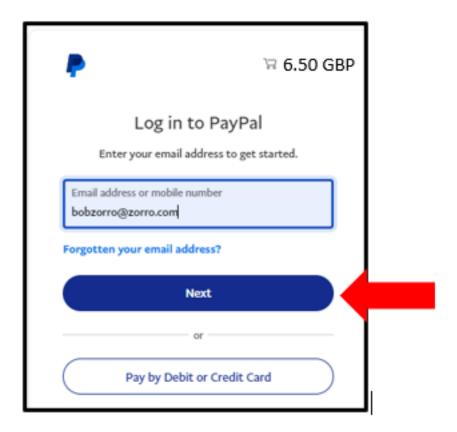
- <u>Individual member</u>: If another u3a member lives at your address, you have the option to pay the other member's subscription at the same time as yours.
- If you are in a <u>Joint membership</u> you can only renew and pay the total fee for <u>both</u> members.

Select **Make Payment.** (If you did not select a box in the **Gift Aid** section you will be prompted to do so now before you can proceed.)

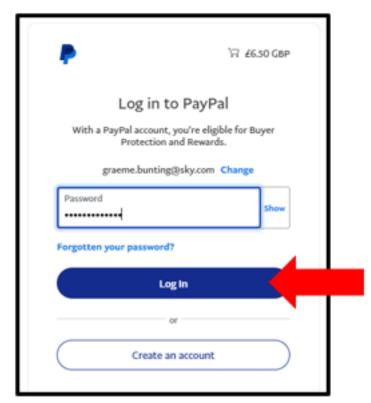


From this screen above select **Continue to PayPal to complete payment**.

If you paid by PayPal last year the system will probably remember many of your PayPal details.



To pay with an existing PayPal account, enter your email address and press Next.



If PayPal recognises your email address, you will see a screen similar to this. Enter your PayPal password and press **Log in** 

If you do not have a PayPal account but wish to have one you can create one by selecting **Create an account**.

Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**.



## Confirmation of Payment

After the transaction has been completed you will see a confirmation on screen.

Select **Return to Seller** to return to the Members Portal, which will now show your updated 'membership continues to' date.

You will receive 2 confirmation emails: A confirmation of payment from PayPal and a confirmation from our u3a. This will have an electronic version of your membership card attached. You can print this card or, if you prefer, save it to your smartphone.

Membership cards will also be available for collection from the Membership Secretary at the Wednesday Community Mornings.

