

RENEWING YOUR U3A MEMBERSHIP

1. Click the **Link to Members Portal** .
2. Logon by entering your **email address** and clicking **Confirm e-mail**.
3. Enter your **Password**. Click the eye icon  at the end of the Password Field if you are alone and want to check that you have typed your password correctly.
4. Click **Confirm password**.
5. Click the **Renew your membership** link.
6. Click to tick the relevant **Gift Aid** option.
7. Click **Make Payment**.

If you wish to pay via PayPal you should follow the instructions shown on the screen.

If you wish to pay by Credit or Debit Card you should follow the instructions shown below. Although it may look as if you are being taken down the PayPal route, if you follow the instructions **exactly** you will be able to 'Pay as a Guest' **without** creating a PayPal Account and **without** any of your information being saved by PayPal.

8. Click **Continue to PayPal to complete payment**. You will be able to choose to just **pay with a debit or credit card** without creating a PayPal Account at the next step.
9. Do not enter any details on this screen - just scroll down and click **Pay with Debit or Credit Card**.
10. Enter your **email address** and click **Continue to Payment**.
11. If it tells you it that you already have a PayPal Account you can still pay by Credit or Debit Card by clicking **Continue as guest**.
12. Ensure that **United Kingdom** is selected in the **Country/Region** field.
13. Your email address should already appear – if not enter it in the **Email address** field.
14. Enter your **Phone type and number**.
15. Enter your **Credit Card** details and **Billing Address**.
16. You will see an option to **Save information and create your PayPal account**. You need to ensure this is **deselected**. If this option button is blue and a tick appears you should **click the tick and the option button will be deselected**. The option button will then no longer be blue and no tick will appear.
17. Click the blue **Pay now as guest** button which will have now appeared below.
18. A **Confirmation of payment** screen will appear. You will also receive a Confirmation email from the u3a.
19. Click **Return to seller**.

This renewal process was designed by the national u3a.