

If your u3a has enabled online membership renewal you may renew and pay for your membership via the **Members Portal**

If another member shares your address you may renew both memberships at the same time (*but read the notes about Gift Aid claims below first*).

Note: The types of membership and membership fees shown in the pictures below are unlikely to be the same as you will see – they are for example only.

When can I renew my membership?

You can renew your membership any time from the start to the end of the membership year (and maybe a little earlier if your u3a has enabled an 'Advanced Renewals' period).

Depending on the time in the membership year, you will see a screen similar to one of the following when you log-in to the Members Portal:



Renewing Your Membership

1. Log-in to the Members Portal and click **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year:

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Carlton & Gedling U3A reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Carlton & Gedling U3A, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

3. What you see next depends on the type of membership that you have.

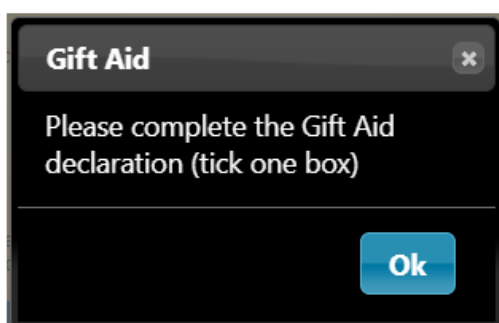
This is a typical screen that you will see if you are an **Individual** member:



4. Press the **Make Payment** button:



If you did not select a box in the Gift Aid section you will be prompted to do so:

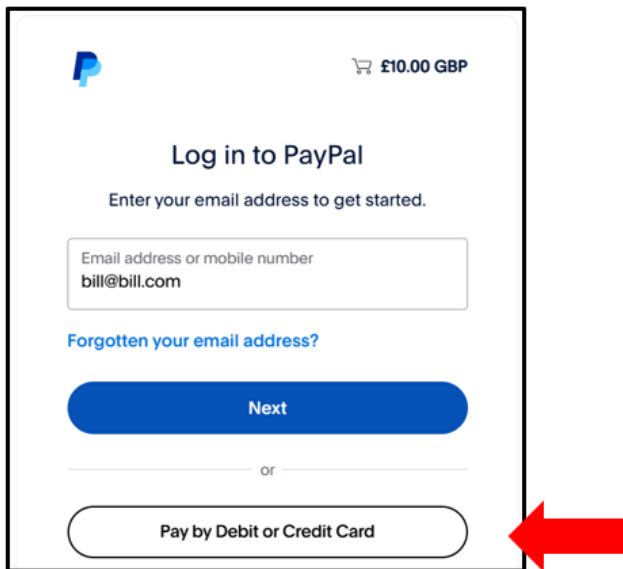


At this point you have 2 payment options:

- Pay by **Debit** or **Credit** card (see **A** below), or
- Pay by **PayPal** (see **B** below)

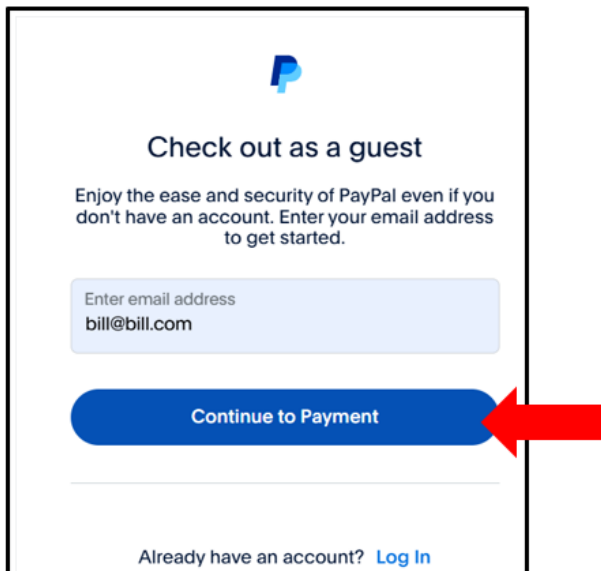
A) Paying with your Debit/Credit Card

1. To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**

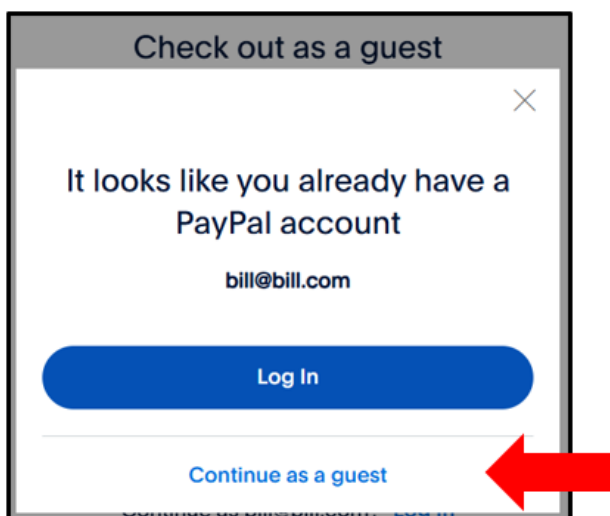


The image shows the PayPal login screen. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it, the text says "Enter your email address to get started." There is a text input field containing "bill@bill.com". Below the input field is a link that says "Forgotten your email address?". A large blue button labeled "Next" is positioned below the link. Underneath the "Next" button is the word "or" flanked by horizontal lines. At the bottom of the screen is a button labeled "Pay by Debit or Credit Card". A red arrow points to this button from the right.

2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**



The image shows the "Check out as a guest" screen. At the top is the PayPal logo. The heading is "Check out as a guest". Below it, the text says "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." There is a text input field containing "bill@bill.com". A large blue button labeled "Continue to Payment" is positioned below the input field. A red arrow points to this button from the right. At the bottom of the screen, there is a link that says "Already have an account? Log In".



The image shows a screen titled "Check out as a guest" with a close button (X) in the top right corner. The main text says "It looks like you already have a PayPal account". Below this text is the email address "bill@bill.com". A large blue button labeled "Log In" is positioned below the email address. At the bottom of the screen, there is a link that says "Continue as a guest". A red arrow points to this link from the right.

3. Enter the details of your payment card and your contact details

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address
bill@bill.com

Phone type
Mobile

Phone number
07701234567

Card number
0789 1234 2244 6677

Expiry date
10 / 26

Security code

Billing address

First name
Bill

Last name
Cooper

4. Press **Pay now as guest**

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

Already got a PayPal account? [Log in](#)

[Cancel and return to merchant](#)

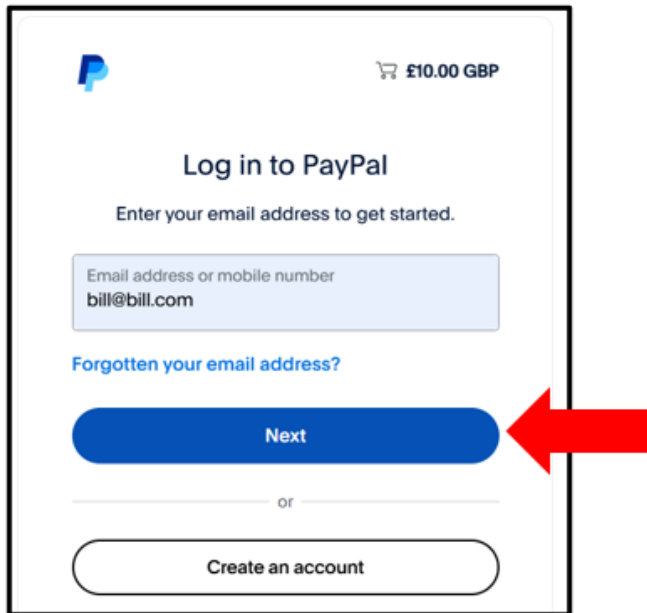
*Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account. **PLEASE MAKE SURE YOU UNTICK THIS BOX IF YOU DON'T WANT A PAYPAL ACCOUNT***

Save information & create your PayPal account

5. Now skip **Section B** and continue to **Section C (Confirmation of Payment)** below

B) Paying with PayPal

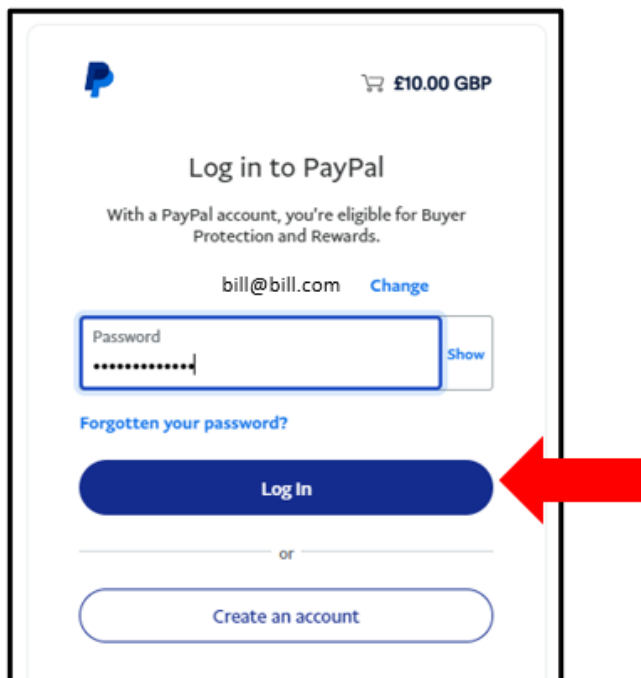
1. To pay with your own PayPal account, enter your email address and press **Next**



The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it, the instruction reads "Enter your email address to get started." There is a text input field containing "bill@bill.com". Below the field is a link that says "Forgotten your email address?". A large blue button labeled "Next" is highlighted with a red arrow pointing to it from the right. Below the "Next" button is a horizontal line with the word "or" in the center. At the bottom is a rounded button labeled "Create an account".

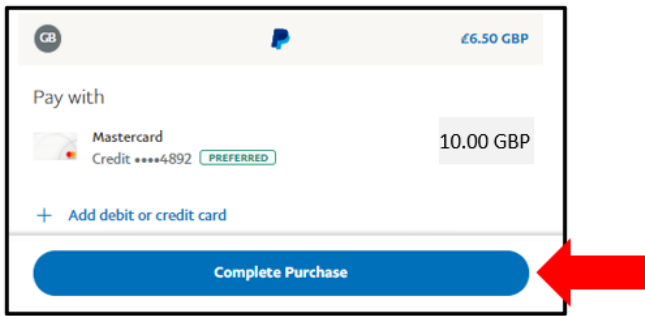
Note: if you don't have a PayPal account, but would like to create a new one - follow the steps described in section A above until the final step when there is an option to create a PayPal account using the details that you have already entered.

2. Enter your PayPal password and press **Log in**



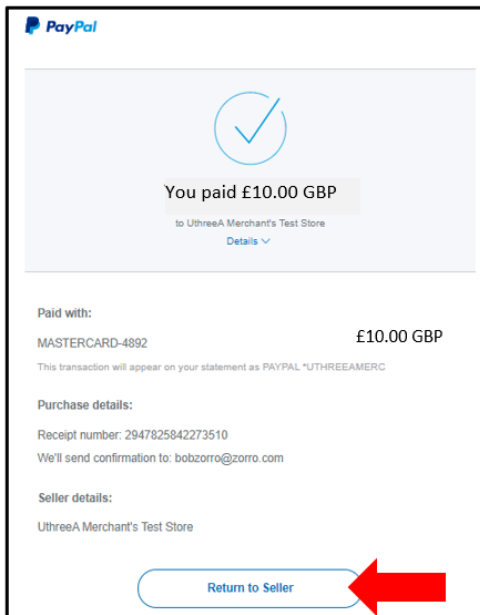
The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it, the text reads "With a PayPal account, you're eligible for Buyer Protection and Rewards." The email address "bill@bill.com" is displayed with a "Change" link to its right. There is a password input field with a "Show" button to its right. Below the field is a link that says "Forgotten your password?". A large blue button labeled "Log In" is highlighted with a red arrow pointing to it from the right. Below the "Log In" button is a horizontal line with the word "or" in the center. At the bottom is a rounded button labeled "Create an account".

3. 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**



C) Confirmation of Payment

Press **Return to Seller** to return to the Members Portal where you will see your updated "membership continues to" date.



You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from your u3a. This may have your membership card attached (if your u3a has chosen to use this facility)