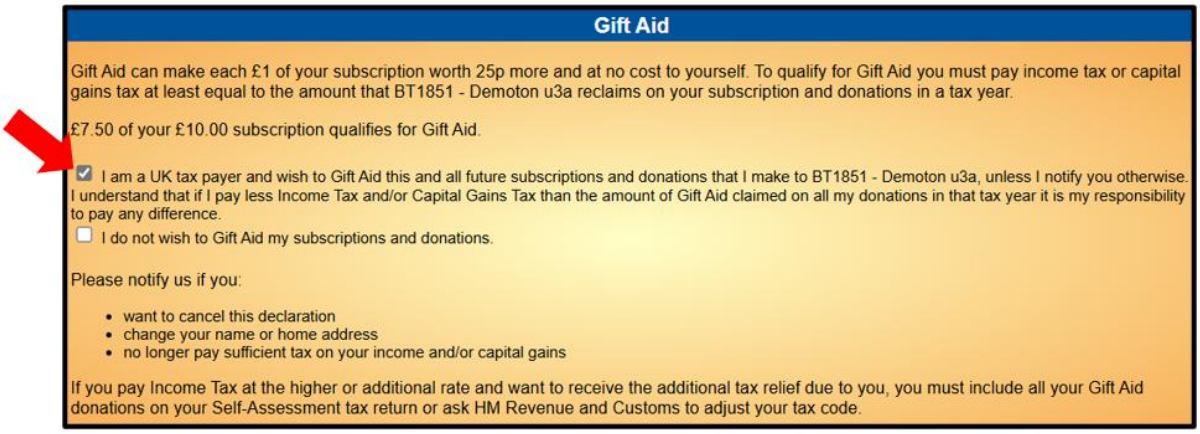
Renewing Your Membership

1. Sign 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:



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:



If another u3a member lives at your address but not in a **Joint** membership with you, you have the option to pay the other member's subscription at the same time:



If you don't wish to pay for the other member, untick the box and the

amount to pay will update:



If you are in a **Joint** membership category you can only renew and pay the total fee for both members:

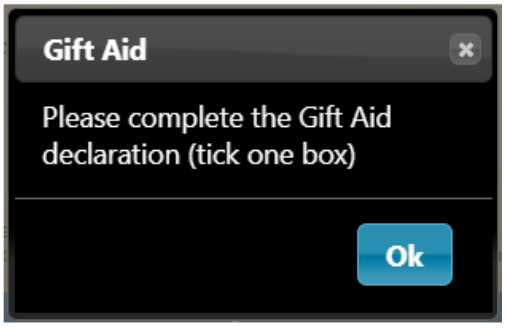


If you don't wish to pay for the other member you will need to contact your Membership Secretary and pay by other means.

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

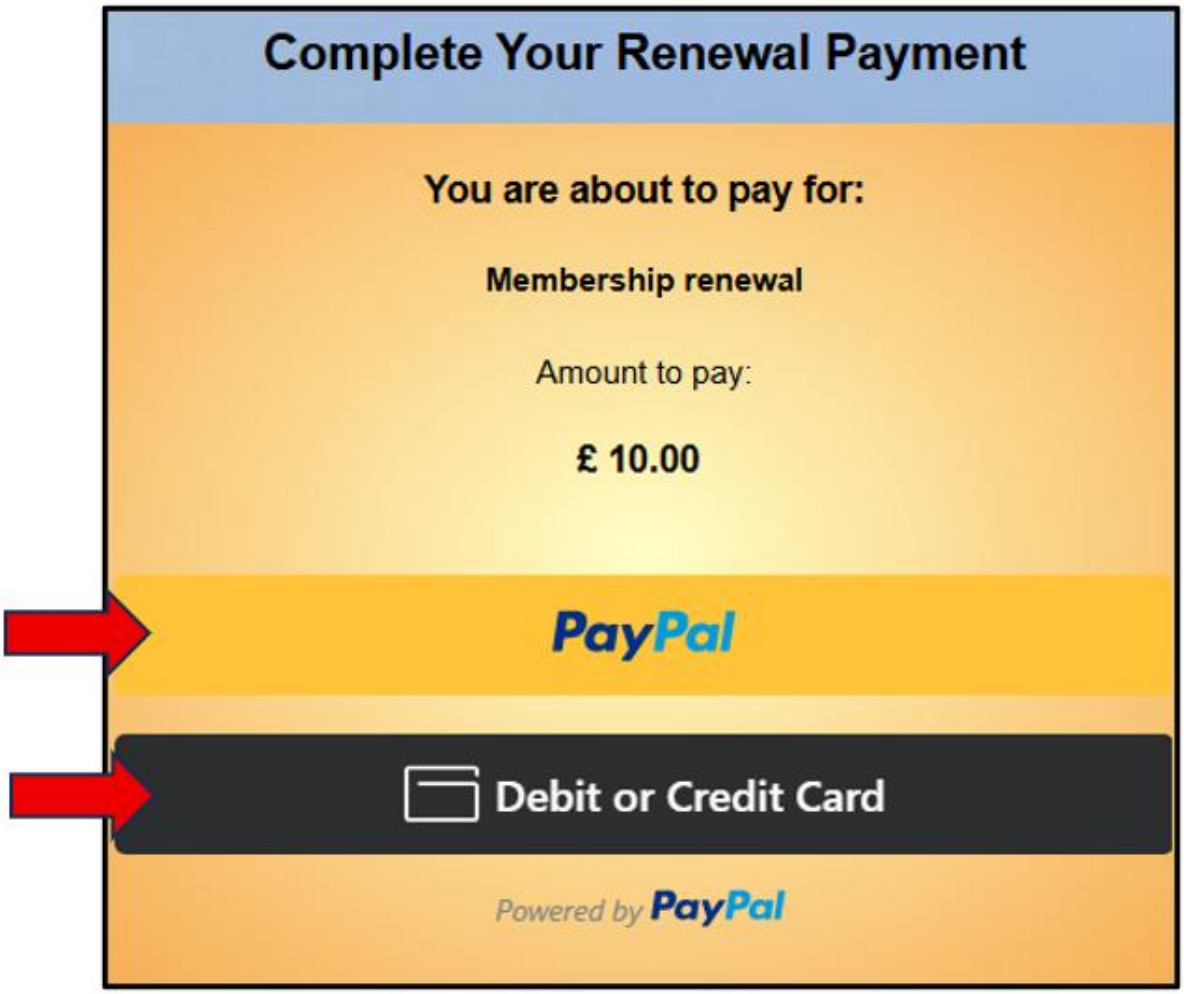


If you did not select a box in the Gift Aid section you will be prompted to do so:

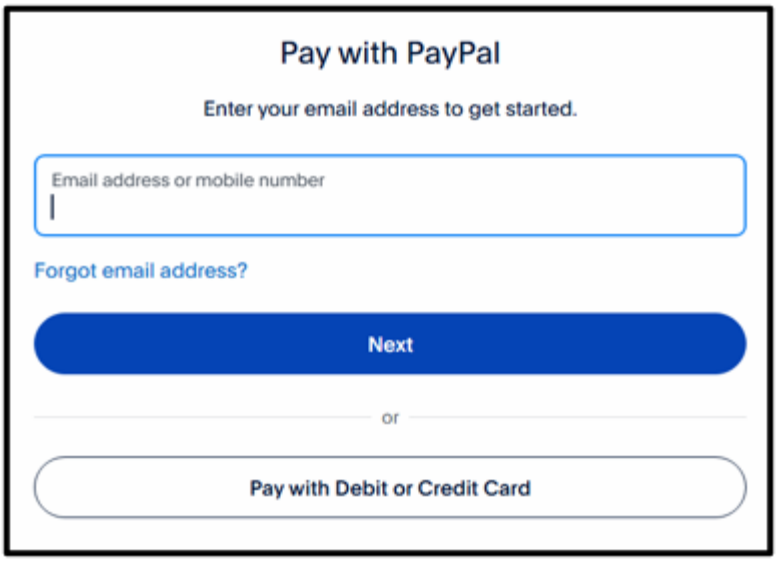


At this point you have 2 payment options:

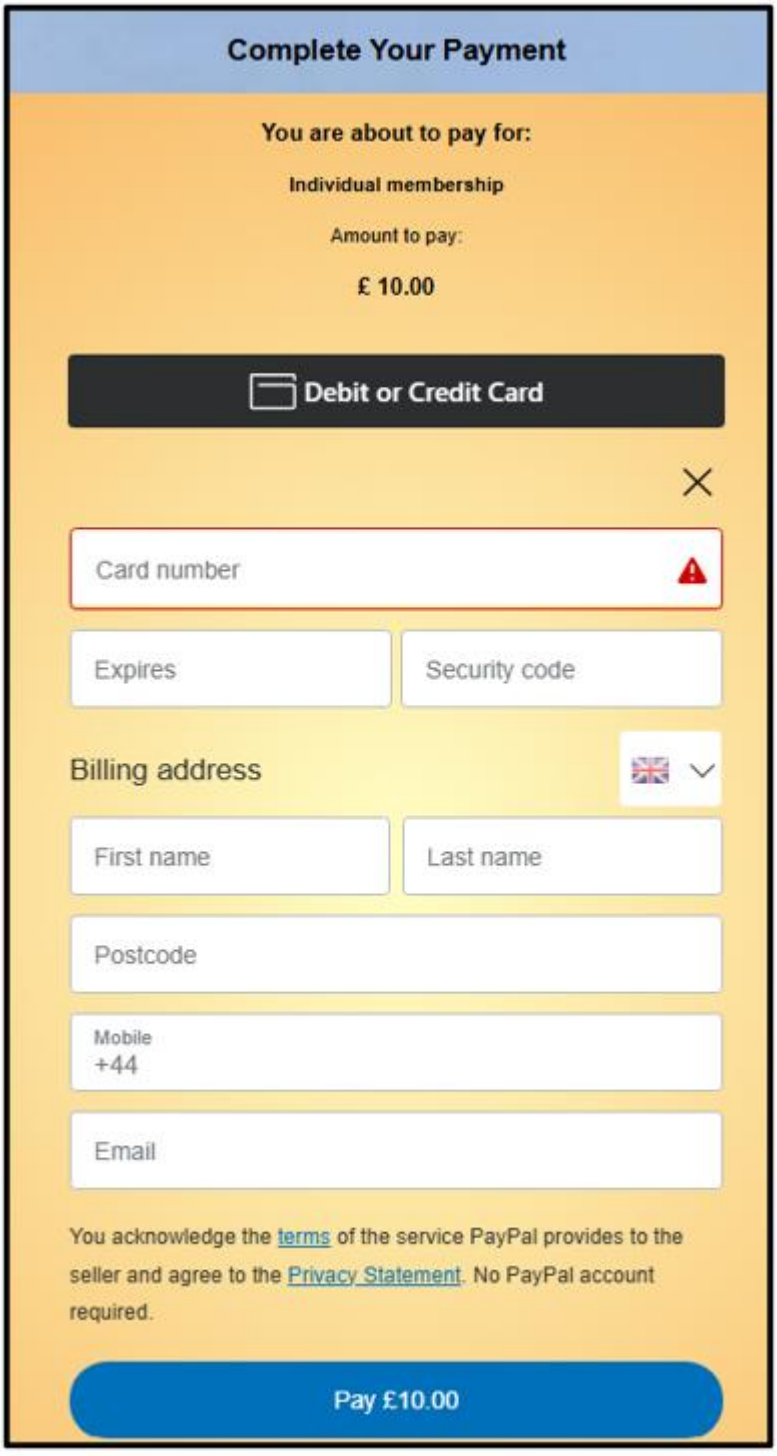
- Pay with your own **PayPal** account, or
- Pay by **Debit** or **Credit** card



If you select **PayPal** you will be prompted to sign in to your PayPal account and complete the payment:



If you select **Pay with Debit or Credit Card** you will be prompted to enter your card details and contact details to complete the payment:



After the payment has been processed you will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from your u3a.