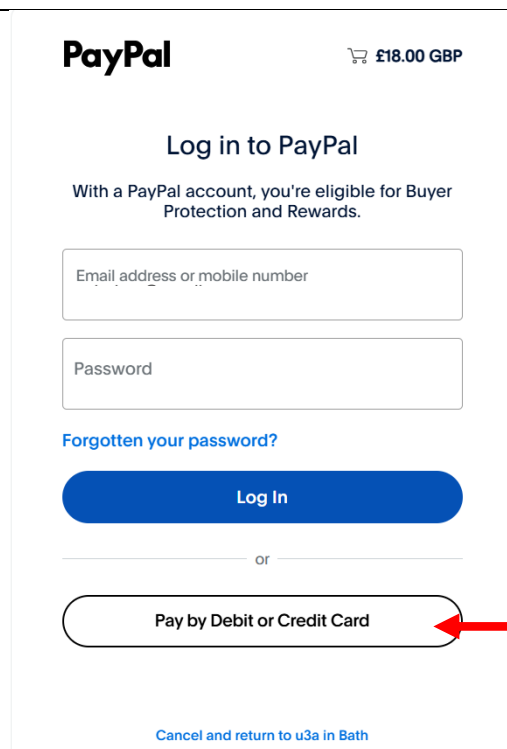


Bath u3a Online Membership Application Payment Helpsheet

1. On the Join Us page of the bath.u3asite.uk website, click on the **Join or Renew** tab and select **Join for the first time** and then click on the **Join online** button.
2. At the top of the form, select the type of membership you require. (Note: if you are currently also a member of another u3a, select **Associate** membership, otherwise, select **Individual**). Complete the rest of the Membership Application form.
3. Check one of the boxes to indicate you wish/don't wish to Gift Aid your subscription. (Note - You can't continue until you have ticked one of the Gift Aid boxes).
4. At the bottom of the form, click on **Make Payment**.



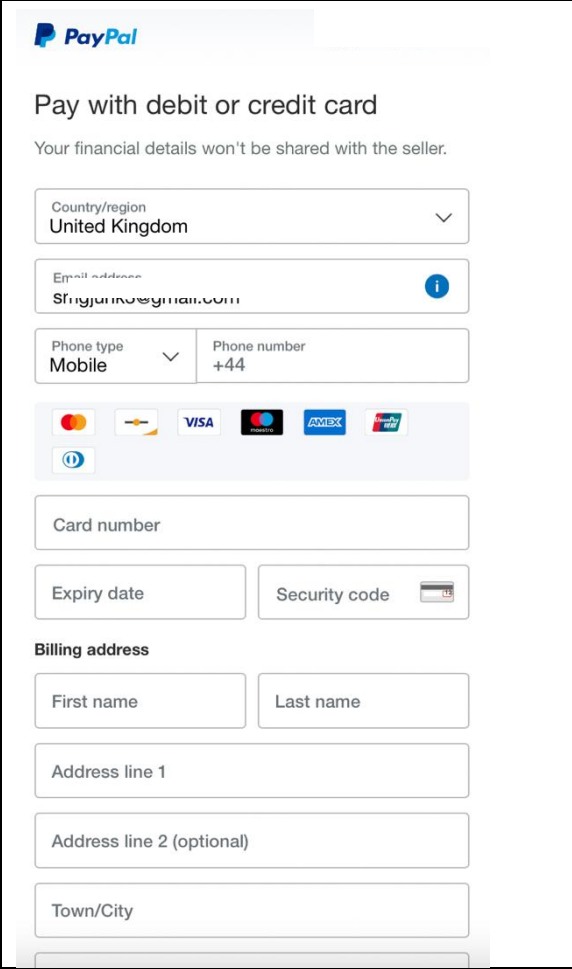
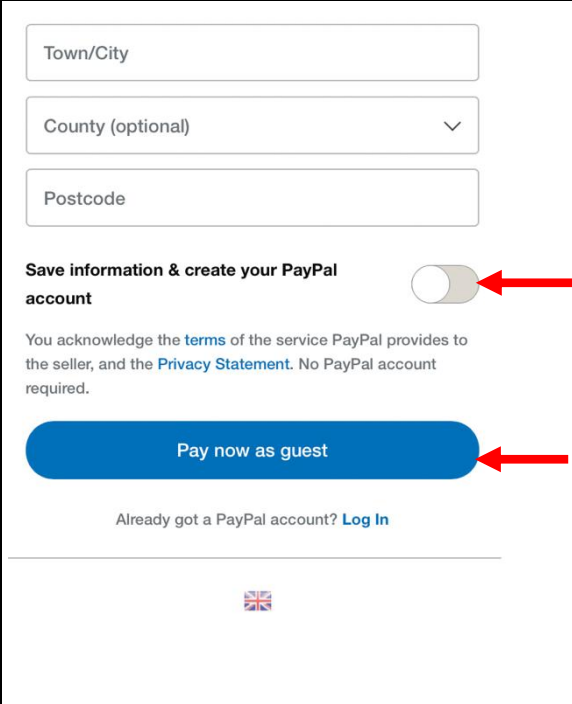
5. This screen appears...

IGNORE EVERYTHING IN THE TOP TWO THIRDS OF THE SCREEN (unless you want to pay with PayPal)

AND SCROLL DOWN TO THE BOTTOM

Click on **Pay with Debit or Credit Card**

You will see a box entitled **“Could this be a scam?”** Check the details listed and if you are happy scroll to the bottom and click **“Continue with payment.”**

	6. Fill in the form as you would for any other online purchase. Scroll down...
	7. Next... ...If you don't want to create a PayPal account be sure to UNTICK THIS SMALL BUTTON so that it turns from this:  to this:  The screen will change to show this button. Click on Pay now as guest.
8. You may be asked to authorise the payment through your banking app or by text message. A confirmation that your payment has been accepted will be shown. Click on Return to Seller, then click on Return to u3a in Bath website. You will be returned to the Bath u3a website and receive confirmatory emails from Bath u3a and PayPal.	

