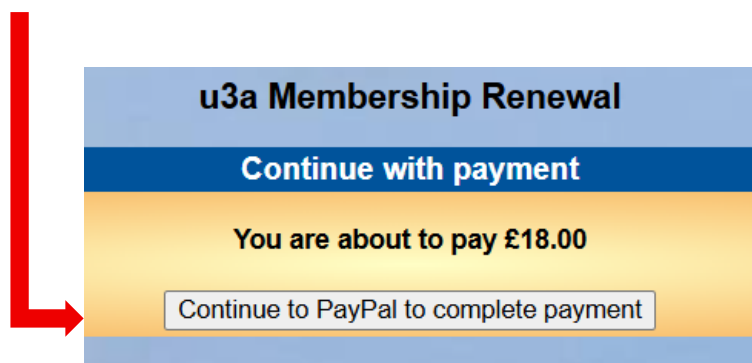


Bath u3a Online Membership Renewal Payment Helpsheet

1. Log in to the Members Portal using your email and password. First enter your email and click confirm, then enter your password and click confirm.
2. If your membership is due for renewal, you will see an option "Renew your membership". Click on this. (If this option is not shown your membership is either not due for renewal or you have already renewed.)
3. Next check one of the boxes to indicate you wish/don't wish to Gift Aid your subscription. (Note - You can't continue unless you have ticked one of the Gift Aid boxes).
4. Click on **Make Payment**. You will be taken to this screen (with the appropriate fee shown):
5. Click on "Continue to PayPal to complete payment". You do not need a PayPal account and you will not need to open one.



A screenshot of the PayPal login screen. At the top left is the PayPal logo. To its right is a shopping cart icon and the text '£18.00 GBP'. Below this is the heading 'Log in to PayPal' and a subtext 'With a PayPal account, you're eligible for Buyer Protection and Rewards.' There are two input fields: 'Email address or mobile number' and 'Password'. Below these is a link 'Forgotten your password?' and a blue 'Log In' button. Below the 'Log In' button is a horizontal line with the word 'or' in the center. Below this line is a button that says 'Pay by Debit or Credit Card'. A red arrow points from the right towards this button. At the bottom of the screen is a link 'Cancel and return to u3a in Bath'.	6. 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
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 Pay with debit or credit card Your financial details won't be shared with the seller. Country/region United Kingdom Email address Sfringurk@gmail.com Phone type Mobile Phone number +44  Card number Expiry date Security code Billing address First name Last name Address line 1 Address line 2 (optional) Town/City	7. Fill in the form as you would for any other online purchase. Scroll down...
Town/City County (optional) Postcode 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 	8. ...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.
9. 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. You will be returned to the Bath u3a website and receive confirmatory emails from Bath u3a and PayPal.	