Bath u3a Online Membership Renewal Payment Help

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.

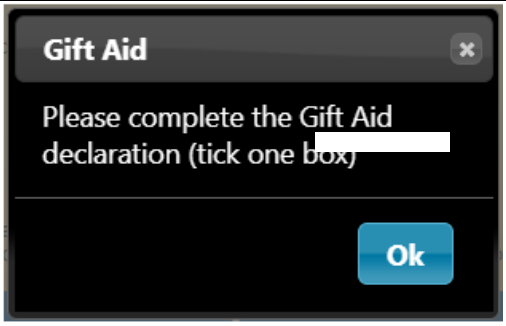
2. If your membership is due for renewal, you will see an option "Renew your membership". Click on this. (If this option is not shown your membership is either not due for renewal or you have already renewed.)

3. Next check one of the boxes to indicate you wish/don't wish to Gift Aid your subscription.

4. You will be taken to this screen (or a similar one, depending of the class of membership that you have) with the appropriate fee shown. Click on **Make Payment**:

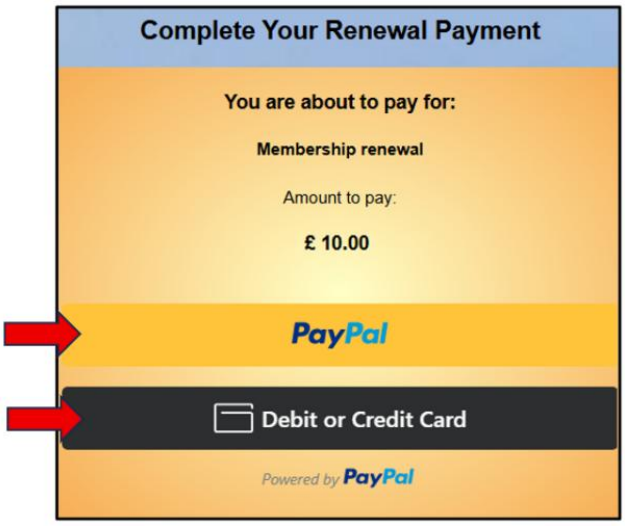


If you did not select a box in the Gift Aid section you will be prompted to do so:

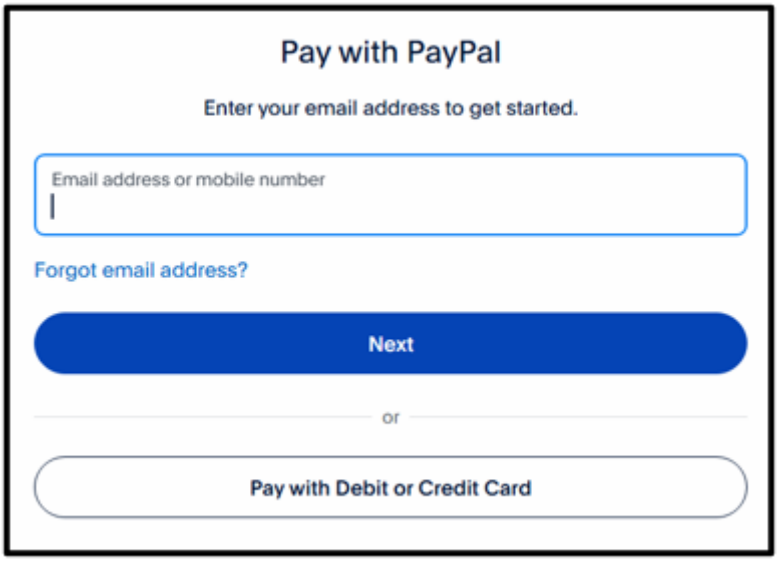


At this point you have 2 payment options:

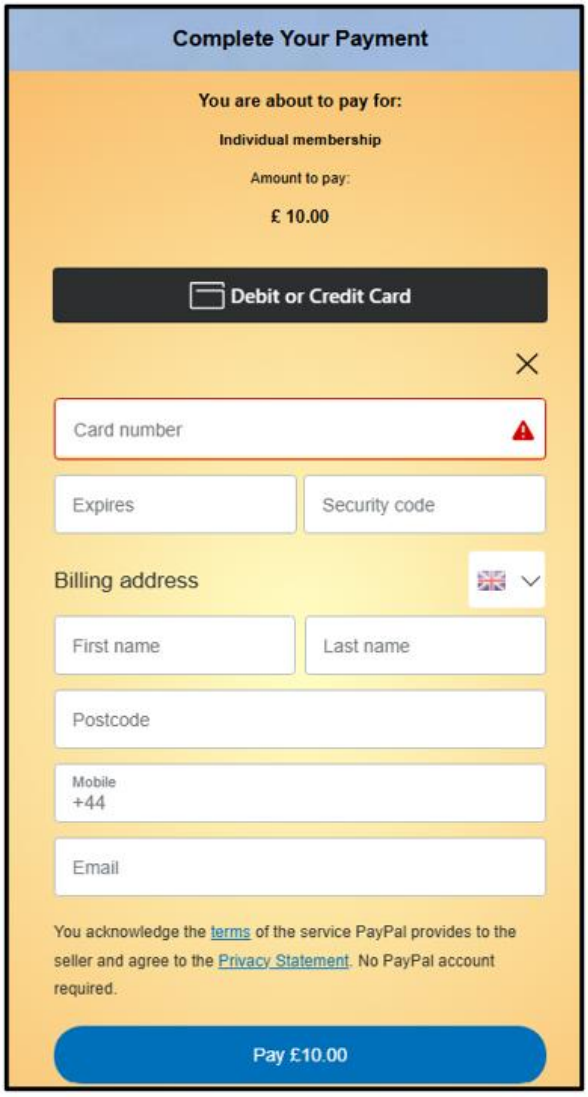
- Pay with your own **PayPal** account, or
- Pay by **Debit** or **Credit** card



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



If you select 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 u3a in Bath. Keep this in a safe place - you may be asked to show it at meetings – either on your smartphone or as a printed copy.

After you have renewed, the front page of the Members Portal displays a message "Your membership continues until 1st October 202_" so you cannot renew twice.