

## New Members Joining Online A Walk Through

This page describes how to apply for a **NEW** membership of a u3a and pay using PayPal or a credit/debit card.

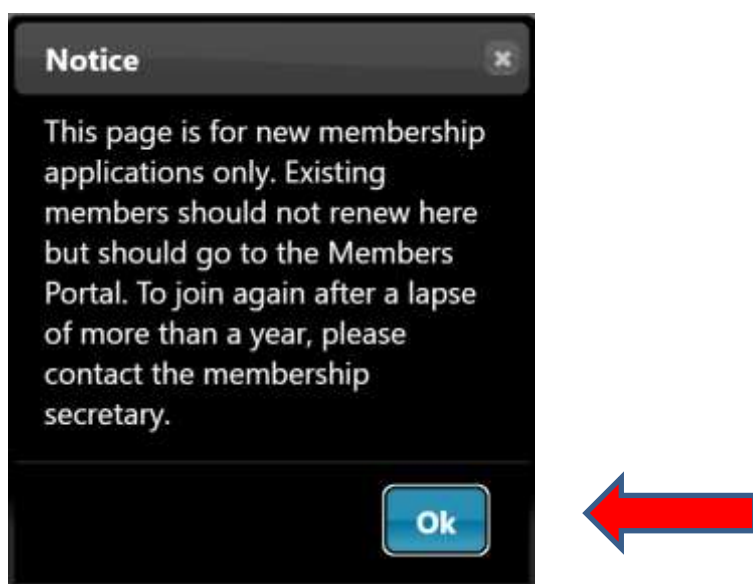
*Note: Some of the screenshots used in the pictures below could not be obtained with Lancaster and Morecambe u3a's name and current membership rates – they are for example only.*

*The title of our u3a and the applicable rates will automatically appear on the equivalent screens as shown in this guide.*

*You will not be charged for using online membership services, although we will have a small commission fee deducted from your payment by PayPal.*

### The process

1. The application process is usually initiated by clicking a link on your u3a's website. Press **OK** on the warning notice to proceed to the Membership Application page:



2. The top of the next screen will look like this



3. Fill in the details about yourself and your address in the boxes. You do not have to give any emergency contact details but it may help should there be an emergency. (The details below are fictitious and for illustration only.)

### About Yourself

Title  Forename  Surname   male  female

E-mail  Mobile  Known as

Emergency contact

Upload photo (optional)  No file chosen jpg, png, gif. Recommended max size 2MB

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### Your Address

No/Name  Street

Additional lines

Town  County  Postcode

Telephone

Please note, if you select Gift Aid (as shown below) that you must fill in a Title as this is required by HMRC for the claim to be processed.

4. 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:

### 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 Lancaster & Morecambe 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 Lancaster & Morecambe 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.

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

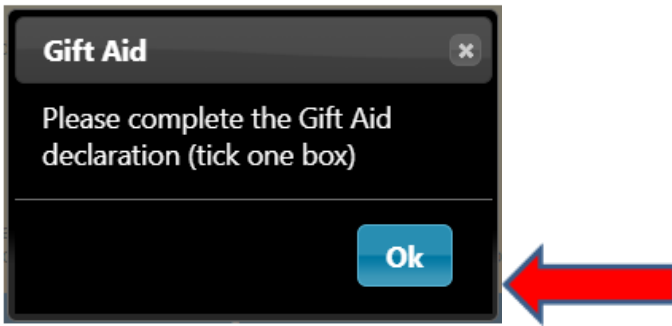
### Payment

**Amount to pay: £ 15.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account



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



6. You will be asked to continue by pressing the **Continue to PayPal to complete payment** button:

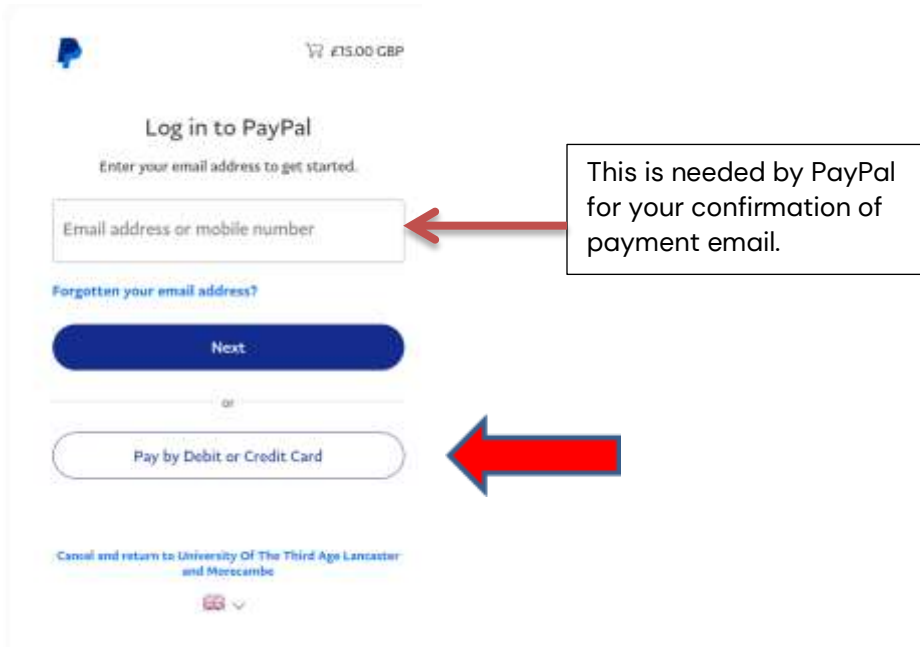


At this point you have 2 payment options:

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

#### **A) Paying with your Debit/Credit Card**

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



Enter your email address again at the next screen and press **Continue to Payment** (There is also an option to **Log in** and pay with a PayPal account)

Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address  
bobzorro@zorro.com

Continue to Payment

Already have an account? [Log In](#)

Enter the details of your payment card and your contact details

PayPal 15.00 GBP

Pay with debit or credit card

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

Country/region  
United Kingdom

Email address  
bobzorro@zorro.com

Phone type  
Mobile

Phone number  
+44 07771 234567

Billing details

Card number  
5289 3333 4444 5555

Expiry date  
12 / 25

Security code  
246

First name  
Bob

Last name  
Zorro

At this point you have the option of using the details that you have entered to create and pay with a new PayPal account by pressing **Create Account & Pay Now**

Postcode  
NG4 3ZZ

Save information & create your PayPal account

Shop more easily with PayPal

Shop millions of sellers

Save big with great deals

Create password  
.....

Date of birth  
4/9/1950

Nationality  
United Kingdom

You agree to PayPal's [User Agreement](#) and [Privacy Statement](#).  
For more information, see your [Right of Withdrawal](#).

You agree to receive marketing communication. You can change this at any time in your settings.

**Create Account & Pay Now**

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

[Cancel and return to merchant](#)

**Untick this** if you do not want a PayPal account



If you still wish to pay by card, untick the **Save information & create your PayPal account** button and click **Pay now as guest**

Postcode  
NG4 3ZZ

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](#)



Now skip **section B** and continue to **section C (Confirmation of Payment)** below

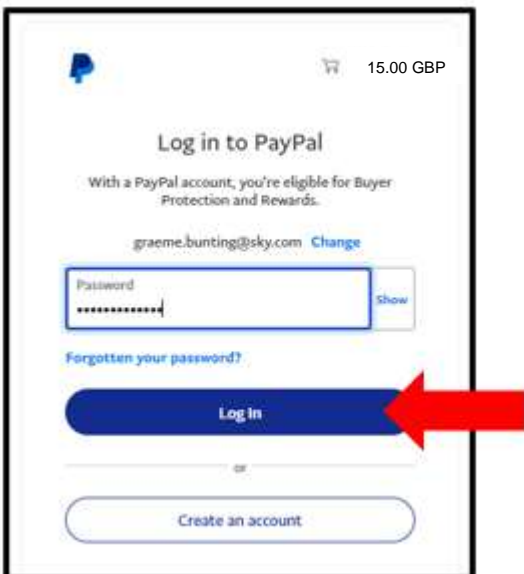
## B) Paying with PayPal

To pay with an existing PayPal account, enter your email address and press **Next**



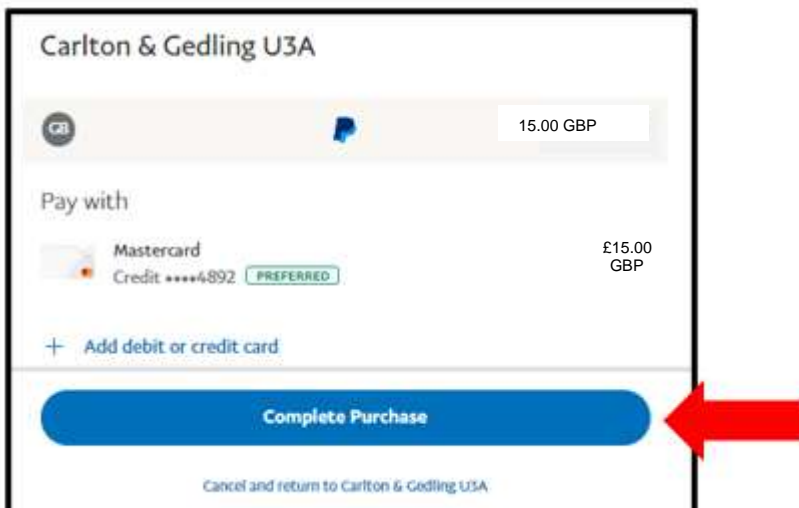
The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with '15.00 GBP'. The main heading is 'Log in to PayPal' with the instruction 'Enter your email address to get started.' Below this is a text input field containing 'bobzorro@zorro.com'. A link for 'Forgotten your email address?' is positioned below the input field. A large blue button labeled 'Next' is highlighted with a red arrow pointing to it from the right. Below the 'Next' button is an 'or' separator, and at the bottom is a button labeled 'Pay by Debit or Credit Card'.

If PayPal recognises your email address, you will see a screen similar to this. Enter your PayPal password and press **Log in**



The screenshot shows the PayPal login interface after email verification. At the top left is the PayPal logo, and at the top right is a shopping cart icon with '15.00 GBP'. The main heading is 'Log in to PayPal' with the instruction 'With a PayPal account, you're eligible for Buyer Protection and Rewards.' Below this is the email address 'graeme.bunting@sky.com' with a 'Change' link. A password input field with a 'Show' button is present. A link for 'Forgotten your password?' is positioned below the password field. 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 an 'or' separator, and at the bottom is a button labeled 'Create an account'.

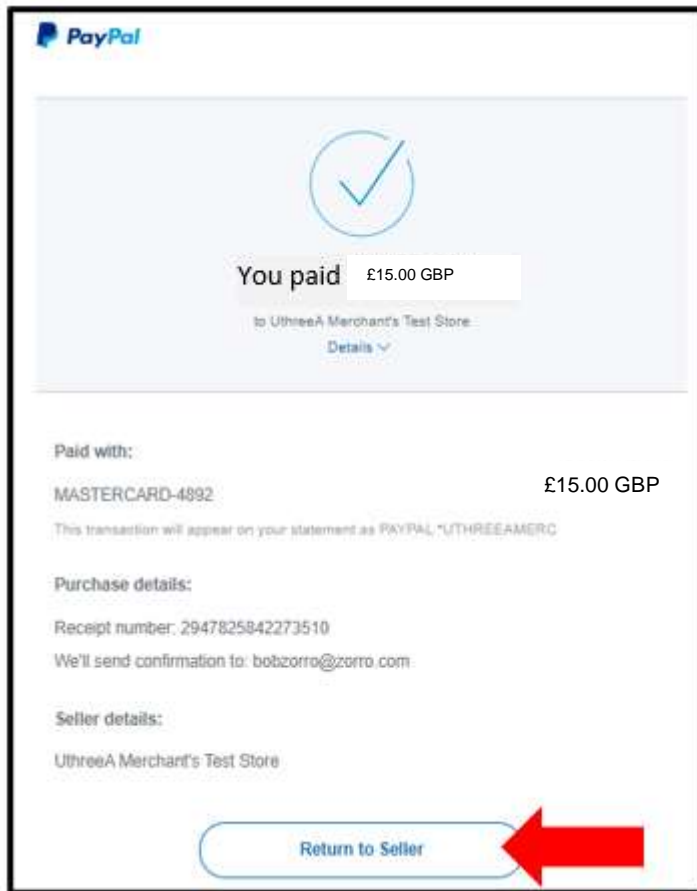
Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**



The screenshot shows the PayPal payment selection interface. At the top left is the merchant name 'Carlton & Gedling U3A'. At the top right is a shopping cart icon with '15.00 GBP'. Below this is a 'Pay with' section. A Mastercard is selected, showing 'Mastercard Credit \*\*\*\*4892' and a 'PREFERRED' badge. The amount '£15.00 GBP' is displayed to the right. Below the card selection is a link '+ Add debit or credit card'. A large blue button labeled 'Complete Purchase' is highlighted with a red arrow pointing to it from the right. At the bottom is a link 'Cancel and return to Carlton & Gedling U3A'.

### C) Confirmation of Payment

After receiving confirmation of payment, click **Return to Seller** to return to your local u3a website.



After payment, you should receive two emails.

A confirmation of payment from PayPal.

A confirmation from Lancaster & Morecambe u3a to confirm membership.

The data you provide will be held electronically by Lancaster & Morecambe u3a to facilitate your membership.

If you have any concerns, please contact the Membership Secretary.

Problems or Enquiries?: [lm3amembership@gmail.com](mailto:lm3amembership@gmail.com)