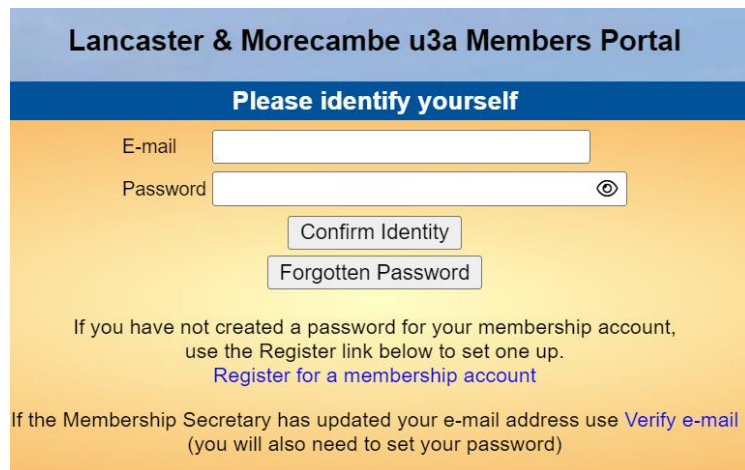


Renewing your membership on-line 2023/4

The bank is making it difficult for us to deposit cheques. You can securely renew your membership on-line by Credit/Debit card or through your PayPal account. This saves much volunteer time and effort.

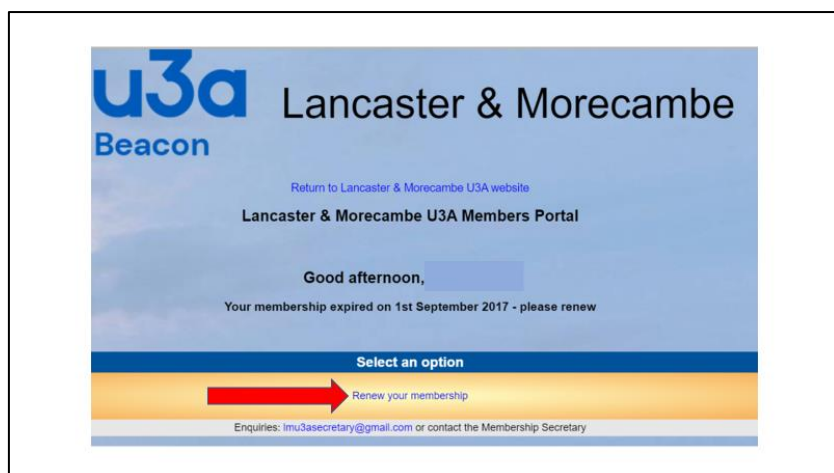
1. Go to the "Members Portal" either from the link on our website or direct from <https://u3abeacon.org.uk/u3aportal.php?u3a=117&sc=THJZ>
2. Enter your email address and Password.
3. Click "Confirm Identity"



The screenshot shows the 'Lancaster & Morecambe u3a Members Portal' login page. It has a blue header with the text 'Please identify yourself'. Below this are two input fields: 'E-mail' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the fields are two buttons: 'Confirm Identity' and 'Forgotten Password'. At the bottom, there is a link to 'Register for a membership account' and a 'Verify e-mail' link.

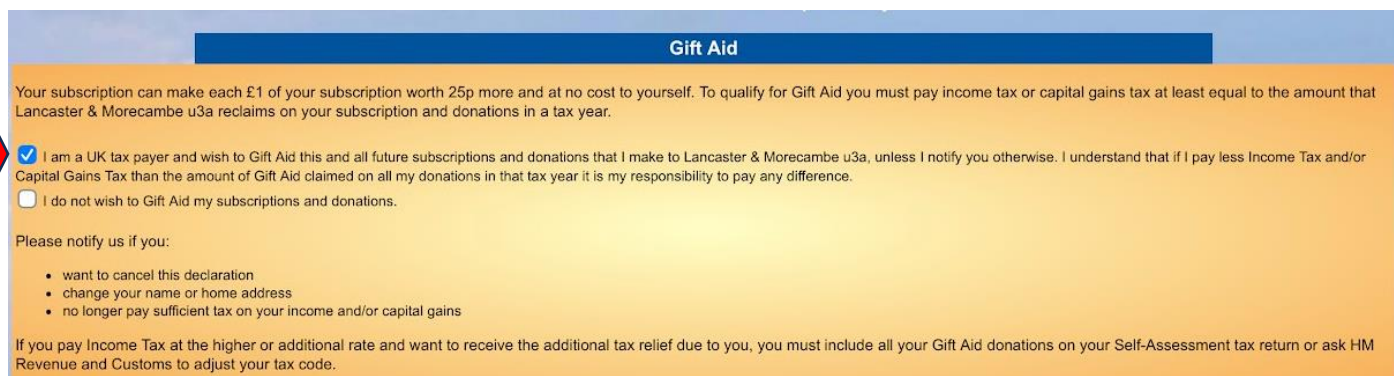
Note If you have not previously created a password for Members Portal access, then click "Register for a membership account". Enter your details and create a password. You will receive a confirmation email. Click on the link in this email and enter your email address and password into the new logon screen as shown here.

4. Click "Renew your membership"



The screenshot shows the 'Lancaster & Morecambe U3A Members Portal' renewal page. It features the u3a Beacon logo and the text 'Lancaster & Morecambe U3A Members Portal'. A message states: 'Good afternoon, Your membership expired on 1st September 2017 - please renew'. Below this is a 'Select an option' section with a red arrow pointing to the 'Renew your membership' link. At the bottom, there is contact information: 'Enquiries: lmu3asecretary@gmail.com or contact the Membership Secretary'.

5. Tick to confirm if you are a UK taxpayer and would like the u3a to claim tax back on your subscription. This is at no cost to yourself. Alternatively tick the box confirming that you do not wish to Gift Aid your subscription.



The screenshot shows the 'Gift Aid' declaration form. It has a blue header with the text 'Gift Aid'. Below this is a paragraph explaining that the 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. There are two radio buttons: the first is checked and says '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.' The second is unchecked and says 'I do not wish to Gift Aid my subscriptions and donations.' Below this is a section 'Please notify us if you:' with three bullet points: 'want to cancel this declaration', 'change your name or home address', and 'no longer pay sufficient tax on your income and/or capital gains'. At the bottom, there is a note: '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.'

6. **Tick if paying for two members at the same address.**

A tick box appears only when members are registered with us at the same address. They may be renewed at the same time but Gift Aid will only apply to the member making this renewal payment.



7. **Click "Make Payment"**

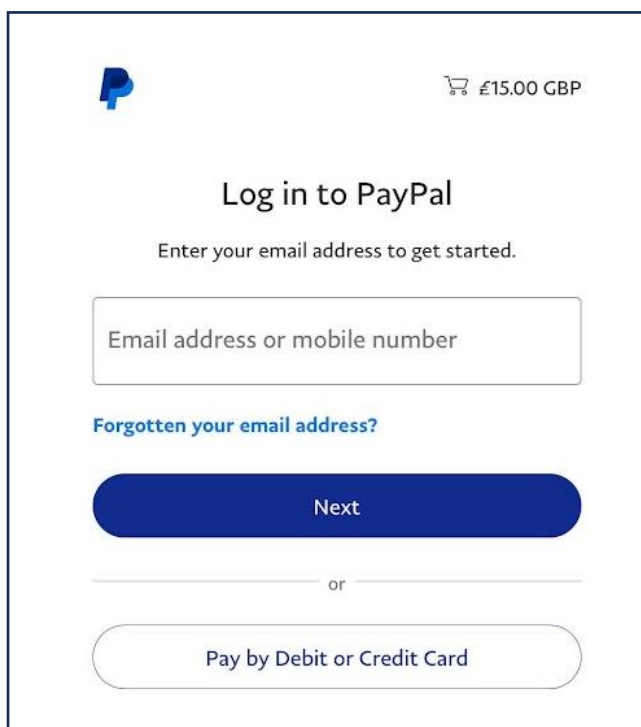
8. **Click to "Continue to PayPal to complete payment" (Note that you do not need a PayPal account)**



9. **You can pay through an existing personal PayPal account or alternatively with a Credit or Debit Card. You DO NOT need to open a new PayPal account.**

10. **If PayPal recognises that you have an existing personal PayPal account, you will simply be asked if you want to pay through this account or by Credit/Debit card and can complete the transaction by confirming your PayPal user id and password. Complete the transaction in the usual way and proceed as shown in 12 below**

11. **If you do not have a PayPal account or if you are not recognised by PayPal you will see a screen like this and can opt to check out as a GUEST and continue as in 13, 14, 15, 16, 17 below**

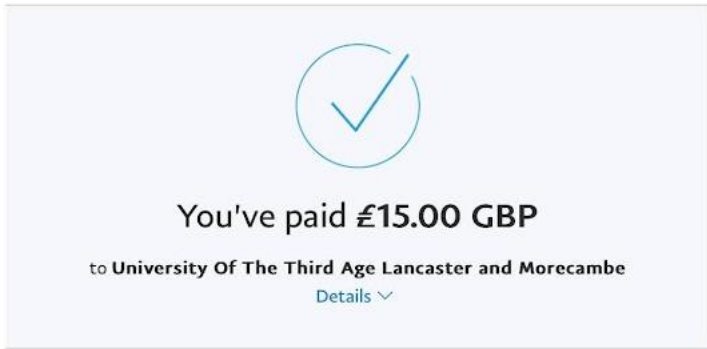


If you have a PayPal account, enter your account details here.

Then click Next

Alternatively, To pay by Debit or Credit Card click here

12. **If paying through PayPal you will be redirected to your PayPal log on screen where you can log into your account and complete the payment in the usual way. Remember to "Complete Purchase" and "Return to Seller"**



13. If Paying by **Credit or Debit Card** you will see this screen.

When paying with your Credit/Debit card you will see a screen similar to this. Enter your email address.

← Then Click "Continue to Payment"

14. Enter your details

When paying with your Credit/Debit Card, fill in your card details, mobile phone number and email address. This is used for your receipt.

15. Enter your contact information

Billing address

First name Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Save information & create your PayPal account

Enter the Billing Address associated with your Debit/Credit card. This is so you can be contacted if there is a problem with your transaction.

IMPORTANT If you do not want a PayPal account but acknowledge the Terms and Conditions **UNTICK**

16. Pay as A Guest

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.


We'll pre-authorise up to £15.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.


Pay now as guest

IMPORTANT Shown here as unticked (PayPal account not required)


Click "Pay now as Guest"



17. Confirmation of Payment





You paid £15.00 GBP
to University Of The Third Age Lancaster and Morecambe
[Details](#) v

Paid with:
 £15.00 GBP
This transaction will appear on your statement as PAYPAL *UNIVERSITY

Purchase details:
Receipt number 
We'll send confirmation to 

Seller details:
University Of The Third Age Lancaster and Morecambe

[Return to Seller](#)

Click "Return to Seller"

18. You will receive 2 automated emails confirming your subscription renewal together with a membership card

- confirmation of payment from PayPal
- A confirmation from Lancaster and Morecambe u3a with your membership card attached. If the page appears to be blank then scroll down to reveal the card which is at the top of the page.

