Renewing your Lancaster & Morecambe u3a membership on-line

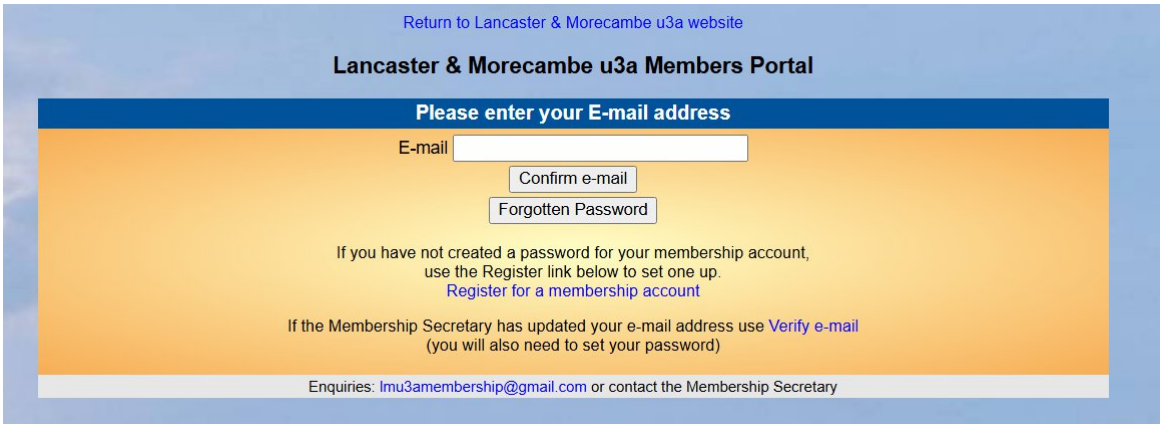
This guide is for current u3a members wishing to renew their membership. New members and those whose membership lapsed should visit the new members page.

Our annual membership **renewal period** opens mid July and ends on 31 August. Exact dates will be communicated to all current members by email and Newsletter. During this time you can renew your membership securely on-line by Credit/Debit card or through your PayPal account. If you miss this period, you will have to join as a new member**.**

To renew online you need to be registered on the **Members Portal**. Being a member of the Lancaster & Morecambe u3a is not the same as being registered on the Members Portal. Information about the Members Portal and how to register it is here

Online renewal Guide

1. Go to the "Members Portal" login page, either directly from the link here or via the link on the Membership Renewal page on our website.

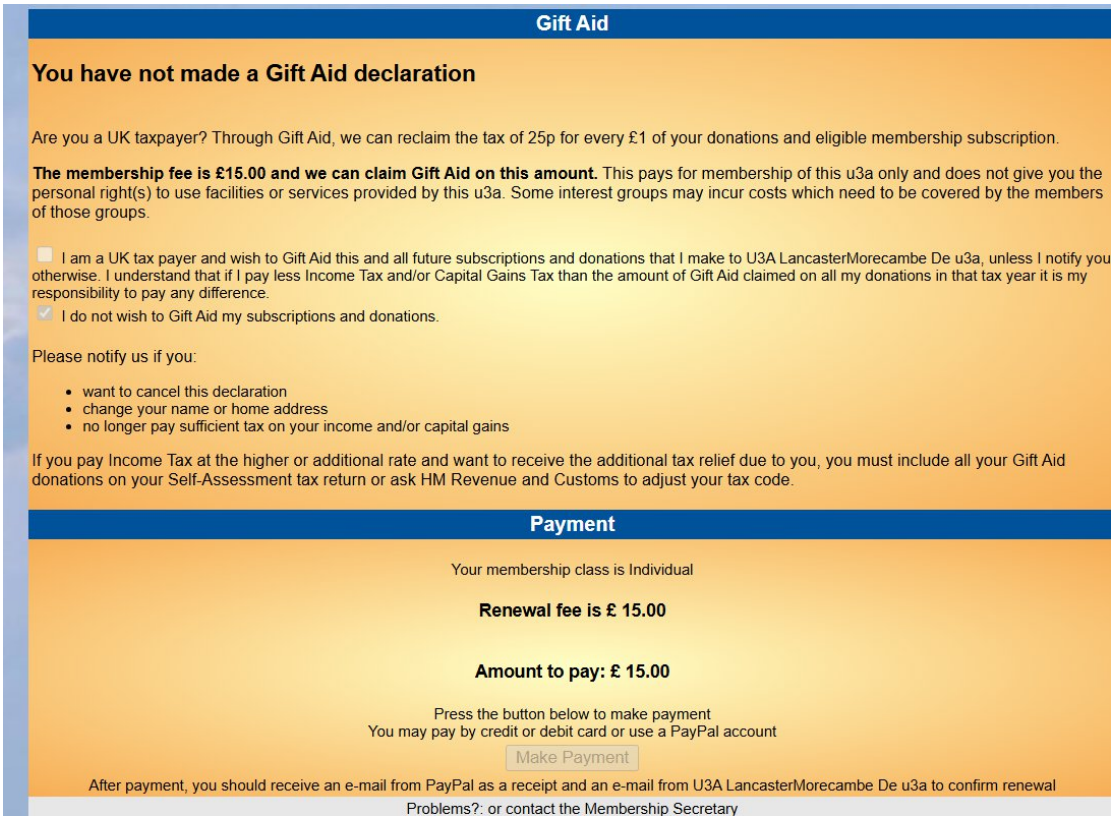


2. Enter your email address, click on "Confirm email" and when prompted enter your Password and then click on "Confirm Identity"

3. The following page appears. Click "Renew your membership"

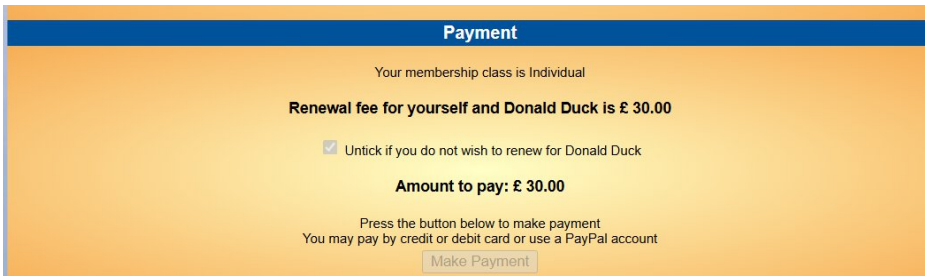


This opens the following page:



4. 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.

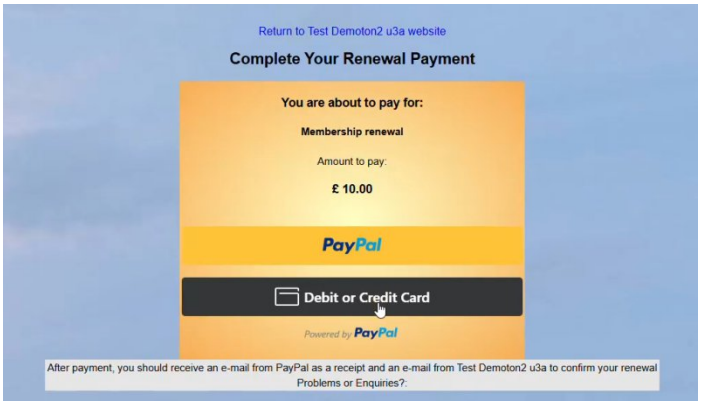
The screen you see may differ from the above if more than one u3a member is registered at the same postal address. In which case it looks like this:



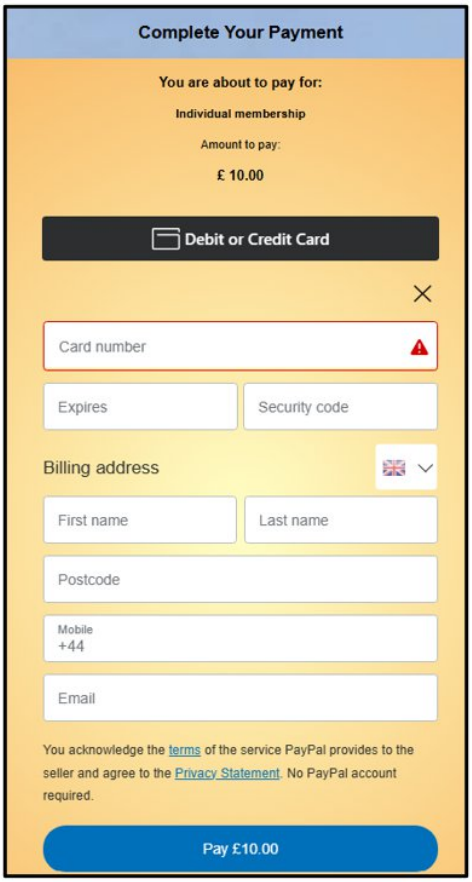
Both memberships may be renewed at the same time but Gift Aid will only apply to the member making the renewal payment. Untick the box if you are only renewing one membership.

5. Now click on "**Make Payment".** You are presented with 2 payment options:

- Debit or Credit card (continue from A below)
- PayPal (continue from B below)



A) Click on Debit or Credit Card and complete the following form. NB this screenshot is for demonstration purposes only – you will see the latest Lancaster & Morecambe u3a renewal payment screen. Full membership is currently £15.00 per person.



An email address is required to send the receipt of payment to and in case of any problems with the payment. We use PayPal to process online credit/debit card payments - you do not need to have or use a PayPal account. Once your payment has been processed you will be returned to the Members Portal starting page.

B) Using PayPal. If you have an existing PayPal account, enter your email address, press Next and login to your PayPal account as usual.

After receiving confirmation of payment from PayPal click Return to Seller to return to the Lancaster and Morecambe u3a website.