

Screen shots for the
Aughton & Ormskirk U3A
Membership Renewal
Online Procedure 2018

Step - 1 – Click the link to enter the Members Portal

The link will be in

- either the email from the Membership Secretary
- or on the U3A website, via the “Join Us/Membership renewal online” page

**Extract from
Membership Secretary's email**

This link takes you to the Members Portal

Renewing online

If you wish to renew online then you may use the link one is registered for gift aid then please use the details

You may wish to try it using this [link](#) or you could re: feature of this link is that you can update your personal

Procedure

1. Click the link to enter the Members Portal
2. Enter the requested data which includes name

The Members Portal login screen

U3A
THE UNIVERSITY OF THE THIRD AGE

Aughton & Ormskirk

[Return to Aughton & Ormskirk U3A website](#)

Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename


Surname

Postcode

E-mail

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Steps 2,3 – complete and choose “Confirm Identity”



The screenshot shows the Aughton & Ormskirk U3A Members Portal. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. To the right is the title 'Aughton & Ormskirk'. Below the logo is a link 'Return to Aughton & Ormskirk U3A website'. The main heading is 'Aughton & Ormskirk U3A Members Portal'. A dark blue bar contains the text 'Please identify yourself'. Below this is a form with the following fields: 'Membership number' (1234), 'Forename' (John), 'Surname' (Smith), 'Postcode' (L39 1AA), and 'E-mail' (john.smith@gmail.com). A note 'All fields must be completed' is positioned to the right of the membership number field. A 'Confirm Identity' button is at the bottom of the form, with a mouse cursor over it. At the very bottom, a grey bar contains the text 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

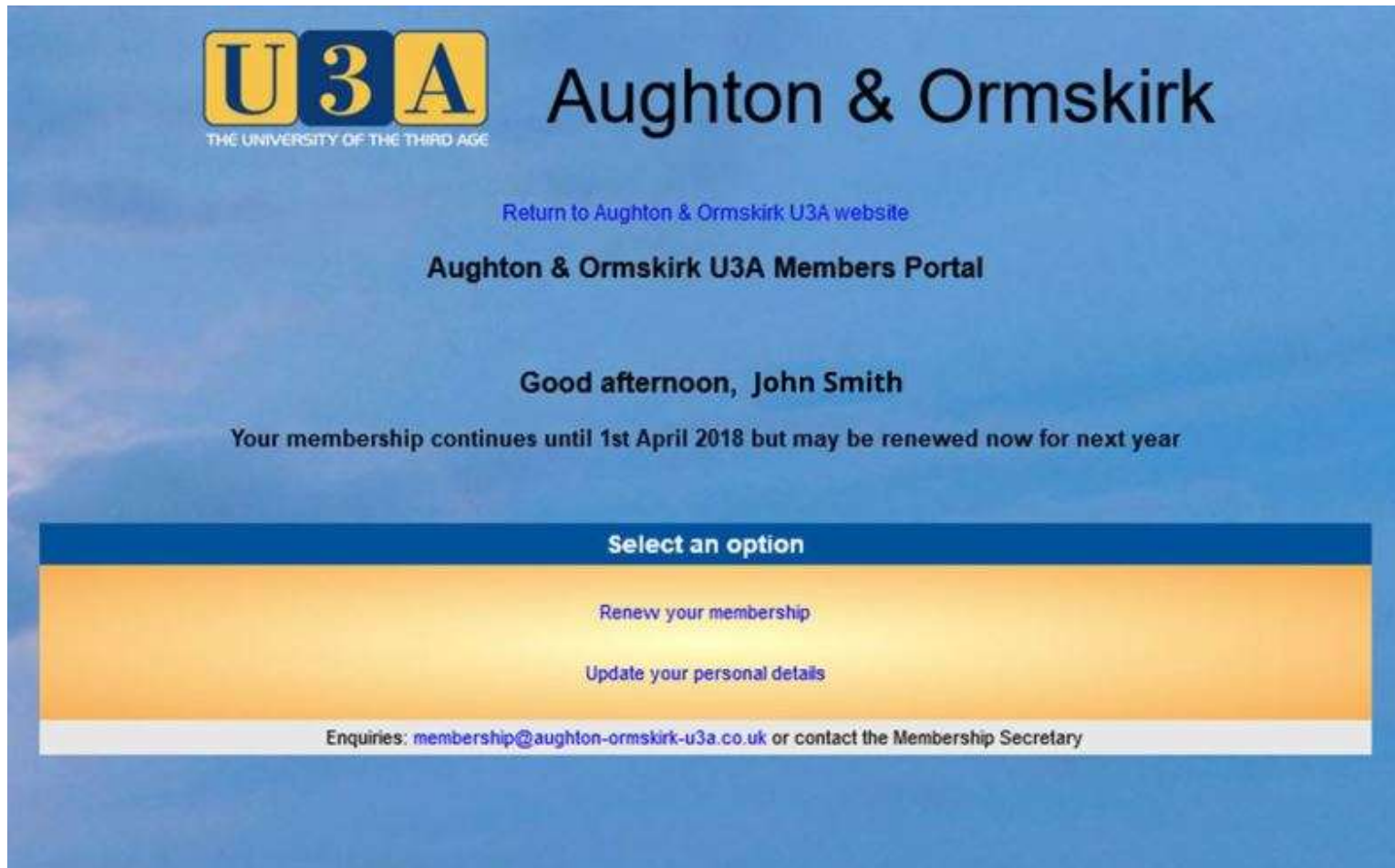
Surname

Postcode

E-mail

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Step 5 – choose “Renew your membership”



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Aughton & Ormskirk U3A Members Portal

Good afternoon, John Smith

Your membership continues until 1st April 2018 but may be renewed now for next year

Select an option

- [Renew your membership](#)
- [Update your personal details](#)

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Step 6,7 – tick Gift Aid and choose “Make Payment

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[Return to Aughton & Ormskirk U3A website](#) [Members Portal](#)

Aughton & Ormskirk U3A Membership Renewal

i If you wish to change your class of membership, you cannot renew on-line.
Please contact the membership secretary

Payment

Your membership class is Joint

Renewal fee for yourself and is £ 30.00

If you only wish to renew for yourself, you must contact the membership secretary

Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

Amount to pay: £ 30.00

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

[Make Payment](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Aughton & Ormskirk U3A to confirm renewal

Problems?: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Step 8 – Renewal amount advice screen

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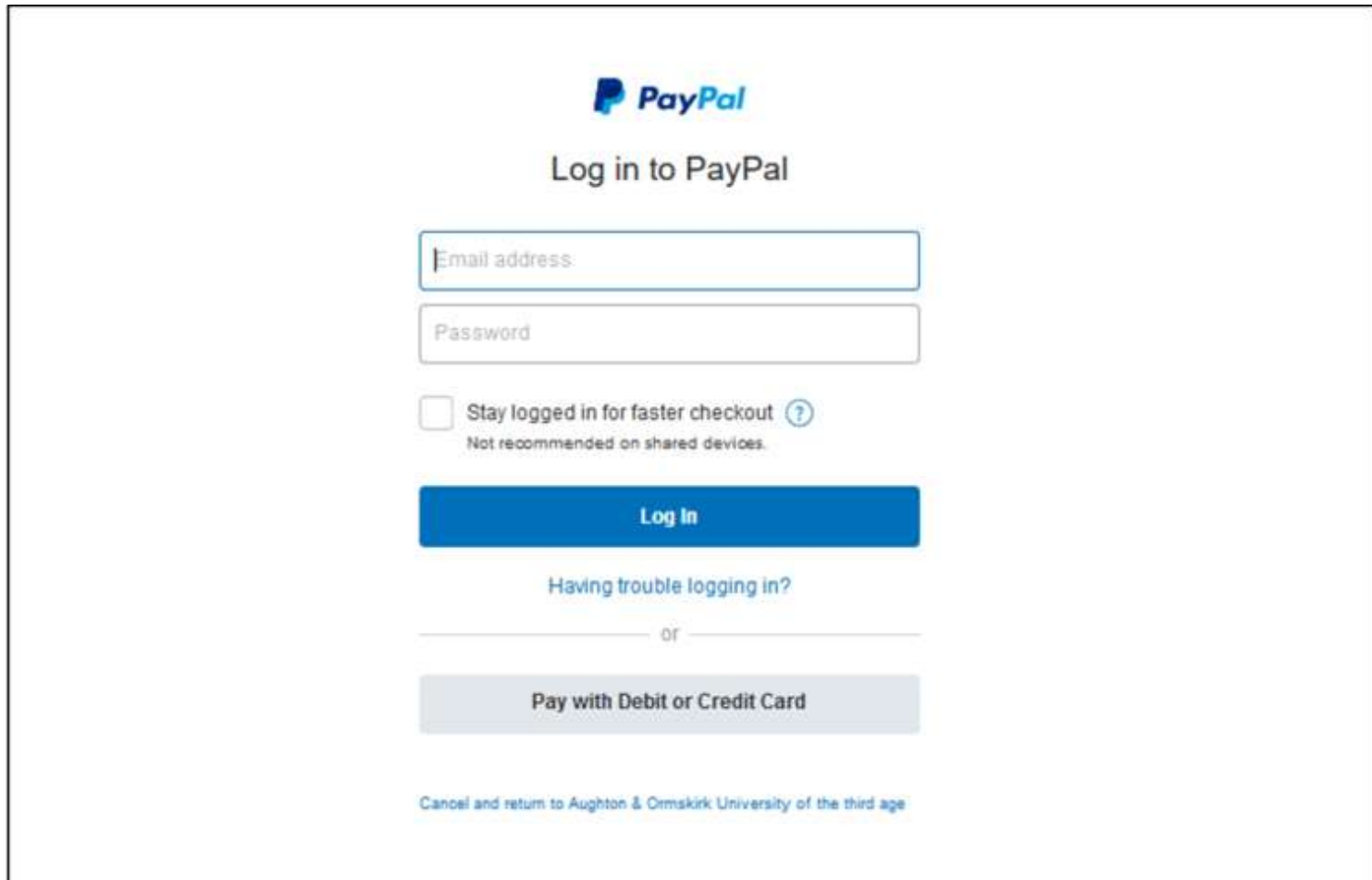
U3A Membership Renewal

Continue with payment


You are about to pay £ 30.00

[Continue to PayPal to complete payment](#)

Step 9 - Optional PayPal login screen




The image shows a screenshot of the PayPal login interface. At the top center is the PayPal logo. Below it is the heading "Log in to PayPal". There are two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Stay logged in for faster checkout" with a help icon and the text "Not recommended on shared devices." Below this is a blue "Log In" button. Underneath the button is the text "Having trouble logging in?". Below that is a horizontal line with "or" in the center. Below the line is a grey button labeled "Pay with Debit or Credit Card". At the bottom of the screen is a link that says "Cancel and return to Aughton & Ormskirk University of the third age".

 **PayPal**

Log in to PayPal

Email address

Password

Stay logged in for faster checkout 
Not recommended on shared devices.

Log In

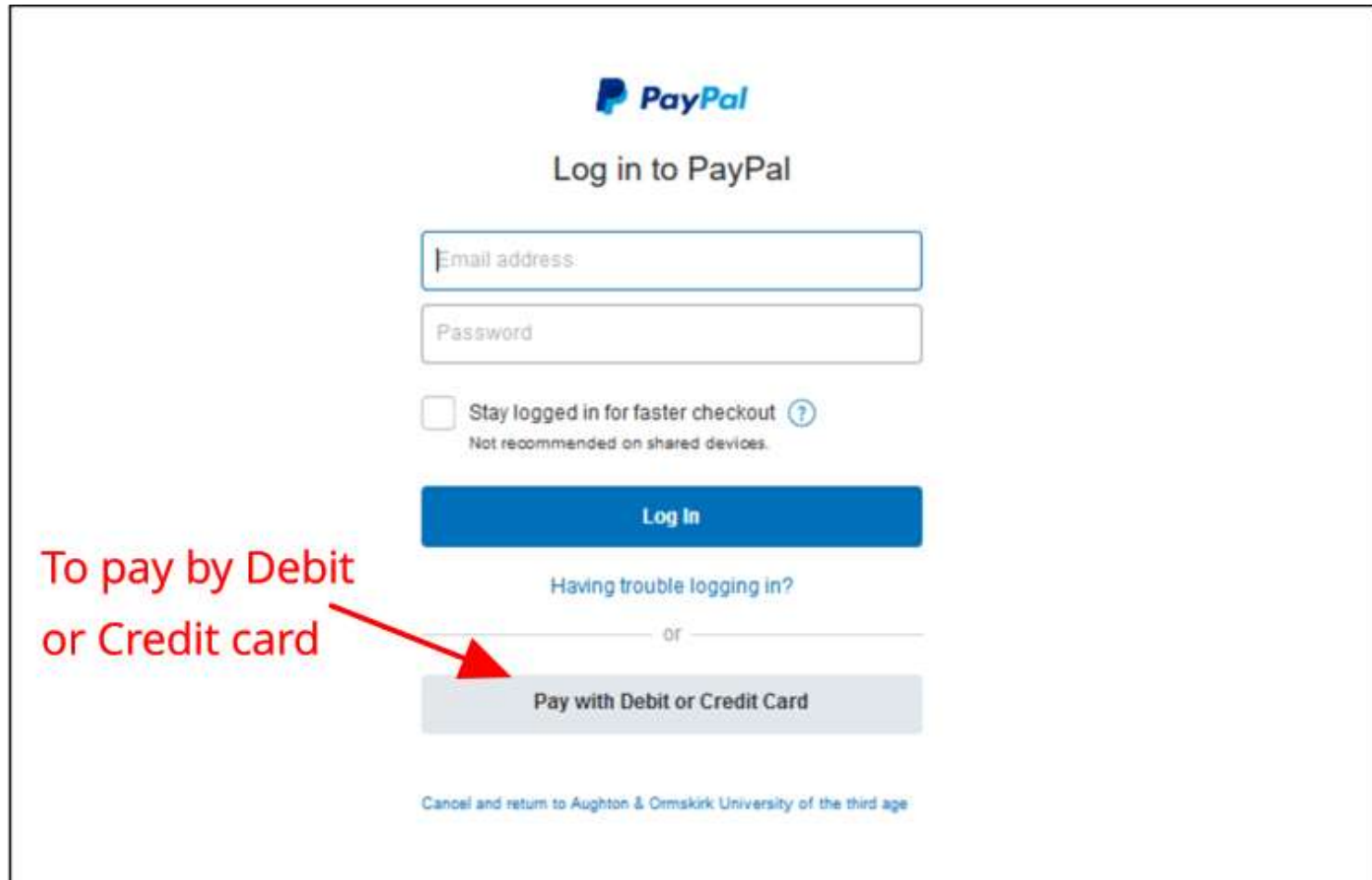
Having trouble logging in?

or

Pay with Debit or Credit Card

[Cancel and return to Aughton & Ormskirk University of the third age](#)

Step 9 – Choose Debit/Credit card via PayPal




The image shows the PayPal login interface. At the top is the PayPal logo. Below it is the text "Log in to PayPal". There are two input fields: "Email address" and "Password". Below these is a checkbox labeled "Stay logged in for faster checkout" with a help icon and the text "Not recommended on shared devices." Below that is a blue "Log In" button. Underneath the button is the text "Having trouble logging in?" followed by "or" and a horizontal line. Below this line is a grey button labeled "Pay with Debit or Credit Card". At the bottom of the page is the text "Cancel and return to Aughton & Ormskirk University of the third age". A red arrow points from the text "To pay by Debit or Credit card" to the "Pay with Debit or Credit Card" button.

To pay by Debit or Credit card

Cancel and return to Aughton & Ormskirk University of the third age

Steps 10,11 – paying by Debit or Credit card

Aughton & Ormskirk University of the third age

 £30.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant

Country: United Kingdom

Card type:

Card number:

Expiry Date: CVC:

First name: Last name:

Billing Address

Address line 1:

Address line 2 (optional):

Town/City:

County (optional): Postcode:

Contact information

Phone number type: Mobile Mobile number:


Email address:

I have read, and I consent and agree to PayPal's Privacy Policy (including PayPal processing and storing my personal data). I understand I can change my communication preferences at any time. I also agree to the terms of PayPal Account Optional.

[Pay Now](#)


Cancel and return to Aughton & Ormskirk University of the third age Home Terms Privacy Feedback © 1995-2016

Step 12 – Checking whether you want a PayPal account



Thanks for using PayPal!
Create your account today

We'll save your payment information when you create your account – so you don't have to type it again. Just add a password and your date of birth to enjoy faster check out with PayPal at millions of online stores.

john.smith@gmail.com 

Password

Confirm password

Date of birth


I confirm that I have read, consent and agree to PayPal's [User Agreement](#) and [Privacy Policy](#) and I am over the age of 18. I understand I can change my communications preferences at any time in my PayPal Account. For more information about PayPal, see our [Key Payment and Service Information](#).

If you don't want to create a PayPal account, choose "Not now"

Agree and Continue

Not now

Step 13,14 – Receipt for payment



You paid £30.00 GBP
to Aughton & Ormskirk University of the third age
[Details](#)

Get your PayPal receipts in Messenger

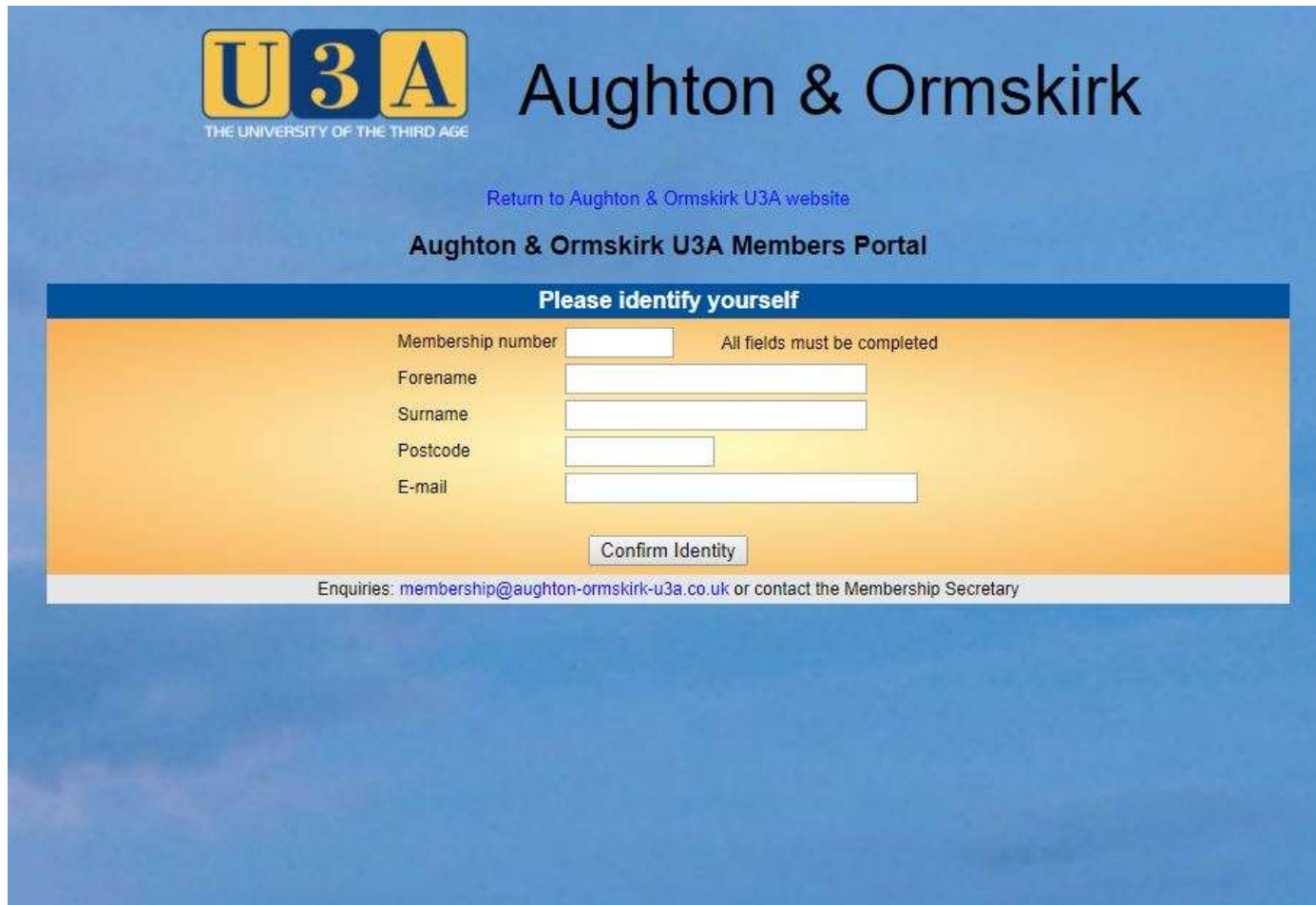
Paid with
Visa x-3030 £30.00 GBP

Purchase details
Receipt number: 1234567890123456
We'll send confirmation to:
john.smith@gmail.com

Merchant details
Aughton & Ormskirk University of the third age
john.smith@gmail.com

[Return to Merchant](#)

Step 14 – return to Members Portal



The image shows a web page for the Aughton & Ormskirk U3A Members Portal. At the top left is the U3A logo, which consists of the letters 'U', '3', and 'A' in yellow boxes on a blue background, with the text 'THE UNIVERSITY OF THE THIRD AGE' underneath. To the right of the logo is the text 'Aughton & Ormskirk'. Below this is a blue link that says 'Return to Aughton & Ormskirk U3A website'. The main heading is 'Aughton & Ormskirk U3A Members Portal'. Below this is a blue bar with the text 'Please identify yourself'. The form area has a yellow background and contains five input fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. To the right of the 'Membership number' field is the text 'All fields must be completed'. Below the input fields is a button labeled 'Confirm Identity'. At the bottom of the form area is a grey bar with the text 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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