

Screen shots for the
Aughton & Ormskirk U3A
Membership Renewal
Online Procedure 2019

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

Renewing online

If you wish to renew online then you may use the link. If you are registered for gift aid then please use the details below.

You may wish to try it using this [link](#) or you could request a personal link. A feature of this link is that you can update your personal details.

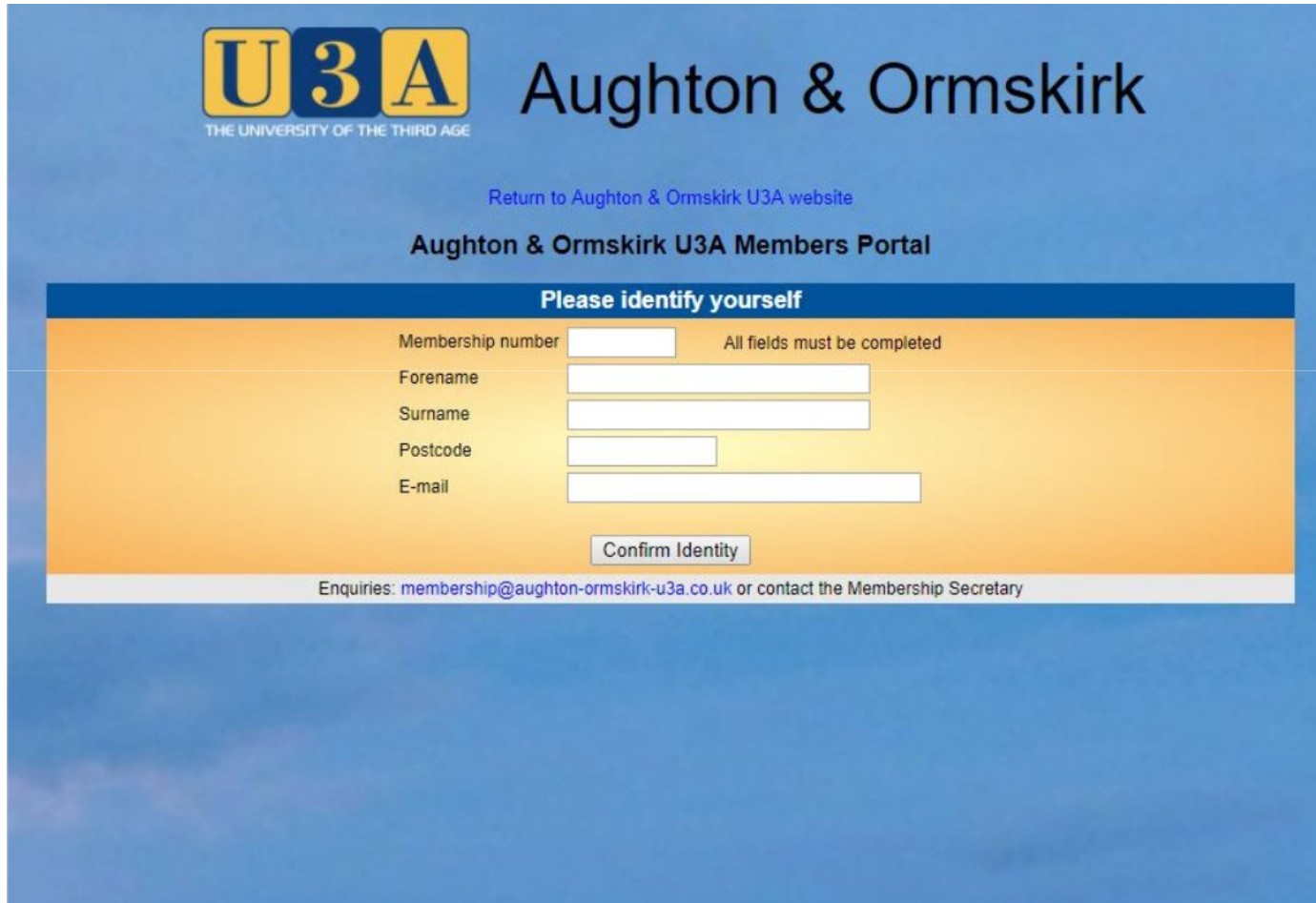
Procedure

1. Click the link to enter the Members Portal
2. Enter the requested data which includes your name, address and contact details.

*This link takes
you to the
Members Portal*



The Members Portal login screen



The image shows a login screen 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, with 'THE UNIVERSITY OF THE THIRD AGE' written below it. 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'. The login form is titled 'Please identify yourself' and is set against a yellow background. It contains five input fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note 'All fields must be completed' is positioned to the right of the first field. Below the fields is a 'Confirm Identity' button. At the bottom of the form, there is a line of text: 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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

Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

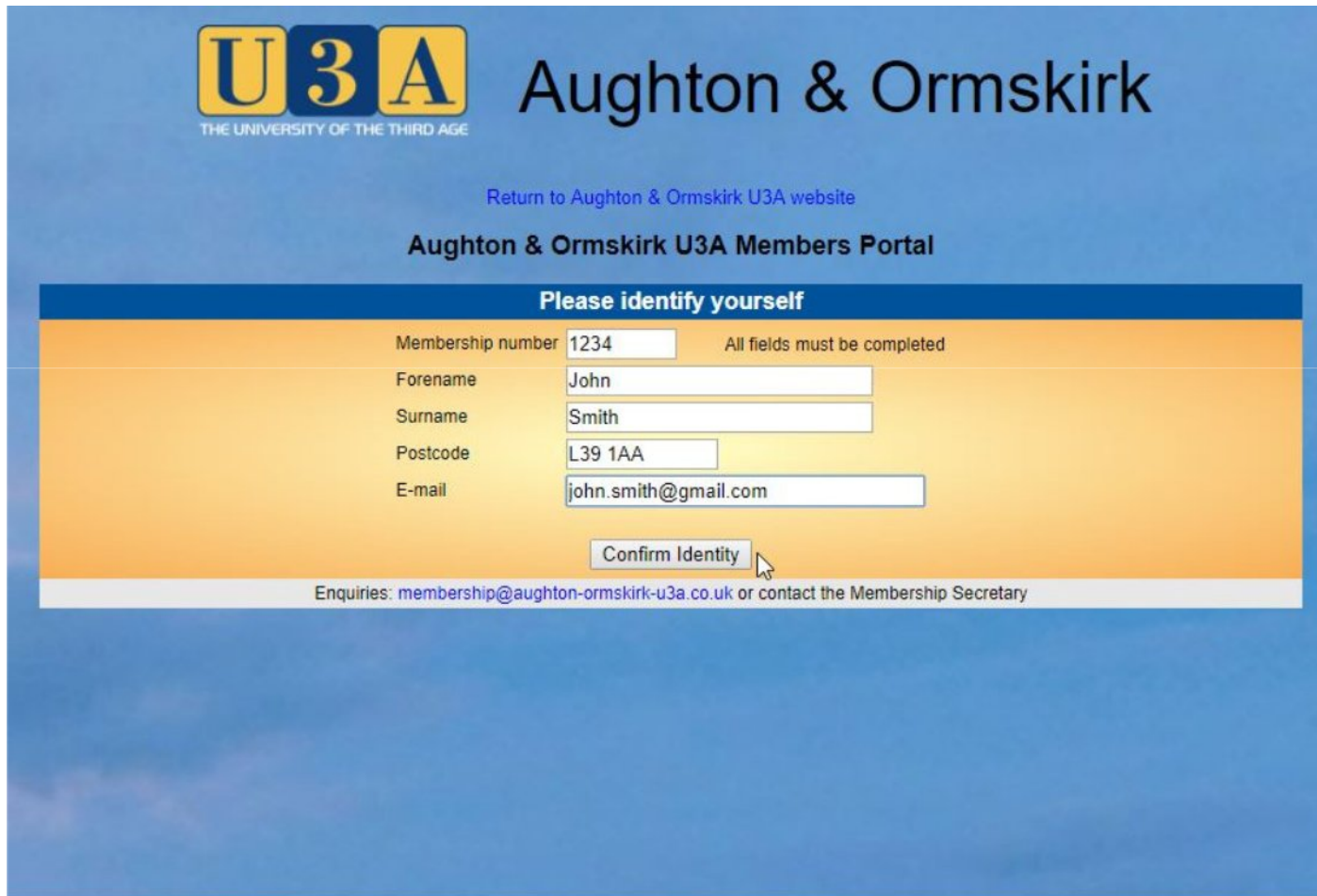
Surname

Postcode

E-mail

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

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



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Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

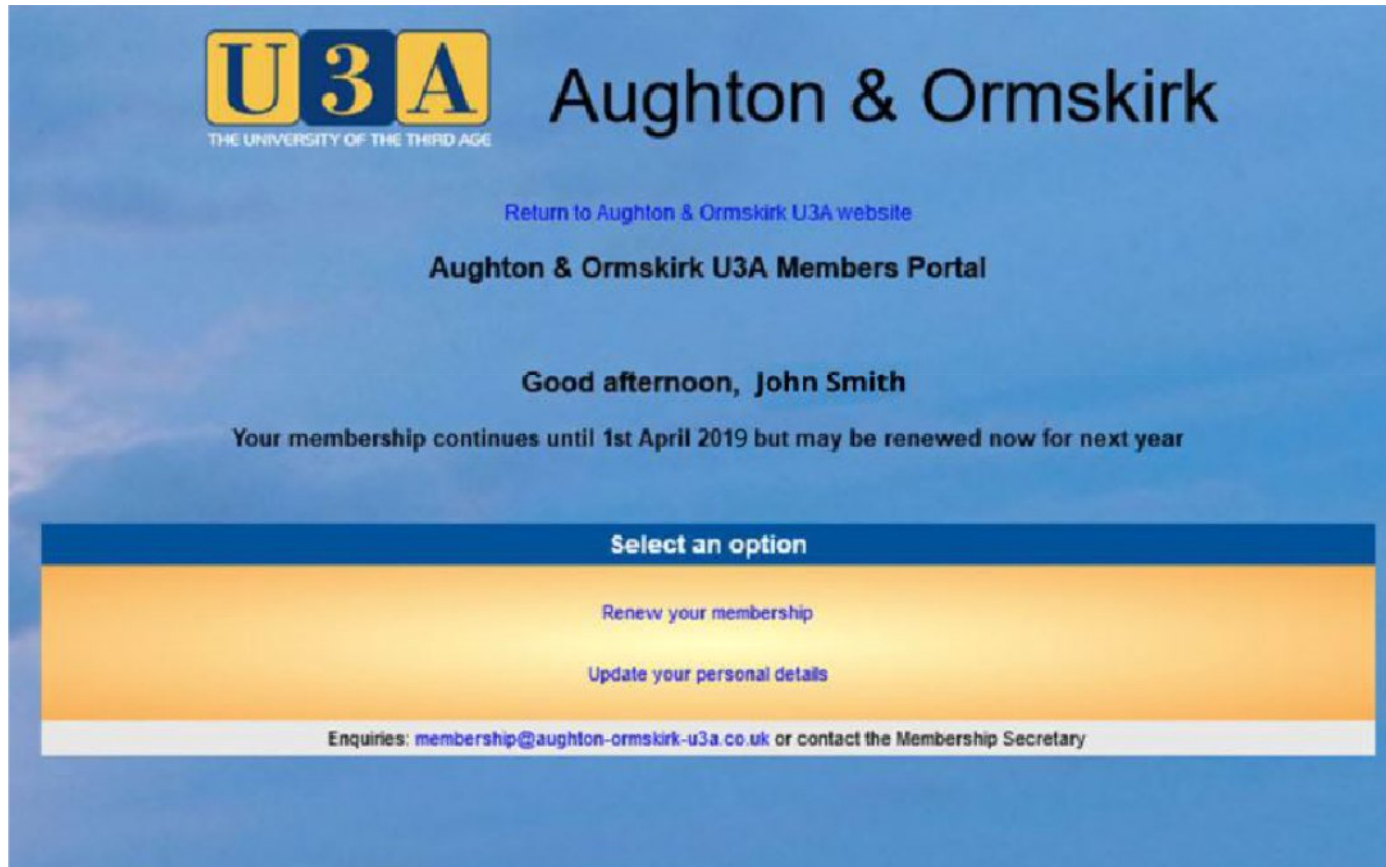
Surname

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

Aughton & Ormskirk U3A Members Portal

Good afternoon, John Smith

Your membership continues until 1st April 2019 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

The screenshot shows a web page for Aughton & Ormskirk U3A Membership Renewal. At the top left is the U3A logo (The University of the Third Age) and the text 'Aughton & Ormskirk'. Below this are links for 'Return to Aughton & Ormskirk U3A website' and 'Members Portal'. The main heading is 'Aughton & Ormskirk U3A Membership Renewal'. An information icon and text state: 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. The 'Payment' section has a blue header. It displays 'Your membership class is Joint' and 'Renewal fee for yourself and is £ 30.00'. A note says 'If you only wish to renew for yourself, you must contact the membership secretary'. There is a checked checkbox for 'Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)'. The amount to pay is £ 30.00. A button labeled 'Make Payment' is present. Below the button, it says 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Aughton & Ormskirk U3A to confirm renewal'. At the bottom, it provides contact information: 'Problems?: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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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

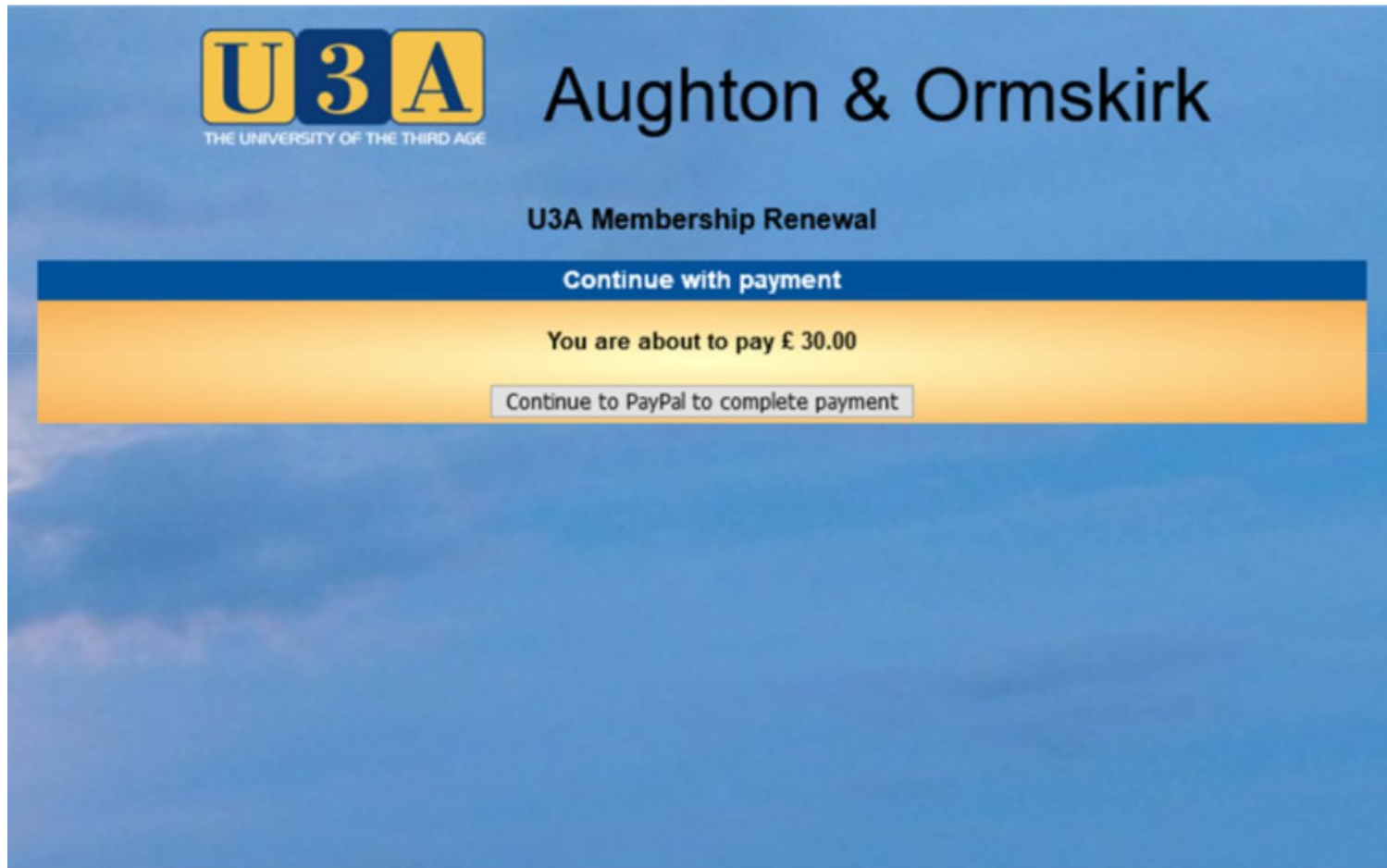
Press the button below to proceed to PayPal to make payment
You may pay by credit or debit card or use a PayPal account

Make Payment

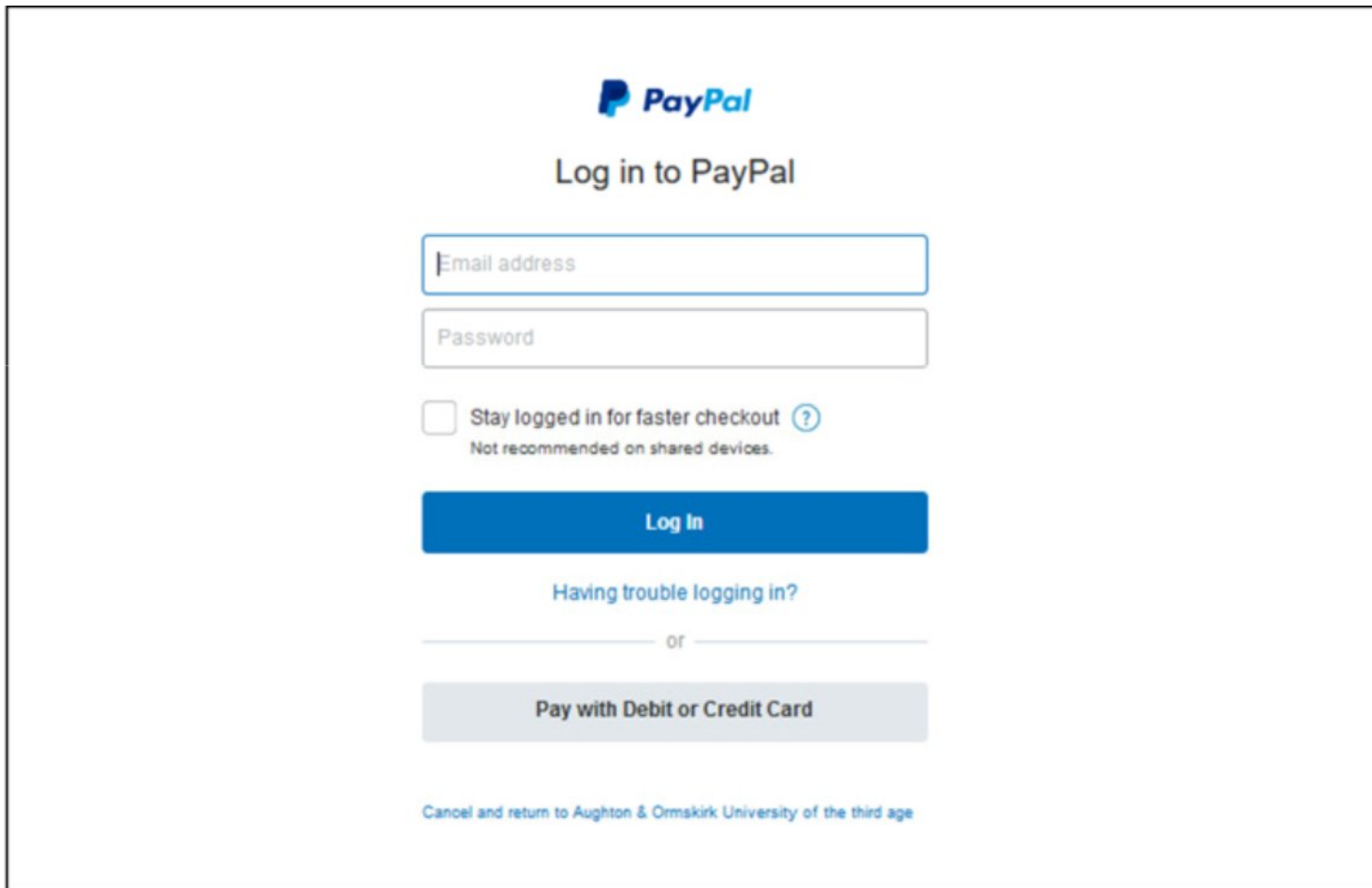
After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Aughton & Ormskirk U3A to confirm renewal

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


Step 8 – Renewal amount advice screen



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, the text "Log in to PayPal" is displayed. 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 a note "Not recommended on shared devices." A blue "Log In" button is positioned below the checkbox. Underneath the button is the text "Having trouble logging in?" followed by a horizontal line with "or" in the center. Below this line is a grey button labeled "Pay with Debit or Credit Card". At the bottom of the screen, there 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

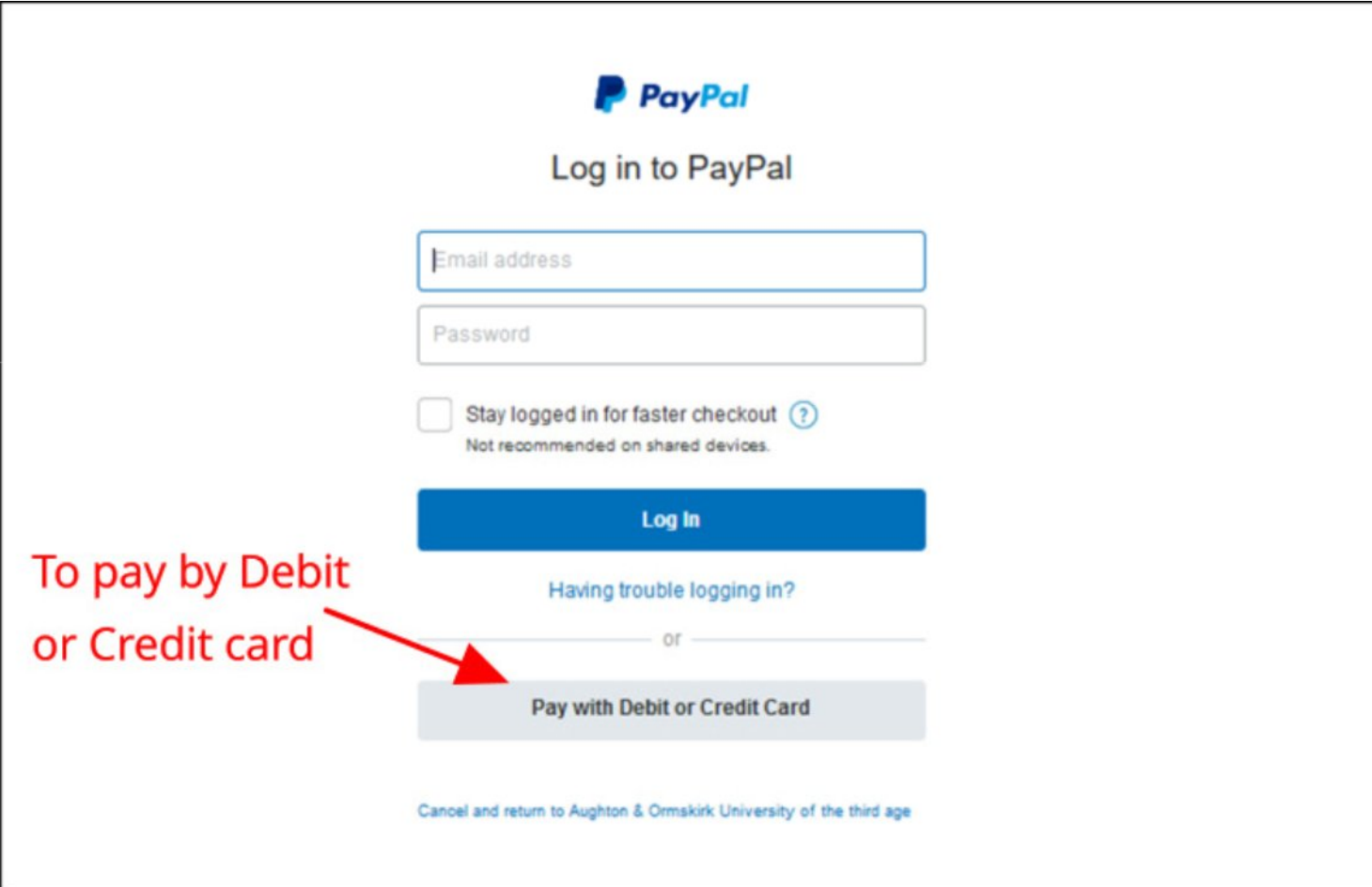
Having trouble logging in?

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 center is the PayPal logo. Below it is the text "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?" followed by "or" and a horizontal line. Below the line is a grey button labeled "Pay with Debit or Credit Card". A red arrow points from the text "To pay by Debit or Credit card" to this button. At the bottom of the page is a link: "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


To pay by Debit or Credit card

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.


PayPal is the safer, easier way to pay
No matter where you shop, we help keep your financial information more secure.

Country:

Card type:

Card number:

Expiry Date: CSC:

First name: Last name:

Billing Address

Address line 1:

Address line 2 (optional):

Town/City:

County (optional): Postcode:

Contact information

Phone number type: Mobile number:

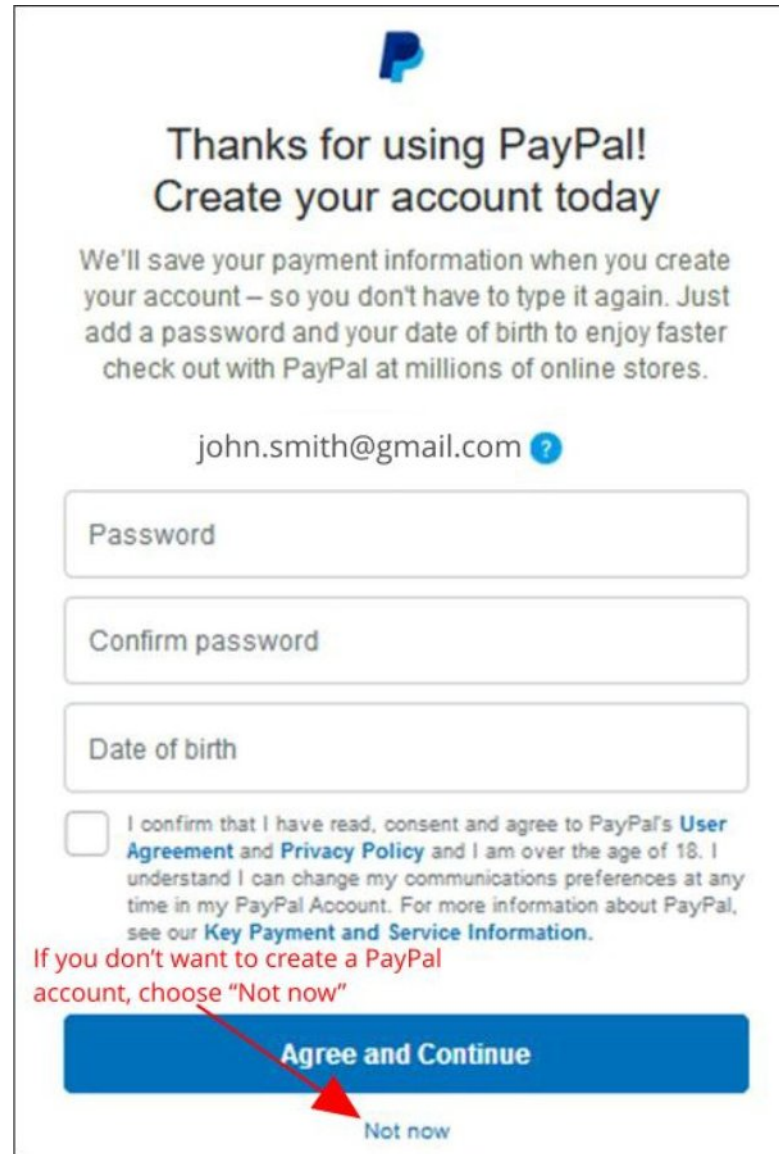
Email address:


You acknowledge the [terms](#) of the service PayPal provides to the seller, and agree to the [privacy statement](#). No PayPal account required.

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

[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999-2019


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 


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

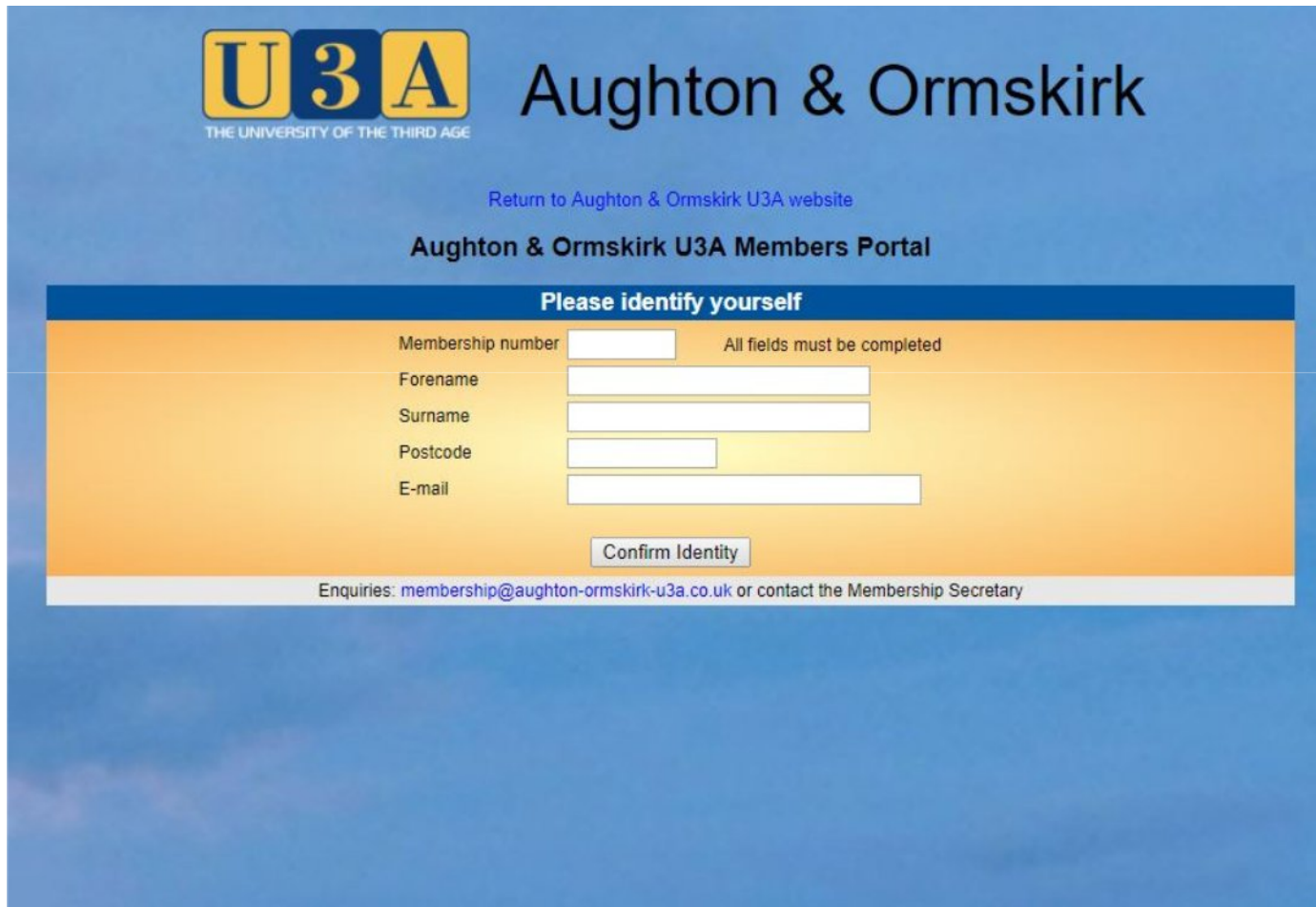
Paid with
Visa x-3030 £30.00 GBP

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, with 'THE UNIVERSITY OF THE THIRD AGE' written below it. 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 an orange background and contains the following fields: 'Membership number' with a text input box and the note 'All fields must be completed', 'Forename' with a text input box, 'Surname' with a text input box, 'Postcode' with a text input box, and 'E-mail' with a text input box. Below the fields is a button labeled 'Confirm Identity'. At the bottom of the form area, there is a line of text: 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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[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