

How to Pay Overdue Membership fees

To enrol in courses you must be a current financial member, meaning that you have paid your membership fees for the current year. If you have joined as a new member, or you renewed your membership, but did not finish the payment process, your membership fees are overdue. If so, please pay your fees as follows.

We prefer you to pay online using PayPal, however, you may pay by cheque. If you have any questions or need assistance, please contact our Membership Coordinator at membership@sohiu3a.org.au or call 9990 6650 and leave a message.

<p>1. From the U3A Southern Highlands website https://sohiu3a.org.au, pass the cursor over LOGIN at the top right corner of the screen, then click Member Login.</p>	
<p>2. Enter your Member number or email address and your password and click SUBMIT.</p>	
<p>3. Your current membership details will be displayed. The Membership Active box should display the word No, meaning you are not a financial member.</p> <p>To pay, click Pay Membership on the Side Menu.</p>	

4. Your subscription status will be displayed.

This example shows that you have enrolled in a full year subscription but have not yet paid.

Click **VIEW INVOICES**

Pay Membership

You have an unpaid membership.

Your invoice for membership subscription SUBS2022 (Full Year Subscription thru 31/12/22), expiring on 31 Dec 2022, has not been paid.

[VIEW INVOICES](#)

SUBS2022: Full Year
 Subscription thru 31/12/22

Dates: 1 Jan 2022 - 31 Dec 2022

Fee: \$45

You are enrolled in this subscription

5. Look for any unpaid invoices highlighted in red.

Click anywhere on the invoice line to display it.

My Invoices

HELP

22 Jan 2021 - 22 Jan 2022

Invoices: 1-2 of 2

SETTINGS

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Invoice ID	Date	Total	Due
158-151	17 Nov 2021	\$22.50	\$0.00
158-245	20 Jan 2022	\$45.00	\$45.00



6. Your invoice is displayed.
Note the amount that is due.

Use PayPal to pay by credit/debit card or from your bank account. Click the Pay with PayPal button.
Alternatively, go to step 12 to pay by cheque.

Note:

U3A Southern Highlands preferred payment method is through PayPal.

We recommend setting up a PayPal account identifying your credit/debit card or bank account as the payment method. The payment process is much quicker as you do not have to enter all your card & address details every time you make a payment. The PayPal method also has the following advantages:

- It is a simple one-step process
- The transaction process is very secure
- It reduces the potential for errors as bank details & reference numbers do not need to be remembered. This in turn reduces the time spent by our volunteers reconciling payments

NOTE: The resulting PayPal screen is shown on the next page of these instructions.

158-245 20 Jan 2022 \$45.00 \$45.00 ^

INVOICE

Invoice ID: 158-245
Date: 20 Jan 2022

Bill to:
Joe Johnson
Member no: 158
123 Any Street
BOWRAL
NSW 2576
E: john.blair01@bigpond.com
Mob: 0405 255 426

U3A Southern Highlands Inc.
Incorporation: 987 8806
ABN: 82 452 155 213

Postal address:
P. O. Box 421
Bowral NSW 2576

Code	Name	Start date	Status	Fee
SUBS2022	Full Year Subscription thru 31/12/22	1 Jan 2022	Enrolled	\$45.00
Total				\$45.00
Paid				\$0.00
Due				\$45.00

PayPal or credit card:
Use the PayPal button at the bottom of this invoice. You can use a credit card even if you don't have a PayPal account.

Other payment methods:

- Cheque by mail, sent to:
U3A Southern Highlands Inc.
P. O. Box 421
Bowral NSW 2576

If paying by cheque, please make it out to **U3A Southern Highlands Inc.**, and write **Invoice ID 158-245** on the back.

[DOWNLOAD PDF](#) [Pay with PayPal](#)

7. If you have a PayPal account, simply enter your PayPal email address & password, click **Log In** & go to step 8.
 If you want to pay with a credit/debit card, click **Pay with a Card** & go to step 9.

8. Click **Pay Now** and go to step 11.

9. **Pay with a Card:**

- Ensure the country shown is Australia, if not select it from the drop-down list.
- Enter your card, address and contact details
- Either click Yes to sign up for a PayPal account and enter a password; or click No, I don't want an account now
- Click the box to say you agree to PayPal's Privacy Statement
- Click **Continue**

10. Pay with a Card (continued):

If the screen to the right appears, just click

Continue

We can't verify your address

Use the address you entered

123 Any Street
 BOWRAL NSW 2576
 AUSTRALIA

Continue

11. Once PayPal successfully processes your transaction using either your PayPal account or your credit/debit card, your paid invoice is displayed.

If you would like to keep a copy of the paid invoice, click **DOWNLOAD PDF** to save to your computer.

To exit the system, click **Logout** on the side menu.

158-245 20 Jan 2022 \$45.00 \$0.00

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[DOWNLOAD PDF](#)

Invoices: 1-2 of 2 [SETTINGS](#) < >

12. To pay by cheque please use one of these options:

- Note the Invoice ID on the back of your cheque, or
- Click **DOWNLOAD PDF**, print, and attach your cheque

Mail to:

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 PO Box 421
 Bowral
 NSW 2576

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[DOWNLOAD PDF](#) Pay with **PayPal**

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