

How to Renew your Membership

To enrol in courses you must be a current financial member.

Unless you need to change any of your details, renewal is a simple process of paying your membership for the coming year. We prefer renewals to be done online. If you are unable to renew online, please contact our Membership Coordinator at membership@sohiu3a.org.au or call 99906650 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. (If required, these may be updated and saved by clicking the SAVE button at the bottom of the form). On the Side Menu click Pay Membership.</p>	
<p>4. The subscription relevant to the current date will be displayed. Click ADD TO CART</p>	

5. Click **CHECKOUT**

6. Click the box against "I agree to the U3A Southern Highlands Constitution" (which you can read by clicking on [Our terms and conditions are available here](#)) and click **CHECKOUT**

7. Your invoice is displayed. Use PayPal to pay by credit/debit card or from your bank account. Click the Pay with PayPal button. Alternatively, go to step 14 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

Code	Name	Start date	Status	Fee
HALF2021	Half Year Subscription after 20/5/21	21 May 2021	Enrolled	\$22.50
Total				\$22.50
Paid				\$0.00
Due				\$22.50

8. If you have a PayPal account, simply enter your PayPal email address & password, click **Log In** & go to step 9. If you want to pay with a credit/debit card, click **Pay with a Card** & go to step 10.

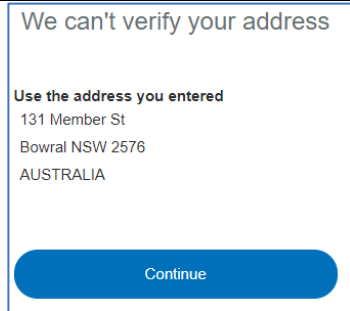
9. Click **Pay Now** and go to step 12.

10. Pay with a Card:

- Ensure the country shown is Australia, if not select it from the drop-down box.
- Enter your card, address & contact details
- Either click the box 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**

11. Pay with a Card:

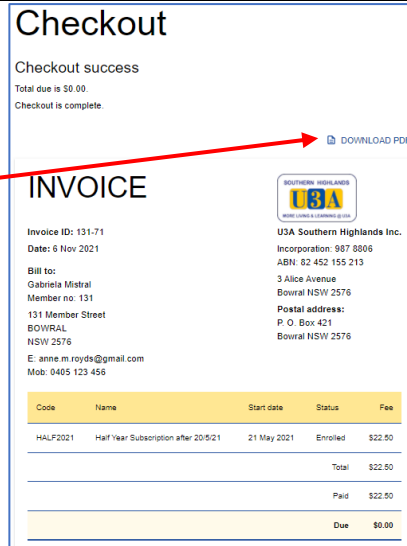
If the screen to the right appears, just click **Continue**



12. Once PayPal successfully processes your transaction using either your PayPal account or 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 device.

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

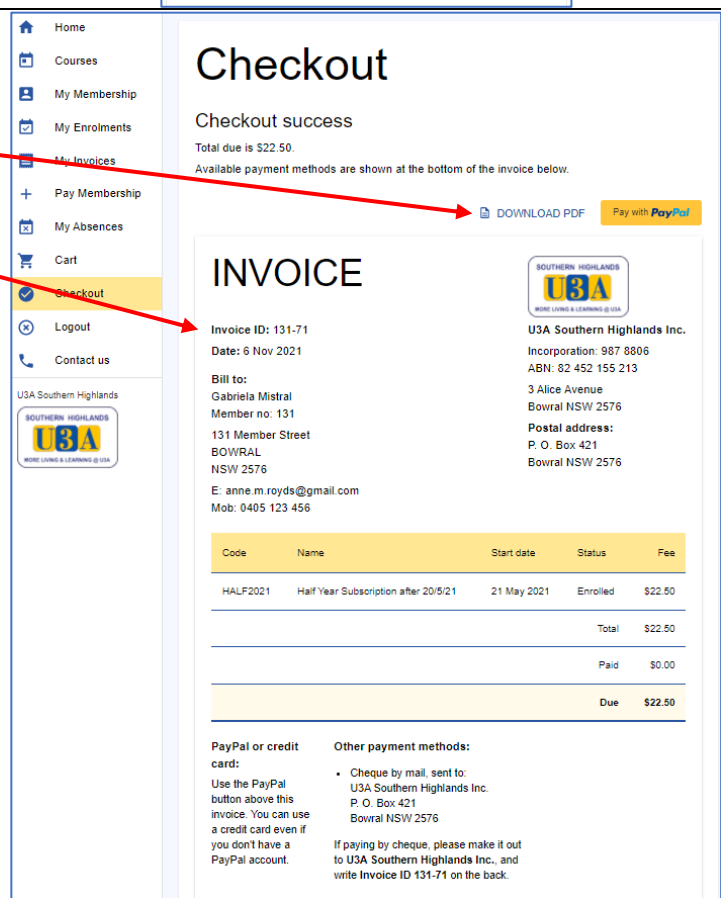


14. To pay by cheque please use one of these options:

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

Mail to:

U3A Southern Highlands Inc
 PO Box 421
 Bowral
 NSW 2576



15. To exit the system, click logout on the side menu.