


## How to View and Pay Invoices

Our U-MAS membership administration system creates and stores copies of invoices for any fees you have incurred for membership subscriptions and course enrolments. You can follow the steps below to see a list of your current and past invoices.

Any unpaid invoice is highlighted in red. You may have an unpaid invoice for some reason, such as joining as a new member or renewing your annual membership but not finishing the payment process. Please follow the steps below to pay an overdue invoice.

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 Treasurer at [treasurer@sohiu3a.org.au](mailto:treasurer@sohiu3a.org.au) or call 9990 6650 and leave a message.

<p>1. From the U3A Southern Highlands website <a href="https://sohiu3a.org.au">https://sohiu3a.org.au</a>, 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 <b>SUBMIT</b></p>													
<p>3. From the My Membership screen, either</p> <ul style="list-style-type: none"> <li>click on <u>invoices</u> in the text to the right of the screen, or</li> <li>click on My Invoices on the menu at the left of the screen.</li> </ul>													
<p>4. Your invoices are displayed for the past year.</p> <p>Click on the pencil icon  to change the start and end dates of the display period.</p> <p>An unpaid invoice is highlighted in red.</p> <p>Click anywhere on the invoice line to display it.</p>	<table border="1"> <thead> <tr> <th>Invoice ID</th> <th>Date</th> <th>Total</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>158-151</td> <td>17 Nov 2021</td> <td>\$22.50</td> <td>\$0.00</td> </tr> <tr style="background-color: #f0f0f0;"> <td>158-245</td> <td>20 Jan 2022</td> <td>\$45.00</td> <td>\$45.00</td> </tr> </tbody> </table>	Invoice ID	Date	Total	Due	158-151	17 Nov 2021	\$22.50	\$0.00	158-245	20 Jan 2022	\$45.00	\$45.00
Invoice ID	Date	Total	Due										
158-151	17 Nov 2021	\$22.50	\$0.00										
158-245	20 Jan 2022	\$45.00	\$45.00										



5. 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 11 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
<b>Due</b>				<b>\$45.00</b>

**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.

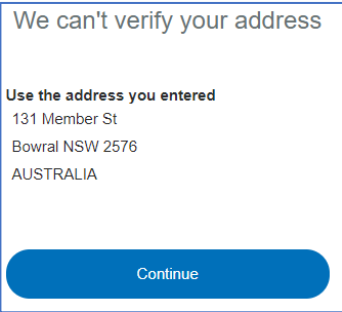
[DOWNLOAD PDF](#)      [Pay with PayPal](#)

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

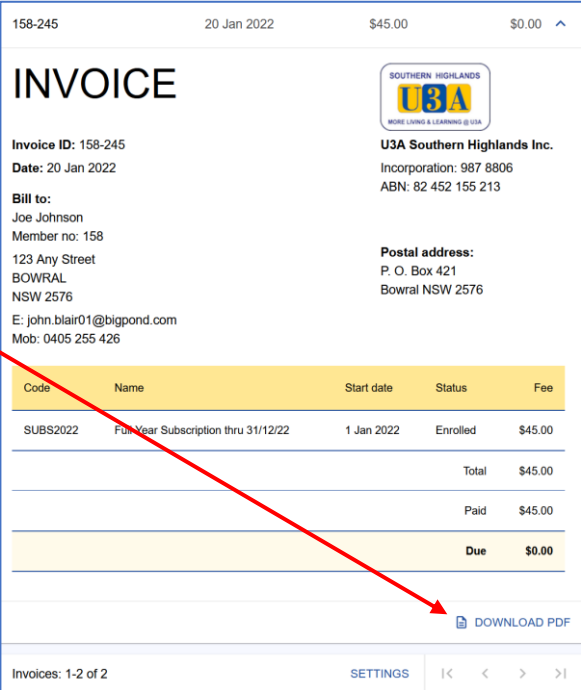
7. Click **Pay Now** and go to step 10.

8. **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**

9. **Pay with a Card (continued):**  
 If the screen to the right appears, just click **Continue**



10. 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 it to your computer.  
 To exit the system, click **Logout** on the side menu.



11. To pay by cheque please use one of these options:  
 a. Note the Invoice ID on the back of your cheque, or  
 b. Click **DOWNLOAD PDF**, print, and attach your cheque.

Mail to:  
 U3A Southern Highlands Inc  
 PO Box 421  
 Bowral  
 NSW 2576

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

