

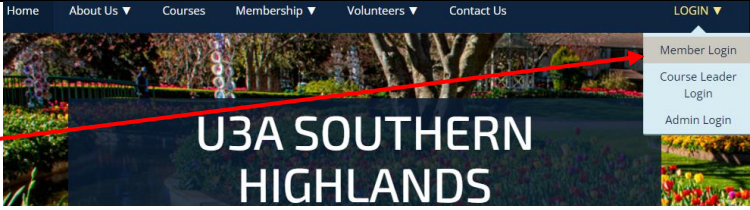
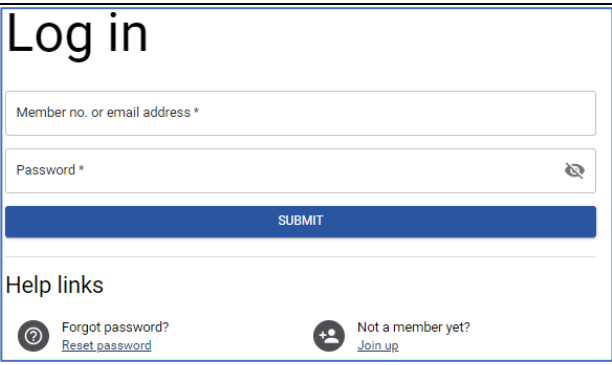
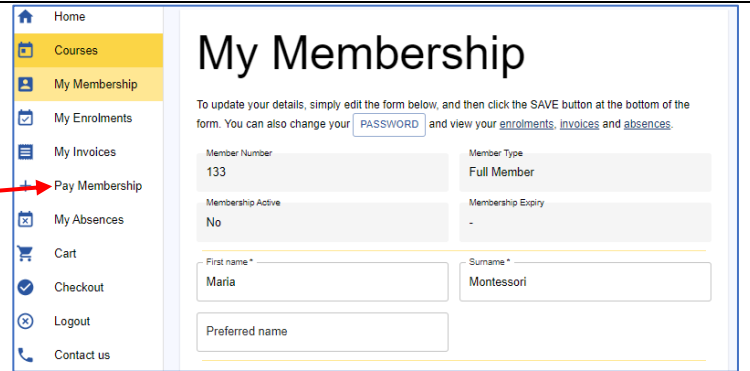
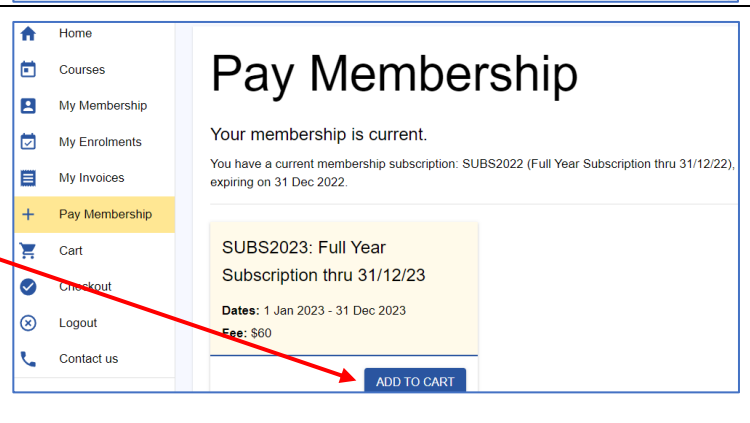
## How to Renew your Membership

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](mailto:membership@sohiu3a.org.au) or call 99906650 and leave a message.

### Members with partners please note:

As a Membership invoice is generated for each member, separate online payments are required for each member.

<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. 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 <b>ADD TO CART</b></p>	

5. Click **CHECKOUT**

6. Click the box against “I agree to the U3A Southern Highlands Terms and Conditions” (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	
SUBS2023	Full Year Subscription thru 31/12/23	1 Jan 2023	Enrolled	\$60.00	
				Total	\$60.00
				Paid	\$0.00
				Due	\$60.00

8. If you have a PayPal account, simply enter your PayPal email & password, click **Log In** & go to step 9. If you want to pay with a credit/debit card, **DO NOT** enter any email or password, just click on **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
- Ensure that the slide button against Save information & create your PayPal account is positioned to the left as shown – if not click on the left of the button
- Click **Continue as a Guest**

**11. Pay with a Card:**

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

We can't verify your address

Use the address you entered

131 Member St  
 Bowral NSW 2576  
 AUSTRALIA

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.**

The screenshot shows the U3A Southern Highlands website interface. On the left is a navigation menu with options: Home, Courses, My Membership, My Enrolments, My Invoices, Pay Membership, Cart, Checkout (highlighted), Logout, and Contact us. Below the menu is a 'TEST U3A Southern Highlands' section with the U3A logo. The main content area is titled 'Checkout' and displays 'Checkout success' with 'Total due is \$0.00' and 'Checkout is complete.' A 'DOWNLOAD PDF' link is visible. Below this is an 'INVOICE' section. The invoice includes the U3A logo, 'U3A Southern Highlands Inc.' details (Incorporation: 987 8806, ABN: 62 452 155 213), and a 'Postal address' (P. O. Box 421, Bowral NSW 2576). The 'Bill to' information is for Shane Harvey, Member no: 6, Unit 6, 3 Carrington St, BOWRAL, NSW 2576, with contact details E: sharv@optusnet.com.au and Mob: 0418 112 940. A table lists the invoice items:

Code	Name	Start date	Status	Fee
SUBS2023	Full Year Subscription thru 31/12/23	1 Jan 2023	Enrolled	\$60.00
Total				\$60.00
Paid				\$60.00
Due				\$0.00

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.

**Checkout**

Checkout success

Total due is \$60.00.  
 Available payment methods are shown at the bottom of the invoice below.

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

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**INVOICE**

Invoice ID: 6-339  
 Date: 5 Nov 2022

**Bill to:**  
 Shane Harvey  
 Member no: 6  
 Unit 6  
 Unit 6, 3 Carrington St  
 BOWRAL  
 NSW 2576  
 E: sharv@optusnet.com.au  
 Mob: 0418 112 940

**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
SUBS2023	Full Year Subscription thru 31/12/23	1 Jan 2023	Enrolled	\$90.00
<b>Total</b>				\$90.00
<b>Paid</b>				\$0.00
<b>Due</b>				\$60.00

**PayPal or credit card:**  
 Use the PayPal button above 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 6-339** on the back.