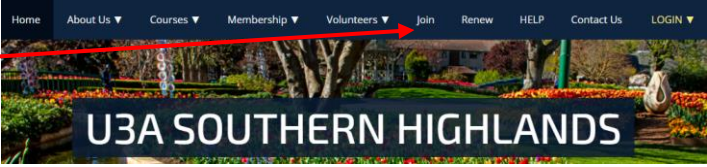
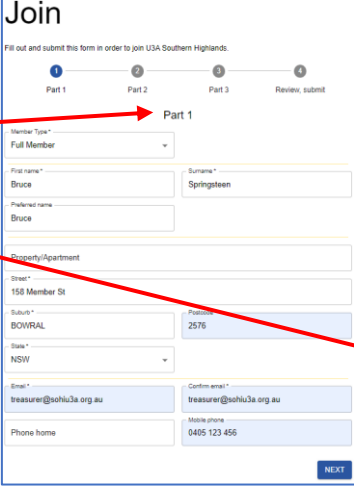
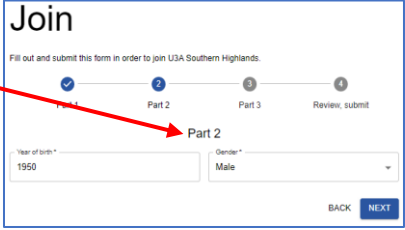
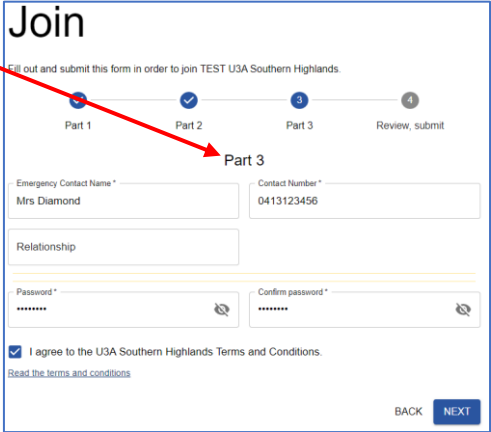


## How to Join

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

We prefer joining to be done online. If you are unable to join online, please contact our Membership Coordinator at [membership@sohiu3a.org.au](mailto:membership@sohiu3a.org.au) or call 99906650 and leave a message.

<p>1. From the U3A Southern Highlands website <a href="https://sohiu3a.org.au">https://sohiu3a.org.au</a>, click Join on the top row.</p>	
<p>2. Scroll down the screen to the section Join Online. Click <a href="#">here</a></p>	<p><b>Join Online</b></p> <p>Joining is a two-step process:</p> <ol style="list-style-type: none"> <li>1. Click <a href="#">here</a> to fill out your personal details and obtain a member number, and then</li> <li>2. Click on the <b>LOGIN</b> button and log in using your member number; select Pay Membership and follow the prompts.</li> </ol> <p>Click <a href="#">here</a> for some brief information aimed at helping new members settle in.</p> <p>Click <a href="#">here</a> for detailed instructions on how to join and pay.</p> <p>If you experience difficulties or you are unable to join online, please contact our Membership Coordinator at <a href="mailto:membership@sohiu3a.org.au">membership@sohiu3a.org.au</a> or call 9990-6650 and leave a message.</p>
<p>The Join form is displayed. Boxes marked with a * are mandatory. The form is in three parts.</p> <p>3. Fill out Part 1 and click <b>NEXT</b></p> <p>4. Fill out Part 2 and click <b>NEXT</b></p> <p>5. Fill out Part 3, ensuring you tick the box to agree to our Terms and Conditions (which you can read by clicking on <a href="#">Read the Terms and Conditions</a>), and click <b>NEXT</b></p>	  

6. Review your details displayed. To make any changes, click **BACK**, else click

**SUBMIT**

7. Confirmation of your membership is displayed; and an email sent to you. **Please note your Member Number**

8. To ensure you can enrol in courses, please continue to pay your Membership Subscription by clicking

**LOG IN**

**Email:**

9. Enter your Member number or email address, and your password and click

**SUBMIT**

10. Your 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.

11. The subscription relevant to the current date will be displayed.  
 Click **ADD TO CART**

12. Click **CHECKOUT**

13. 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**

#### 14. Your invoice is displayed.

U3A Southern Highlands preferred payment method is via PayPal as it is a secure, one-step process that allocates your payment instantly. This has the advantage of enabling you to enrol in courses immediately, as volunteers do not have to spend time processing & reconciling other payment methods.

To pay via PayPal click the Pay with PayPal button.

#### PayPal has two options:

- a) Using your PayPal account linked to your credit/debit card or bank account. This option is the quickest as you do not have to enter all your card & address details every time you make a payment.  
**Go to step 15.**
- b) If you prefer not to set up a PayPal account, you may still use PayPal to pay with your credit/debit card.  
**Go to step 17.**

Alternatively, go to step 23 to pay by cheque.

**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**

**INVOICE**

Invoice ID: 6-339  
Date: 5 Nov 2022

TEST U3A Southern Highlands

**Bill to:**  
Shane Harvey  
Member no. 6  
Unit 6  
Unit 6, 3 Carrington St  
BOWRAL  
NSW 2576  
E: sharv@oplusnet.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	\$60.00
Total				\$60.00
Paid				\$0.00
Due				\$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.

#### 15. Pay with your PayPal account:

Enter your PayPal email or mobile number and password, click **Next**, and go to step 16.

**Pay with PayPal**

Enter your email to get started.

Email or mobile number

[Forgotten your email?](#)

**Next**

or

Pay with a Card

16. Click **Pay Now** and go to step 20.

17. **Pay with your credit/debit Card:**  
 DO NOT enter any email or password,  
 just click on **Pay with a Card**, and go to  
 step 18.

18. Pay with your credit/debit Card (cont):

- a) Ensure the country shown is Australia, if not select it from the drop-down box.
- b) Enter your card, address, and contact details
- c) 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
- d) Click **Continue as a Guest**

19. Pay with a credit/debit Card (cont):  
 PayPal may, or may not, find a match for the address you entered. Either way, just click **Continue**

20. 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.
21. To exit the system, click **Logout** on the side menu.

22. 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

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