

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.

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 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 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.

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 8.

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

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 10.

Alternatively, go to step 15 to pay by cheque.

8. Pay with your PayPal account:
 Enter your PayPal email or mobile number and password, click **Next**, and go to step 9.

9. Click **Pay Now** and go to step 13.

10. Pay with your credit/debit Card:
 DO NOT enter any email or password,
 just click on **Pay with a Card**, and go to
 step 11.

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

- Ensure the country shown is Australia, if not select it from the drop-down box.
- Enter your card, address, and 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**

12. 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**

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

15. 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.