



How to Renew your Membership (Quick Guide)

To enrol in courses you must be a current financial member. This Quick Guide takes you through the essential steps in renewing your membership from one year to the next.

Unless you need to change any of your details, renewal is a simple process of paying your membership for the coming year following the steps shown below.

We prefer renewals to be done online but it can be done by cheque.

PLEASE NOTE WE HAVE NEW BANK ACCOUNT AND NO LONGER ACCEPT ONLINE PAYMENTS DIRECT INTO OUR BANK ACCOUNT.

Our preferred online payment method is by PayPal, either using your PayPal account, or with a credit/debit card. PayPal is a very secure transaction process that accurately allocates your payment instantly.

To Renew by Credit/Debit Card

Credit or Debit card payments can be made **without** a PayPal account by you operating as a **guest member**.

1. Login to UMAS, click Pay Membership, select Subscription for 2024, click ADD TO CART and then CHECKOUT.
2. At the top of the resulting invoice click on Pay with PayPal (this **does not** force you to have a PayPal account!)
3. **TO PAY BY CARD**, on the resulting Pay with PayPal screen, click on PAY BY CARD. DO NOT enter any email address or password, just click **Pay with a Card**.
4. The next screen asks you to enter your card and name/address details. On this screen there is also a **“Slide Button”** where PayPal is trying to get you to create a PayPal account. By default, it may be positioned to the right which means it will try and create a PayPal account. You need to ensure that the **slide button is positioned to the left (which means DO NOT create a PayPal account)**. You can do this by clicking on the left-hand side of the slide button. By doing this **“Continue as a Guest”** is displayed and by clicking this, the payment will be processed without creating a PayPal account.
5. Then follow the prompts to check out as a guest; enter your email address; enter your card details, billing address and contact details; click Continue; and PayPal will display your paid invoice.
6. Once PayPal successfully processes your transaction your invoice will be displayed as owing \$0 /Paid

To Renew with your PayPal account

1. Enter your PayPal email address & password & Login
2. Ensure the country shown is Australia, if not select it from the drop-down box.
3. If a “Can’t verify your address’ message screen appears, just click Continue
4. Click the box to say you agree to PayPal’s Privacy Statement
5. Click Continue
6. Once PayPal successfully processes your transaction your invoice will be displayed as owing \$0 /Paid
7. To exit the system, click Logout on the side menu.

If you would like to keep a copy of the paid invoice, click DOWNLOAD PDF to save to your device.

To renew by Cheque

1. Make out a cheque for \$60 (or \$30 if renewing after June), payable to U3A Southern Highlands Inc.

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2. If you use a computer/lpad, login to our website as a Member, enter your login details and click on 'My Invoices' from which you will find an invoice number for Membership fees owing. On the back of the cheque, write this Invoice Number plus your name and Member Number (from your name badge).

This is very important so we know who is renewing.

3. Post the cheque to:
Attention- Membership Renewals
U3A Southern Highlands Inc
PO Box 421
Bowral NSW 2576

HELP

If you have problems, leave a message on our U3A SH messagebank being as clear as possible about the problem you are experiencing /the help you need. Ph: 02 9990 6650

OR email

Treasurer: treasurer@sohiu3a.org.au

Membership Co-ordinator: membership@sohiu3a.org.au