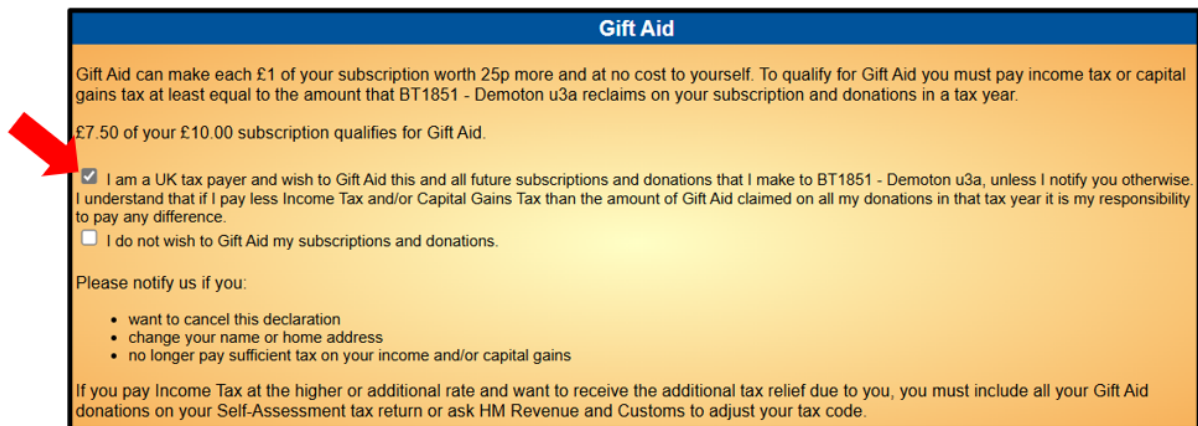


Renewing Your Membership Online

1. Log-in to the Members Portal here: [Members Portal](#) you will then set up a login with your email and password when you have done this you will see several options click **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether you would like your u3a to claim tax relief on your subscription in the current year:



Gift Aid

Gift Aid can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that BT1851 - Demoton u3a reclaims on your subscription and donations in a tax year.

£7.50 of your £10.00 subscription qualifies for Gift Aid.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demoton u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

3. The next screen you will see:



Payment

Your membership class is Individual

Renewal fee is £10.00

Amount to pay: £10.00

Press the button below to proceed to PayPal to make payment
You may pay by credit or debit card or use a PayPal account

Make Payment

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

4. Press the **Make Payment** button:



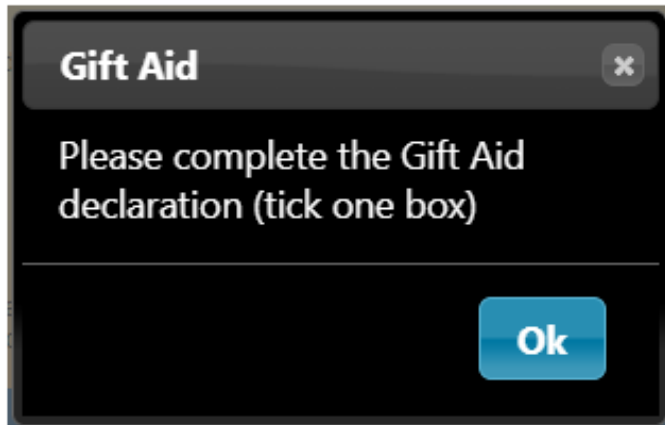
Payment

Amount to pay: £ 10.00

Press the button below to make payment
You may pay by credit or debit card or use a PayPal account

Make Payment

If you did not select a box in the Gift Aid section you will be prompted to do so:



At this point you have 2 payment options:

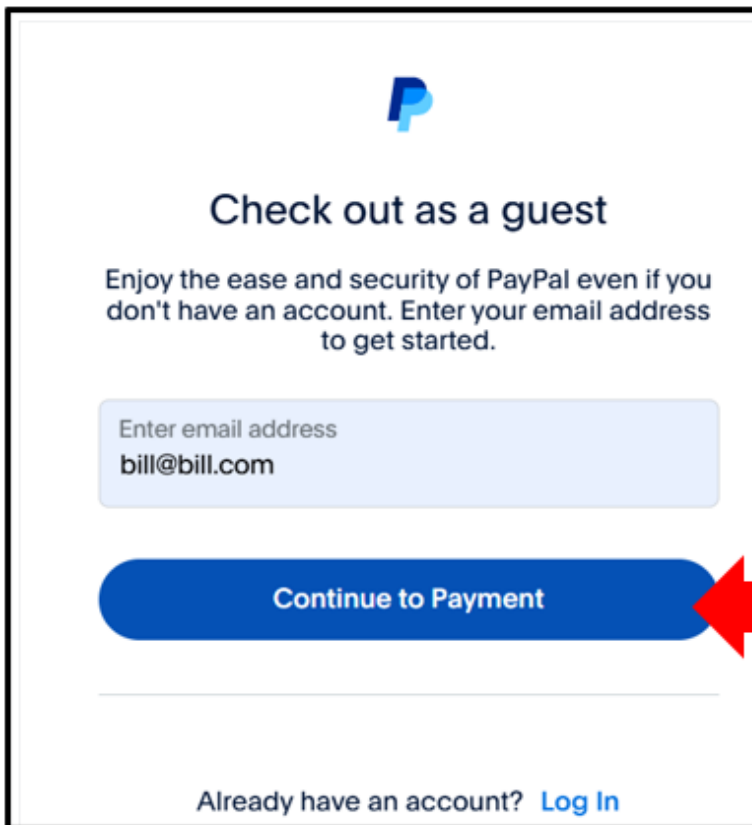
- **Pay with Debit or Credit Card** - go to [Section A](#) below, or
- **Pay with an existing PayPal account** - go to [Section B](#)


A) Paying with your Debit/Credit Card

1. To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**

A screenshot of the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal" followed by the instruction "Enter your email address to get started." Below this is a text input field containing "Email address or mobile number" and "bill@bill.com". Underneath the input field is a blue link that says "Forgotten your email address?". A large blue button labeled "Next" is positioned below the link. Below the "Next" button is a horizontal line with the word "or" centered. At the bottom of the form is a button with a black border and rounded corners labeled "Pay by Debit or Credit Card". A large red arrow points from the right side of the image towards this button.

2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**





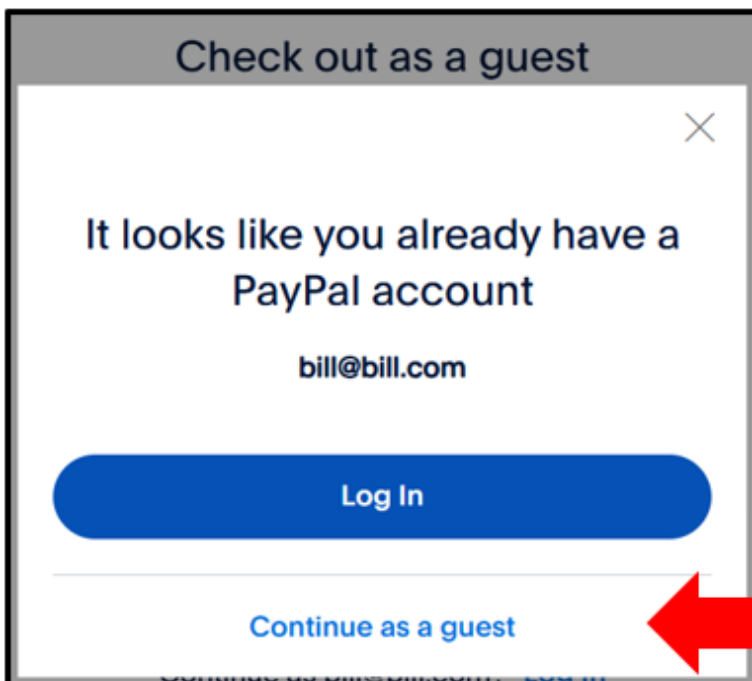
Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address
bill@bill.com

Continue to Payment

Already have an account? [Log In](#)



Check out as a guest

✕

It looks like you already have a PayPal account

bill@bill.com

Log In

[Continue as a guest](#)

3. Enter the details of your payment card and your contact details

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address
bill@bill.com

Phone type
Mobile

Phone number
07701234567

Card number
0789 1234 2244 6677

Expiry date
10 / 26

Security code

Billing address

First name
Bill

Last name
Cooper

4. Press **Pay now as guest**

Save information & create your PayPal account

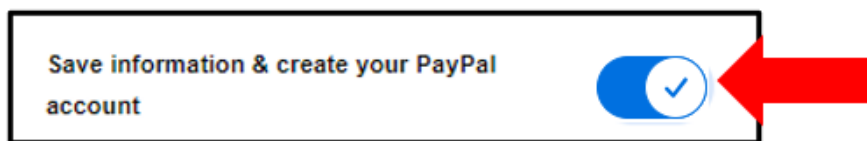
You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

Already got a PayPal account? [Log in](#)

[Cancel and return to merchant](#)

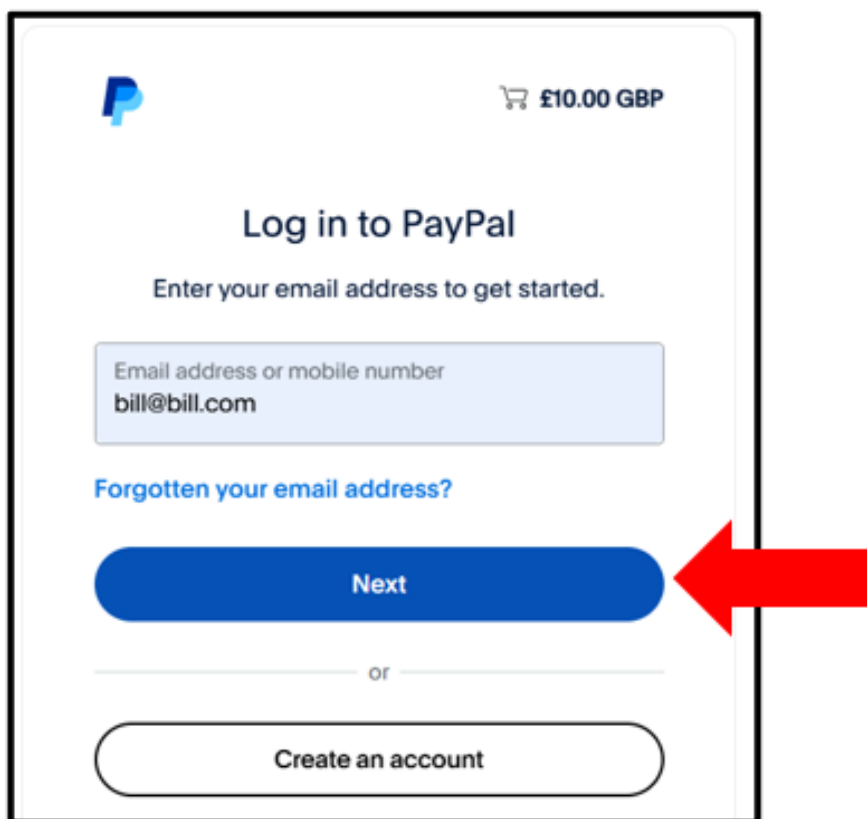
Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by clicking on this button



5. Now skip **Section B** and continue to **Section C - Confirmation of Payment** below

B) Paying with your PayPal Account

1. To pay with you own PayPal account, enter your email address and press **Next**



Note: if you don't have a PayPal account but would like to create a new one - follow the steps described in [section A](#) above until the final step when there is an option to create a PayPal account using the details that you have already entered.

2. Enter your PayPal password and press **Log in**

Log in to PayPal

With a PayPal account, you're eligible for Buyer Protection and Rewards.

bill@bill.com [Change](#)

Password
..... [Show](#)

[Forgotten your password?](#)

Log In

or

Create an account

3. Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**

Pay with

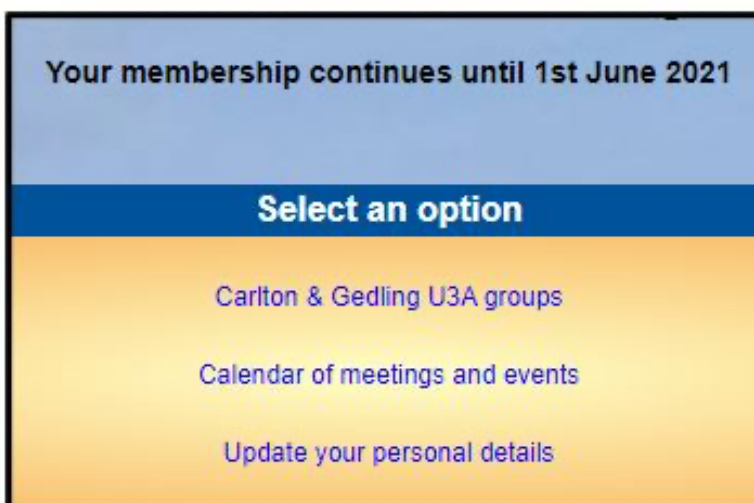
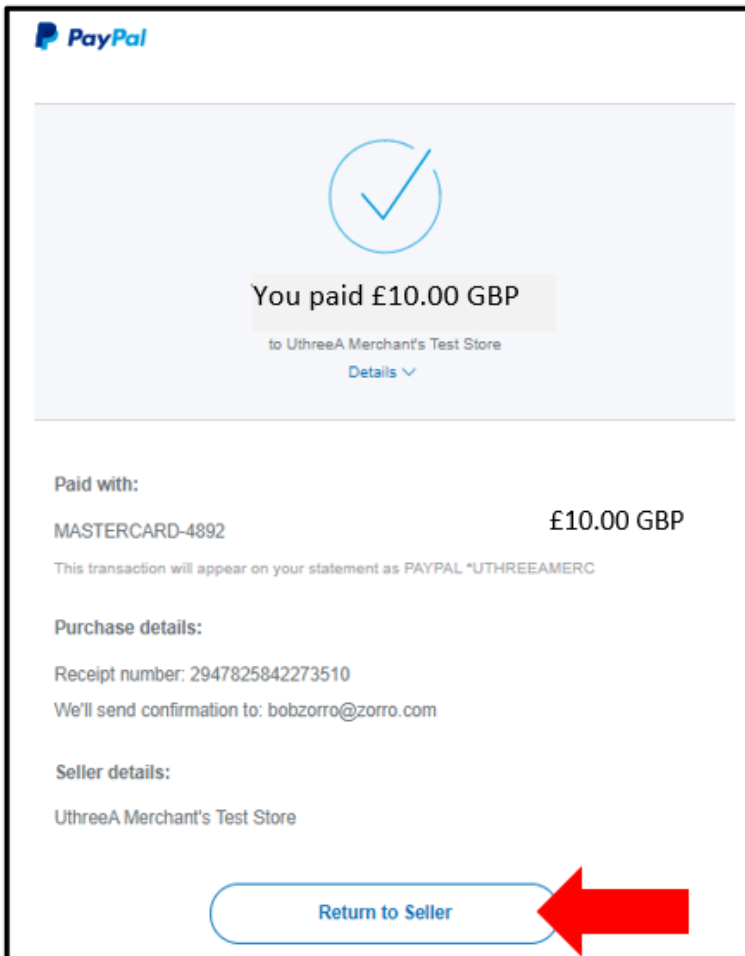
Mastercard
Credit ****4892 [PREFERRED](#) 10.00 GBP

+ Add debit or credit card

Complete Purchase

C) Confirmation of Payment

Press **Return to Seller** to return to the Members Portal where you will see your updated "membership continues to" date.



When you see this screen please click on **update your personal details** and add your emergency contact details to our records if you wish to do so.

You will receive 2 confirmation emails:
A confirmation of payment from PayPal and a confirmation from your u3a.

