

Renew your Membership Online

To renew your u3a membership online for the first time, you will need your **membership number** (found on your renewal reminder email) and your **registered email address**.

1. **Access the Portal:** Go to: [Shoreham and Southwick Members Portal](#).
2. **Register for an Account:** Since this is your first time accessing the portal, click the **register** or **register for a membership account** link.
3. **Verify your Identity:** Enter your membership number, forename, surname, postcode, and registered email address. *Note: Ensure your first and last names start with capital letters and that there is a single space in your postcode.*
4. **Create a Password:** Create a secure password for your account when prompted and verify your identity via the confirmation email sent to your inbox.
5. **Renew and Pay:** Log into the portal with your new password, click the "**Renew your membership**" option, and select your Gift Aid preferences.
6. **Checkout:** Click **Make Payment** to proceed. You will be directed to PayPal to pay with credit or debit card.

You will be taken to Paypal

Here you have 3 options:

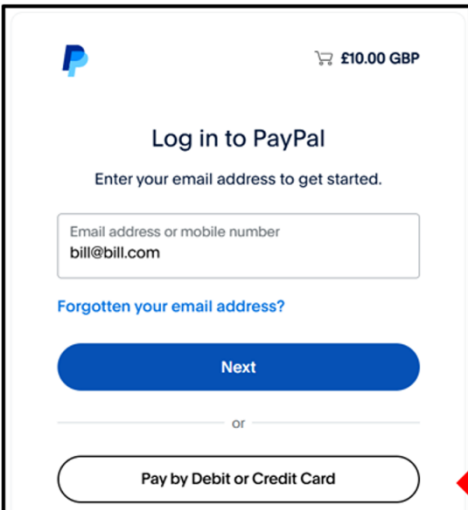
A: check out as a guest using a debit or credit card without **creating a Paypal Account**

B: **Create a Paypal account** and pay with that.

C: **Pay using an existing Paypal Account**

A: Check out as a Guest using a Debit or Credit Card:

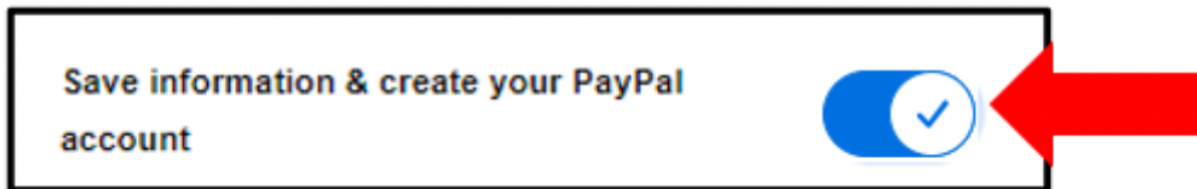
1. To pay with Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**
2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**.
3. Enter the details of your payment card and your contact details.
4. Press **Pay now as guest**.



The screenshot shows the PayPal login interface. At the top right, there is a shopping cart icon and the text "£10.00 GBP". The main heading is "Log in to PayPal" with the subtext "Enter your email address to get started." Below this is a text input field containing "Email address or mobile number" and "bill@bill.com". A link "Forgotten your email address?" is positioned below the input field. A large blue button labeled "Next" is centered below the input field. Below the "Next" button is the word "or" and a button labeled "Pay by Debit or Credit Card". A red arrow points to the "Pay by Debit or Credit Card" button.

B: Create a PayPal Account

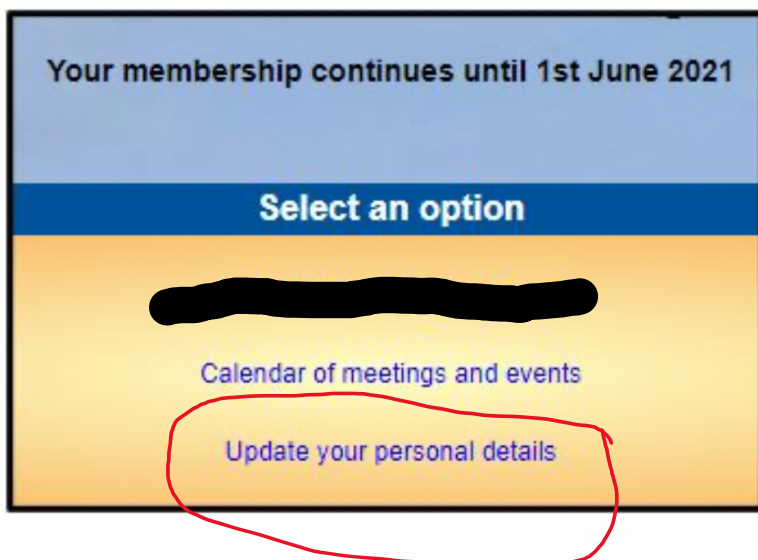
If you don't have a PayPal account but would like to create a new one - follow the steps described in [section A](#) above until the final step when there is an option to create a PayPal account using the details that you have already entered. You will now be presented with the option to create a PayPal Account



C: Pay using a PayPal account that you have already set up:

1. To pay with you own PayPal account, **enter your email address and press Next**
2. Enter your **PayPal password and press Log in**
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**

Click Return to Seller to return to the to the Members Portal where you will see your updated "Membership continues to" date.



Important: When you see the screen above, 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.