

Coffs Harbour U3A
How to **RENEW YOUR MEMBERSHIP** (Steps 1 to 7) ...and
PAY YOUR MEMBERSHIP via **PayPal**... (Steps 7 to 12) to...

1.

Visit the Coffs U3A website <https://coffs.u3anet.org.au/>
and follow the link to the **Membership** page.

Select **CLICK HERE** for the appropriate category- Current member / New member

2.

On the Member Login page use your Membership number and Password to Login to your **Membership Status** page.

[There is a Forgotten Password option- your number and password will be emailed to you]

3.

The **Membership Status** page gives your current details:
i.e Name / Number /History/ Contact details, etc.

From the menu buttons, Select

Renew Membership 20xx.

4.

At the **Type of Membership Requested** page ensure the button in front of **Full** is highlighted...
(The other forms of membership are generally not available.)

... **Apply for membership** by selecting the box in front of "I hereby..." (a tick will appear in box).

Select **Proceed** from the menu at the bottom

5.

At this point you may arrive at the U3A application form filled with details you supplied last time
Make any necessary changes to your particulars, or not, and... select **Commit**.

6.

Your **application for membership** is now complete, and you are back at your **Status** page (No 3
above) but now it shows the **fees due and amount owing**.

Select **Next** to continue to payment

=====End of First Part=====

7.

Now for the second part of the process- **payment of those fees** owing.

Select **Pay Online 20xx** to make your payment with your card (or PayPal account if you have one)

8.

The **Initiate on line payment of fees for 2020 Membership year** page

We use the **PayPal** site for fee payment because it is secure.

You do not have to have a PayPal account.

Card ready?

Select the **PayPal** logo

9.

You have two choices...

A) Pay with PayPal

-for those who have a PayPal account...

enter your **PayPal password** and select **Log In**.

B) If you do not have a PayPal account, select

Pay with a Card

[The PayPal pages are pre-filled with your details from Coffs U3A that you have provided.]

10.

This page applies to those who are **using their own card**.

[PayPal account holders will navigate their own way to step 11]

You may have to scroll down quite a distance to find the next line

1st: Enter your card details...

...your 16 digit card number

...expiry date, and 3 digit CVV (on back of your card).

2nd: Check the pre-filled information...

3rd: Select the **Pay Now** button-

[In some cases PayPal will ask for a phone number before you can proceed- this is so that PayPal can contact you if anything unusual occurs?]

11.

The Summary page

You now get a page which summarises the transaction you have just made.

You may have to scroll down some distance to find the next line

You will see...card details & amount...

...your details...

...your PayPal receipt number...

...where the emailed receipt is going to be sent...

STOP! CAUTION! BEWARE!

YOU ARE NOT FINISHED ! Do NOT “exit” YET!

Scroll DownDownDown till you find the...



Return to Seller's Website button.

Selecting this button is the only way to exit.

Select this button to ensure your membership is updated.

Failure to do so will result in delays and frustration.

12.

You are all done!

Revisit the Coffs U3A website and your log in.

Your summary page will now show \$0.00 owing, your payment details and a Receipt Number.

As soon as Enrolment Day arrives, you will be able to enrol in courses etc.

If you experience any problems with this process do let us know- email to:

admin@coffs.u3anet.org.au

If you can take a screenshot of a problem screen and send that along that may help us remedy any problems.