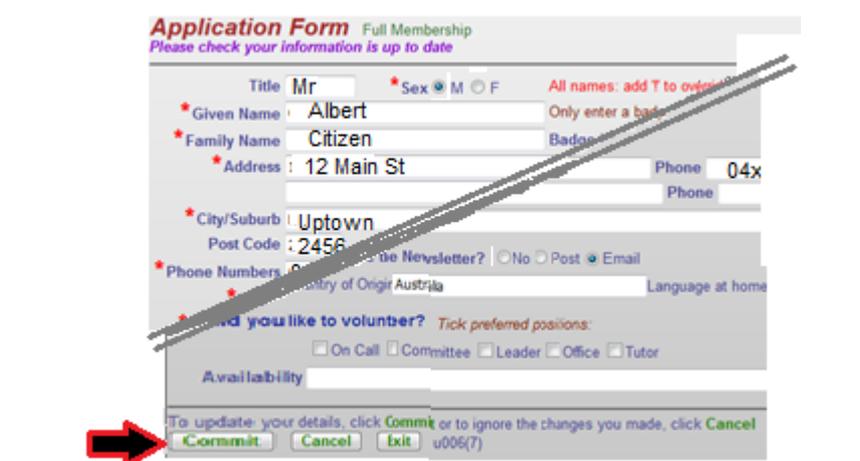
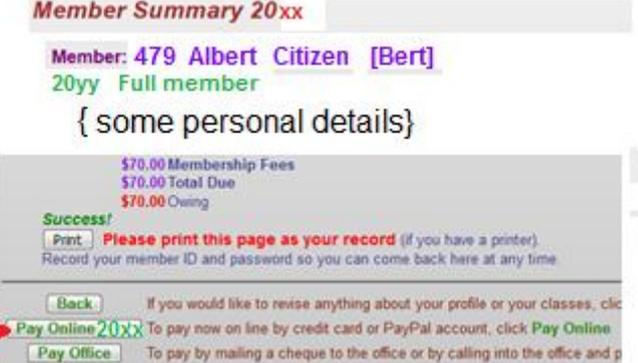
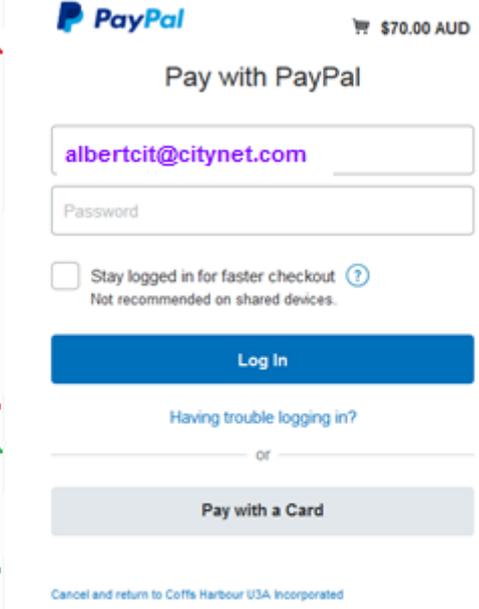


How to **RENEW YOUR MEMBERSHIP** (Steps 1 to 7) and **PAY YOUR MEMBERSHIP** (Steps 7 to 12) to Coffs Harbour U3A using **PayPal**... ..in just 12 easy steps!

1.	<p>Visit the Coffs U3A website https://coffs.u3anet.org.au/ and follow the link to the Membership page</p>	 <p>A Current Coffs Harbour U3A member: - CLICK HERE -</p> <p>To become a new Coffs Harbour U3A member: - CLICK HERE -</p> <p>Coffs Harbour U3A Tutors: - CLICK HERE -</p>
2	<p>On the Member Login page use your membership number and password to Login to your Membership Status page.</p>	 <p>Member Login <i>Do not use the browser back button while in this portal</i></p> <p>Member ID: <input type="text"/> <i>Enter your membership number here</i> Password: <input type="password"/> <i>If you have forgotten your ID or Password click on the Forgot Password/Id button below</i></p> <p><input type="button" value="Log in"/> <input type="button" value="Forgot Password/Id"/></p>
3	<p>The Membership Status page gives your current details.</p> <p>Select Renew Membership 20xx.</p>	 <p>Membership Status 20XX</p> <p>Member: 479 Albert Citizen [Bert] Applied: xx/xx/20xx Updated: xx/xx/20xx Last Enrolled 20xx Address: 12 Main St, Uptown.NSW 2456 Phone: 04xx xxx xxx DOB: xx/xx/1945 Email: albertcit@citynet.com Emergency: Betty Citizen 04xx xxx xxx Medical Issues: None Country of Origin: Australia You will be receiving newsletters</p> <p><input type="button" value="Next"/> <input type="button" value="Update Profile"/> <input type="button" value="Renew Membership 20xx"/></p>
4	<p>Ensure the button in front of Full is highlighted. The other forms of membership are generally not available.</p> <p><u>Apply for membership</u> by selecting the box in front of "I hereby..." (a tick will appear in the box).</p> <p>Select Proceed</p>	 <p>Type of Membership Requested:</p> <p>Please select a Membership Grade for 2019</p> <p><input type="radio"/> Honorary (\$0.00) For volunteers and tutors. Cannot enrol in classes <input checked="" type="radio"/> Full (\$70.00) May enrol in any available classes <input type="radio"/> Associate (\$70.00) Current members of other U3Aa who join this U3A <input type="radio"/> Guest (\$0.00) Non members participating in Forums and Social events <input type="checkbox"/> I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form.</p> <p><input type="button" value="Proceed"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/> u006(6)</p>
5	<p>At this point you may arrive at the U3A application form.</p> <p>Make any necessary changes to your particulars and select Commit.</p> <p>(The sample shown is a just a portion of the whole form)</p>	 <p>Application Form Full Membership <i>Please check your information is up to date</i></p> <p>Title: Mr * Sex: <input checked="" type="radio"/> M <input type="radio"/> F All names: add T to over * Given Name: Albert Only enter a back * Family Name: Citizen Badge * Address: 12 Main St Phone: 04x * City/Suburb: Uptown Phone Post Code: 2456 * Phone Numbers: <input type="checkbox"/> No <input type="checkbox"/> Post <input checked="" type="checkbox"/> Email Country of Origin: Australia Language at home * Would you like to volunteer? Tick preferred positions: <input type="checkbox"/> On Call <input type="checkbox"/> Committee <input type="checkbox"/> Leader <input type="checkbox"/> Office <input type="checkbox"/> Tutor Availability To update your details, click Commit or to ignore the changes you made, click Cancel</p> <p><input type="button" value="Commit"/> <input type="button" value="Cancel"/> <input type="button" value="Exit"/> u006(7)</p>

<p>6</p> <p>Your <u>application for membership</u> is now complete, and you are back at your Status page (No 3 above). The fees owing are now listed.</p> <p>Select Next to continue to payment</p>		
<p>7</p> <p>Now the second part of the process- payment of fees.</p> <p>Select Pay Online 20xx to make your payment with your card (or PayPal account if you have one)</p>		
<p>8</p> <p>We use the PayPal site for fee payment because it is secure. You do not have to have a PayPal account.</p> <p>Card ready?</p> <p>Select the PayPal logo</p>		
<p>9</p> <p>If you have a PayPal account, enter your PayPal password,</p> <p>and...</p> <p>select Log In.</p> <p>====**====</p> <p>If you do not have a PayPal account, select Pay with a Card</p> <p>[The PayPal pages are pre-filled with your details from Coffs U3A that you have provided.]</p>		 <p>Note: These images have been compressed. The actual pages will seem much longer and require you to SCROLL DOWN to see all items.</p>

10 [This page applies to those who are using their own card.]

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.

Coffs Harbour U3A Incorporated

PayPal \$70.00 AUD

PayPal Guest Checkout

We keep your financial information securely encrypted.

Country: Australia

Card number: 1234 3456 5678 7890

Expires: 9 29 CVV: 316

First name: Albert Last name: Citizen

Billing address

Address line 1: 12 Main St

Address line 2:

Suburb: Uptown

New South Wales

Postcode: 2456

Ship to my residential address

Contact details

Phone type: Mobile Phone number: +61

Email address: albertcit@citynet.com

I am at least 18 years old and I confirm that I have read, consent and agree to PayPal's [Privacy Statement](#).

Pay Now

[Go back and return to Coffs Harbour U3A Incorporated](#)

PayPal helps protect your privacy and security. For more information regarding the PayPal a

Note: These images have been compressed. The actual pages will seem much longer and require you to SCROLL DOWN to see all items.

11 The Summary page

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

...card details & amount...

...your details...

...your PayPal receipt number...

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

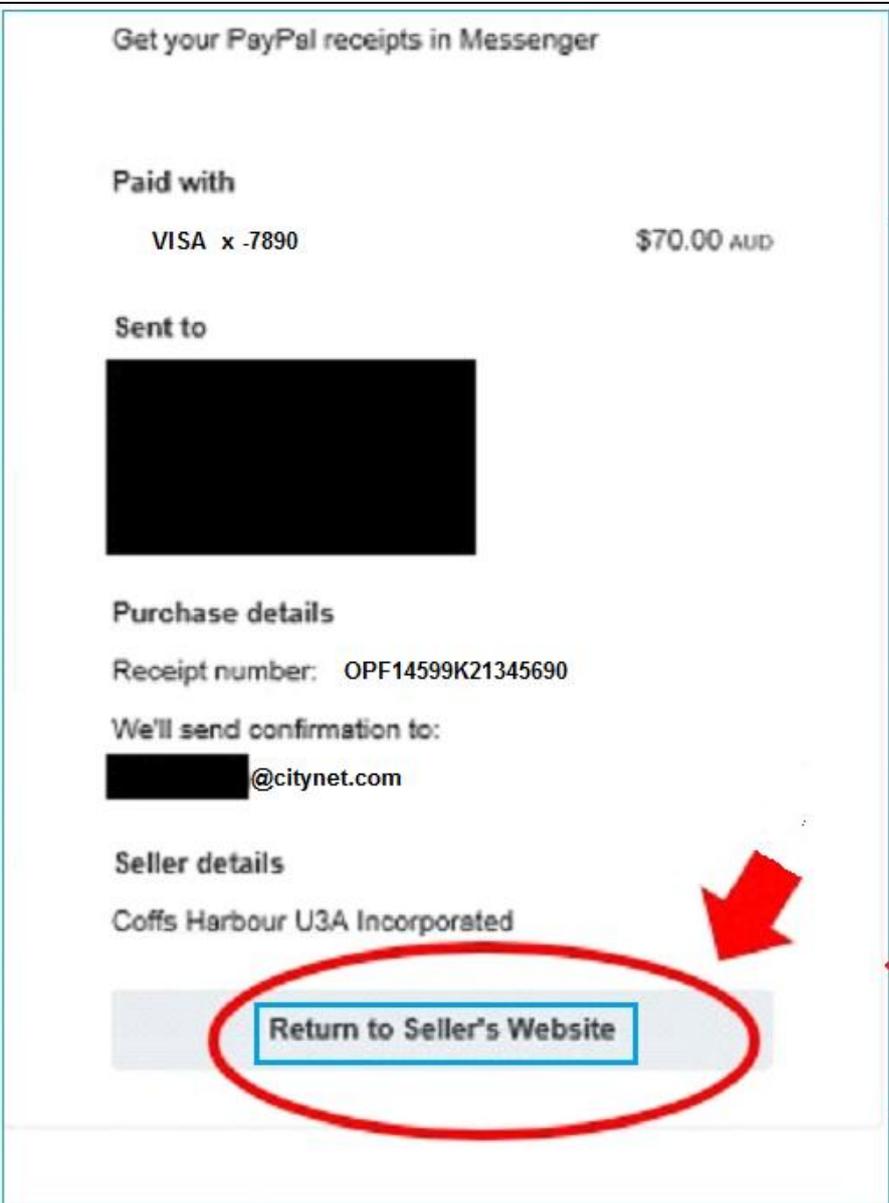
BUT YOU ARE NOT FINISHED !

Scroll Down till you find the **Return to Seller's Website** button.

This 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.



Note: These images have been compressed. The actual pages will seem much longer and require you to SCROLL DOWN to see all items.

12 You are all done!
Revisit the Coffs U3A website and your log in.

Your summary page will now show \$0.00 owing, and 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.

