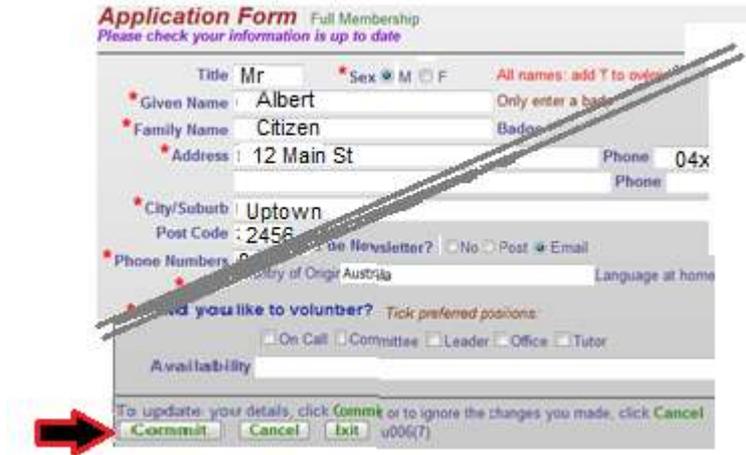
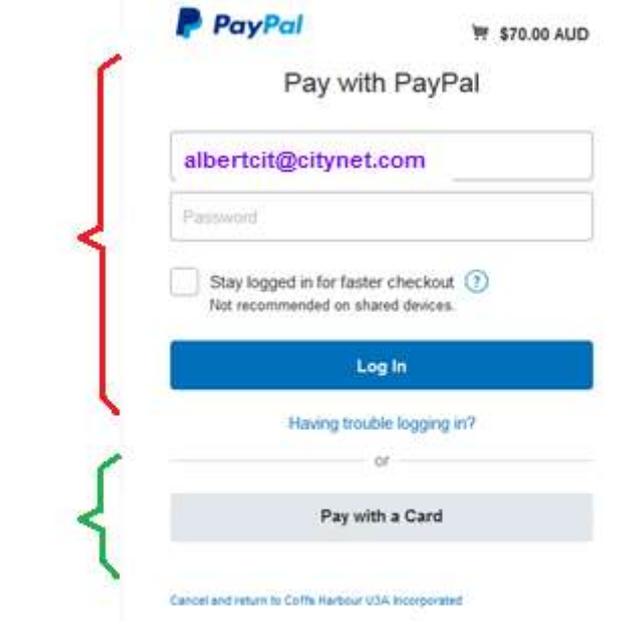


How to **RENEW YOUR MEMBERSHIP** (Steps 1 to 7) and **PAY YOUR MEMBERSHIP** (Steps 7 to 12) to Coffs Harbour U3A using **PayPal**... ..in just 12 easy steps!

<p>1.</p>	<p>Visit the Coffs U3A website https://coffs.u3anet.org.au/ and follow the link to the Membership page</p>	
<p>2</p>	<p>On the Member Login page use your membership number and password to Login to your Membership Status page.</p>	
<p>3</p>	<p>The Membership Status page gives your current details. Select Renew Membership 20xx.</p>	
<p>4</p>	<p>Ensure the button in front of Full is highlighted. The other forms of membership are generally not available. <u>Apply for membership</u> by selecting the box in front of "By ticking..." (a tick will appear in the box). Select Proceed</p>	
<p>5</p>	<p>At this point you may arrive at the U3A application form. Make any necessary changes to your particulars and select Commit. (The sample shown is a just a portion of the whole form)</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>Membership Status 20XX</p> <p>Member: 479 Albert Citizen [Bert] 20yy Full member</p> <p>{ some personal details }</p> <p>\$40.00 Membership Fees \$40.00 Total Due \$40.00 Owing</p> <p>Please note: This page covers only membership. Click a Classes button below for classes.</p> <p>Next Update Profile Change Membership</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>Member Summary 20xx</p> <p>Member: 479 Albert Citizen [Bert] 20yy Full member</p> <p>{ some personal details }</p> <p>\$40.00 Membership Fees \$40.00 Total Due \$40.00 Owing</p> <p>Success! Please print this page as your record (if you have a printer). Record your member ID and password so you can come back here at any time.</p> <p>Back</p> <p>Pay Online 20XX To pay now on line by credit card or PayPal account, click Pay Online</p> <p>Pay Office To pay by mailing a cheque to the office or by calling into the office and p</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>Initiate on line payment of fees for 20XX Membership year</p> <p>You will be transferred now to the Paypal system. You are paying 70.00 for 20XXmembership</p> <p>On the Paypal site you can pay by credit card or your Paypal account (if you have one).</p> <p>PayPal Click here to pay</p> <p>Exit u006(15)</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</p> <p>Pay with a Card</p> <p>[The PayPal pages are pre-filled with your details from Coffs U3A that you have provided.]</p>	 <p>PayPal \$70.00 AUD</p> <p>Pay with PayPal</p> <p>albertcit@citynet.com</p> <p>Password</p> <p><input type="checkbox"/> Stay logged in for faster checkout (?) Not recommended on shared devices.</p> <p>Log In</p> <p>Having trouble logging in?</p> <p>or</p> <p>Pay with a Card</p> <p>Cancel and return to Coffs Harbour USA Incorporated</p> <div data-bbox="718 1758 1340 1870" style="border: 1px solid black; padding: 5px;"> <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> </div>

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 \$40.00 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: +6124567 4321

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

Tick here if over-18

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...

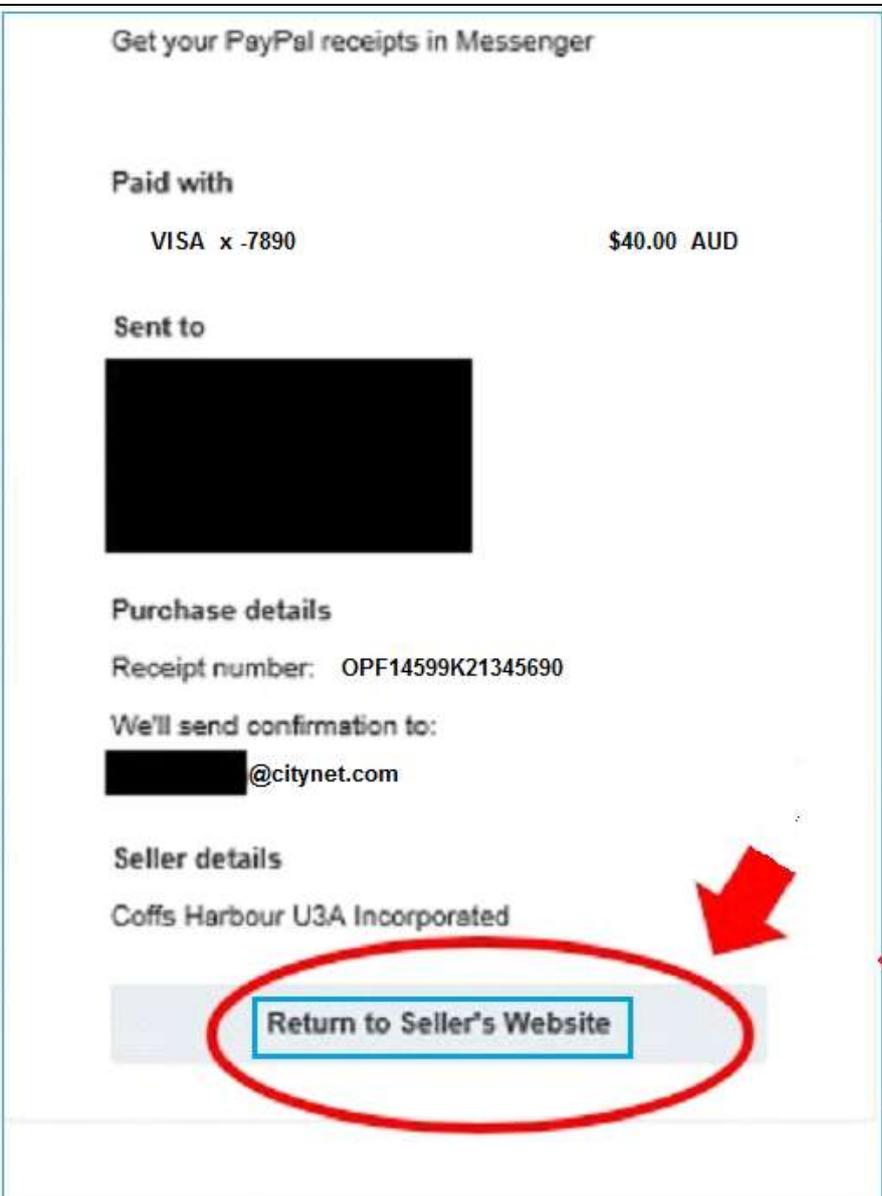
BUT YOU ARE NOT FINISHED !

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.

