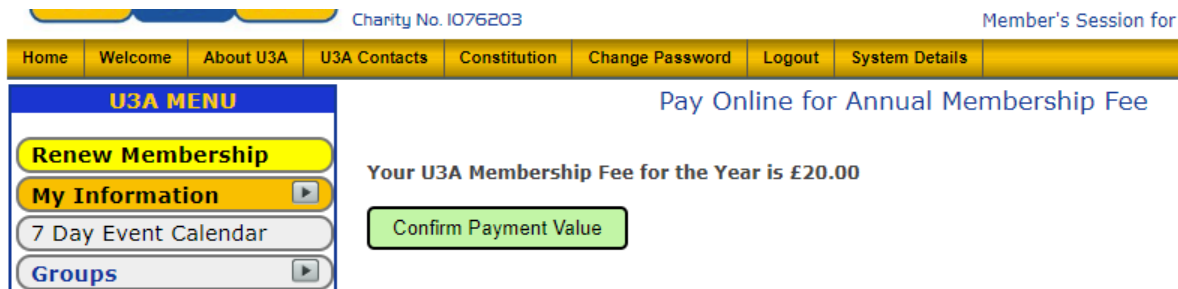
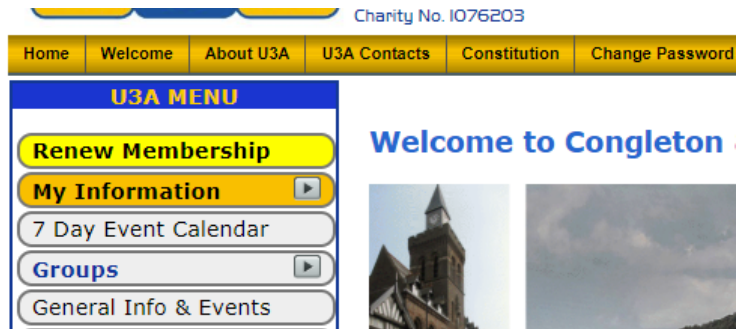


MEMBERSHIP RENEWAL

When you login to the website, you will see a large yellow button at the top of the U3A Menu (on the left-hand side of the screen), labelled '**Renew Membership**' –

Click on the '**Renew Membership**' button to go to the Payment page –



Click the green button labelled '**Confirm Payment Value**', which will take you to a page where you can choose (if you wish) to pay your Membership Fee online –



Card Number

Security Code (The 3 digit code on the rear of the card)

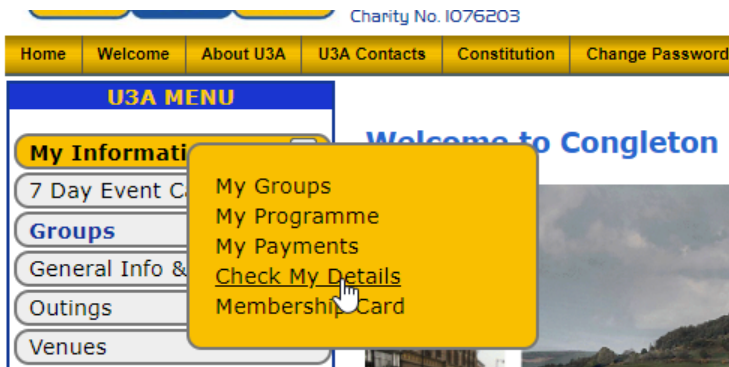
Expiration Date (MM/YYYY) /

If you would like to pay by credit or debit card, enter the details in the textboxes above and then click the green '**Confirm Payment**' button. However, if you prefer, you can click the red '**Abandon Payment**' button and send a cheque for £20 to the **Membership Secretary** at –

**87 Newcastle Road
Congleton
CW12 4HL**

While you are still logged-in, click on the '**My Information**' button in the U3A Menu (see above).

In the small menu which appears, click on '**Check My Details**' –



– and check that all of your personal information is correct and up-to-date. You can amend most of the entries yourself, if necessary but, where this is not possible, or in case of difficulty, please contact the [Membership Secretary](#) who will be pleased to make any changes that are required.

Once you have paid your Membership Fee, the yellow '**Renew Membership**' button will disappear from the U3A Menu (as it has above). This will happen immediately if you have paid online, or when the Membership Secretary has received and acknowledged your cheque.

You can check the status of any payments you have made by clicking on '**My Payments**' on the small '**My Information**' menu shown above.

Important Note : If you are sharing your computer, tablet, or smartphone with another Member who wishes to renew their membership, you are recommended to close down the browser after you have completed your own membership renewal and personal details check, and restart from scratch to make the second renewal.

In some cases, if this is not done, the yellow '**Renew Membership**' button will fail to show when the second person logs-in to the website. Again, if you experience any difficulties, please contact the [Membership Secretary](#).