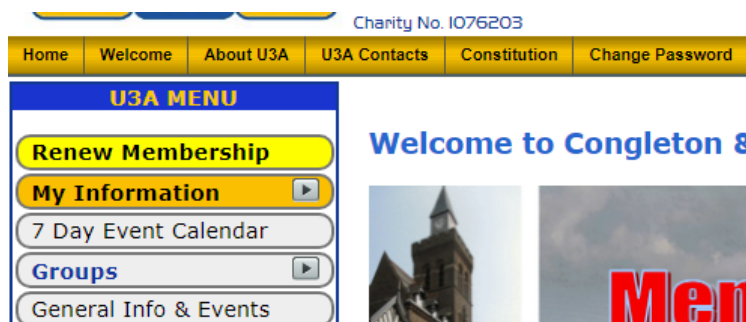


MEMBERSHIP RENEWAL

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 (Note that the screenshots shown are from **last year**, 2020, so the renewal amounts are different) –



Payment Item	Type	Value (£)
My U3A 2020 Membership Renewal Fee	Full Membership	12.50
Total Payment being made		£12.50

Please enter your credit card number, Expiry date in the format MMYY and your security code from the back of your card.

Card Number Expiry Security

Card number MM / YY CVC

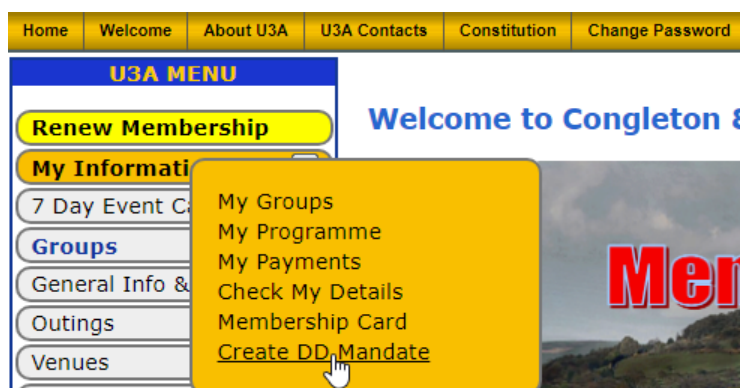
Submit Payment Abandon Payment

If you would like to pay by credit or debit card, enter the details in the textboxes above and then click the green '**Submit Payment**' button. However, if you prefer, you can click the red '**Abandon Payment**' button and send a cheque for £20.00 (or £16.50 if you are currently a member of another U3A) to the **Membership Secretary** at –

87 Newcastle Road, Congleton, Cheshire CW12 4HL

Alternatively, if you wish, you may set up a Direct Debit to pay your Membership Fee annually by clicking on the '**My Information**' button in the U3A Menu –

In the small menu which appears, click on '**Create DD Mandate**' –



– and then confirm whether you wish to contribute through Gift Aid, and pay sufficient income tax to qualify, by clicking either the green or the red button –

CONFIRM GIFT AID STATUS
Before creating your Direct Debit mandate please confirm your Gift Aid status.
Current Status : You qualify for Gift Aid

Congleton U3A

Complete the Direct Debit Mandate form which will appear, already filled in with most of your details (except, of course, of your bank account) –

Set up a Direct Debit with Congleton U3A

Membership Renewal : XXX

First name

xxxx

Last name

XXXXXXXXXX

[Click here to use a company name](#)

Email


XXXXXXXXXXXXXXXXXXXX

Your sort code

Your account number

 **Set up Direct Debit**

Finally, click the large green button at the foot of the page to set up your Direct Debit instruction.

GOCARDLESS

ddadmin@congletonu3a.org.uk | +44 7753 662346

By confirming you are agreeing to our [Website Terms of Use](#). GoCardless uses personal data as described in our [Privacy Notice](#). We use analytics [cookies](#).

Your payments are protected by the [Direct Debit Guarantee](#)

While you are still logged in, click on the **'My Information'** button in the U3A Menu again, and then on the **'Check My Details'** entry – 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](#).