

# Renewing your Membership Online

Pictures to help you through the process below!

First, log into the Member's Portal using your email address and password.

There is a link to the Member's Portal on the 'For Members' page of the Cardiff u3a website. Click the link, then click 'Login to the Member's Portal'.

If you have forgotten your password, use the 'Forgotten Password' option.

## When can I renew my membership?

You can renew your membership in the period from the start of the advanced renewal period onwards.

If you are in the time period when you can renew you will see a screen like this:



Good afternoon, Jane Administrator

**Member number 1054**

Your membership continues until 1st September 2025 but may be renewed now for next year

Select an option

Renew your membership

Enquiries: [admin@beacon.u3a.org.uk](mailto:admin@beacon.u3a.org.uk) or contact the Membership Secretary

If you are not in this period when you can renew you will see a screen like this one:



Good afternoon, Jane Administrator

**Member number 1054**

Your membership continues until 1st September 2025

Select an option

Enquiries: [admin@beacon.u3a.org.uk](mailto:admin@beacon.u3a.org.uk) or contact the Membership Secretary

If your membership has Lapsed then you cannot renew using this method and will need to contact the membership Secretary for your u3a.

## Renewing Your Membership

1. Log-in to the Members Portal as described in [10.2](#) and click **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year:



**Gift Aid**

Gift Aid can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that BT1851 - Demotol u3a reclaims on your subscription and donations in a tax year.

£7.50 of your £10.00 subscription qualifies for Gift Aid.

☒ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demotol u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

☐ I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

3. What you see next depends on the type of membership that you have.

This is a typical screen that you will see if you are an **Individual** member:



**Payment**

Your membership class is Individual

**Renewal fee is £10.00**

**Amount to pay: £10.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account

[Make Payment](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

If another u3a member lives at your address, you have the option to pay the other member's subscription at the same time:



**Payment**

Your membership class is Individual

**Renewal fee for yourself and Maria Zorro is £20.00**

☒ Untick if you do not wish to renew for Maria Zorro

**Amount to pay: £20.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account

[Make Payment](#)

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

If you don't wish to pay for the other member, untick the box and the amount to pay will update:

If you don't wish to pay for the other member, untick the box and the amount to pay will update:

The screenshot shows a 'Payment' page with a blue header. Below the header, it states 'Your membership class is Individual'. A red box highlights the text 'Renewal fee for yourself only is £ 10.00'. Below this, there is a checkbox labeled 'Untick if you do not wish to renew for Maria Zorro'. The 'Amount to pay: £ 10.00' is displayed. Instructions state: 'Press the button below to proceed to PayPal to make payment. You may pay by credit or debit card or use a PayPal account'. A 'Make Payment' button is visible. At the bottom, a note says: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

4. Press the **Make Payment** button:

This screenshot is similar to the previous one but with a red arrow pointing directly to the 'Make Payment' button. The text on the page is: 'Payment', 'Amount to pay: £ 10.00', 'Press the button below to make payment. You may pay by credit or debit card or use a PayPal account', and the 'Make Payment' button.

If you did not select a box in the Gift Aid section you will be prompted to do so:

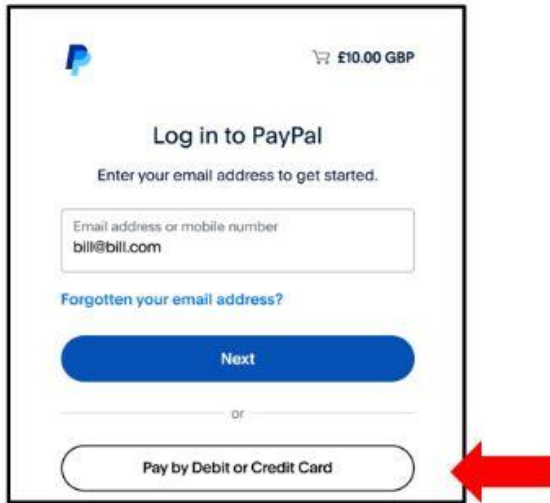
The screenshot shows a 'Gift Aid' pop-up window with a close button (X) in the top right corner. The text inside says: 'Please complete the Gift Aid declaration (tick one box)'. At the bottom right, there is a blue 'Ok' button.

At this point you have 2 payment options:

- Pay by **Debit** or **Credit** card (see **A** below), or
- Pay by **PayPal** (see **B** below)

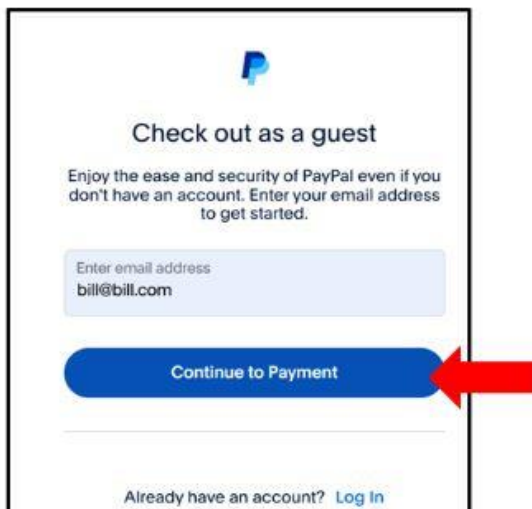
## A) Paying with your Debit/Credit Card

1. To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**

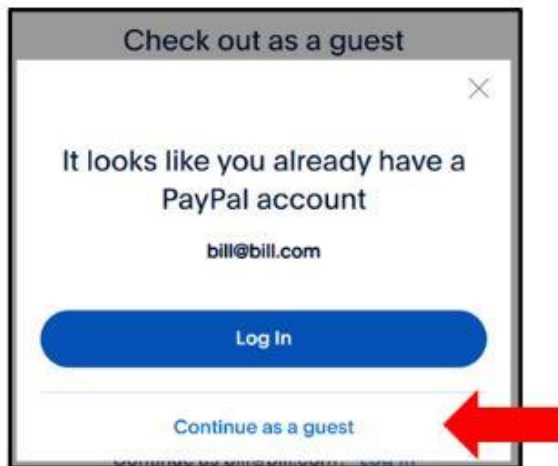


The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal", followed by the instruction "Enter your email address to get started." Below this is a text input field containing "Email address or mobile number" and "bill@bill.com". A link "Forgotten your email address?" is positioned below the input field. There are two buttons: a blue "Next" button and a white "Pay by Debit or Credit Card" button. A red arrow points to the "Pay by Debit or Credit Card" button.

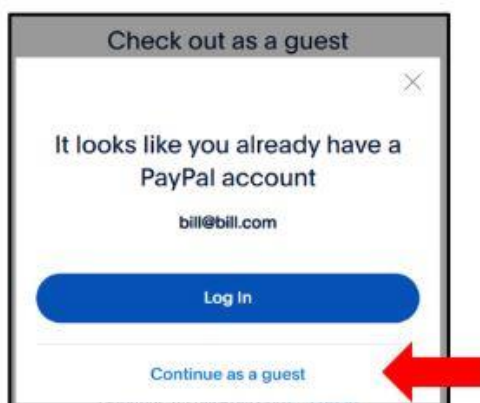
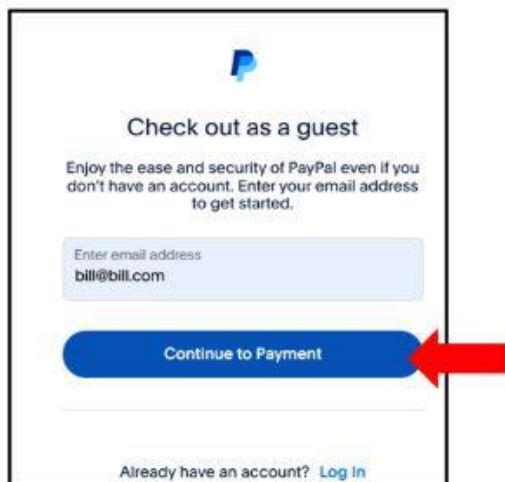
2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**



The screenshot shows the "Check out as a guest" screen. At the top is the PayPal logo. The heading is "Check out as a guest", followed by the text "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." Below this is a text input field containing "Enter email address" and "bill@bill.com". A blue "Continue to Payment" button is prominently displayed. At the bottom, there is a link "Already have an account? Log In". A red arrow points to the "Continue to Payment" button.



2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**



3. Enter the details of your payment card and your contact details

**Pay with debit or credit card**

Your financial details won't be shared with the seller.

Country/region  
United Kingdom

Email address  
bill@bill.com

Phone type  
Mobile

Phone number  
07701234567

Card number  
0789 1234 2244 6677

Expiry date  
10 / 26

Security code

Billing address

First name  
Bill

Last name  
Cooper

4. Press **Pay now as guest**

Save information & create your PayPal account

You acknowledge the terms of the service PayPal provides to the seller, and the Privacy Statement. No PayPal account required.

**Pay now as guest**

Already got a PayPal account? Log in

Cancel and return to merchant

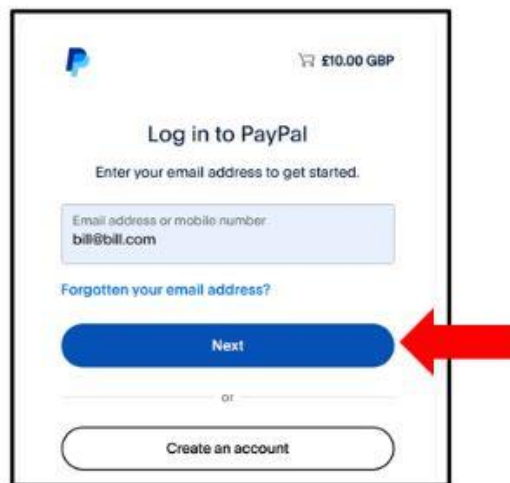
*Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by*

Save information & create your PayPal account

5. Now skip **Section B** and continue to **Section C (Confirmation of Payment)** below

## B) Paying with PayPal

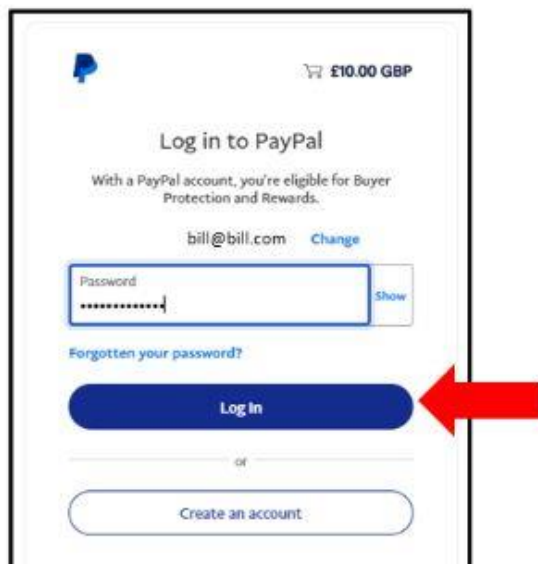
1. To pay with you own PayPal account, enter your email address and press **Next**



The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it is the instruction "Enter your email address to get started." There is a text input field containing "bill@bill.com". Below the field is a link "Forgotten your email address?". A large blue button labeled "Next" is highlighted with a red arrow pointing to it from the right. Below the "Next" button is a horizontal line with the word "or" in the center. At the bottom is a button labeled "Create an account".

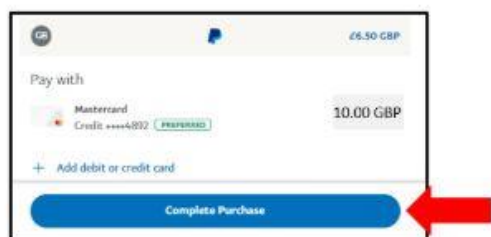
*Note: if you don't have a PayPal account, but would like to create a new one - follow the steps described in section A above until the final step when there is an option to create a PayPal account using the details that you have already entered.*

2. Enter your PayPal password and press **Log in**



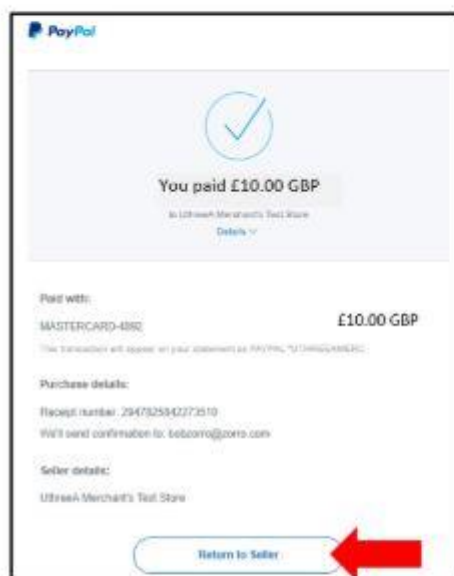
The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below it is the instruction "With a PayPal account, you're eligible for Buyer Protection and Rewards." There is a text input field containing "bill@bill.com" with a "Change" link to its right. Below the field is a "Password" input field with a "Show" button to its right. Below the password field is a link "Forgotten your password?". A large blue button labeled "Log in" is highlighted with a red arrow pointing to it from the right. Below the "Log in" button is a horizontal line with the word "or" in the center. At the bottom is a button labeled "Create an account".

3. Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**



## C) Confirmation of Payment

Press **Return to Seller** to return to the Members Portal where you will see your updated "membership continues to" date.



You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from your u3a. This may have your membership card attached (if your u3a has chosen to use this facility)