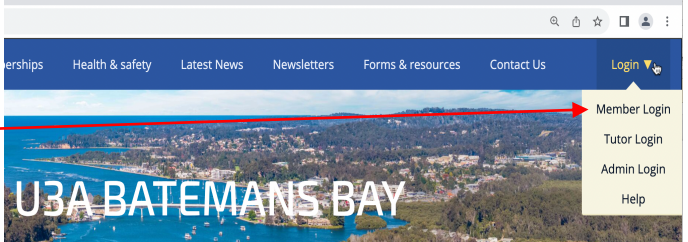
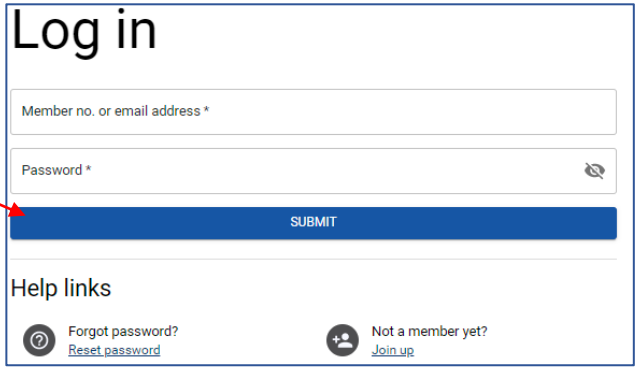
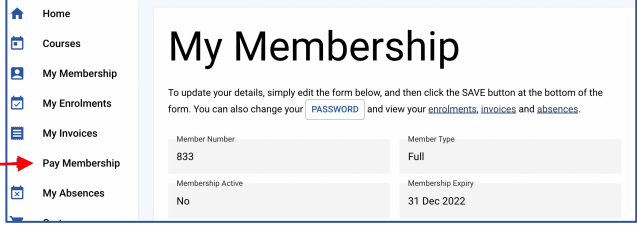
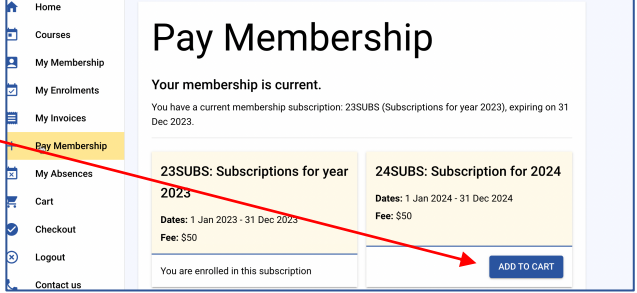


How to Renew your Membership

To enrol in courses, you must be a current financial member.

Unless you need to change any of your details, renewal is a simple process of paying your membership for the coming year. These instructions cover paying online by credit/debit card or from a PayPal account, or by bank transfer. If you are unable to pay by one of these methods, please contact our Membership Coordinator at memberreg.u3a.bb@gmail.com or call 0474 483 678.

You can also pay by attending U3A Shopfront. Shopfront dates are advertised on the website under Latest News.

<p>1. From the U3A Batemans Bay website https://u3abatemansbay.org.au pass the cursor over LOGIN at the top right corner of the screen, then click Member Login</p>	
<p>2. Enter your Member number or email address and your password and click SUBMIT</p>	
<p>3. Your current membership details will be displayed. (If required, these may be updated and saved by clicking the SAVE button at the bottom of the form). On the Side Menu click Pay Membership.</p>	
<p>4. The subscription relevant to the current date will be displayed. Click ADD TO CART</p>	

5. Click **CHECKOUT**

Home
Courses
My Membership
My Enrolments
My Invoices
Pay Membership
My Absences
Cart
Checkout
Logout
Contact us

Pay Membership

Your membership is current.

You have a current membership subscription: 23SUBS (Subscriptions for year 2023), expiring on 31 Dec 2023.

23SUBS: Subscriptions for year 2023 Dates: 1 Jan 2023 - 31 Dec 2023 Fee: \$50	24SUBS: Subscription for 2024 Dates: 1 Jan 2024 - 31 Dec 2024 Fee: \$50
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You are enrolled in this subscription

REMOVE FROM CART CHECKOUT

6. You will be asked to confirm the checkout (by confirming you will generate an invoice).

Click **CHECKOUT**

Home
Courses
My Membership
My Enrolments
My Invoices
Pay Membership
My Absences
Cart

Checkout

Cart summary:

24SUBS: Subscription for 2024

Confirm checkout?

VIEW CART CHECKOUT

7. Your invoice is displayed. You can pay now or later (the invoice remains attached to your membership so you don't need to generate it again). There are two payment options:

- Online payment - secure, one-step process that immediately activates your membership. Go to step 8.
- Bank deposit/transfer – you deposit funds into the U3A bank account. When your payment is received we activate your membership manually. Please note that the process may take several days. To pay at bank go to step 16.

Home
Courses
My Membership
My Enrolments
My Invoices
Pay Membership
My Absences
Cart
Checkout
Logout

Checkout

Checkout success

Total due is \$50.00.

Available payment methods are shown at the bottom of the invoice below.

DOWNLOAD PDF Pay with PayPal

INVOICE

Invoice ID: 16631-21706
Date: 21 Nov 2023
Bill to:

U3A Batemans Bay
UNIVERSITY OF THE THIRD AGE
Incorporation:
ABN: 45747295508
Shoefront only

8. Online payment can be done with a credit/debit card or using a PayPal account. You do not need a PayPal account to pay with a credit/debit card but you still use the **Pay with PayPal** button on the invoice to start the process.

To pay online, click the PayPal button on the invoice.

Home
Courses
My Membership
My Enrolments
My Invoices
Pay Membership
My Absences
Cart
Checkout
Logout

Checkout

Checkout success

Total due is \$50.00.

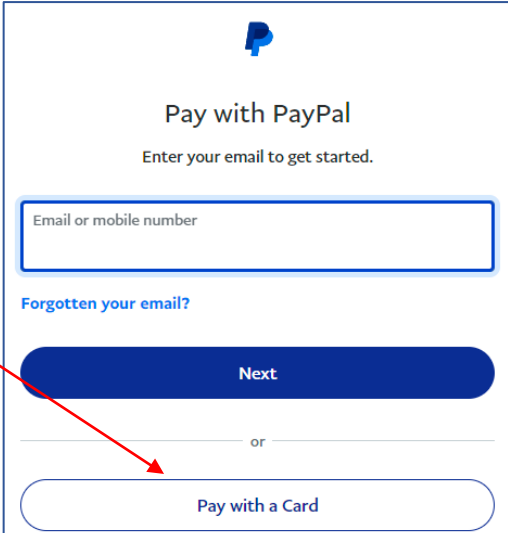
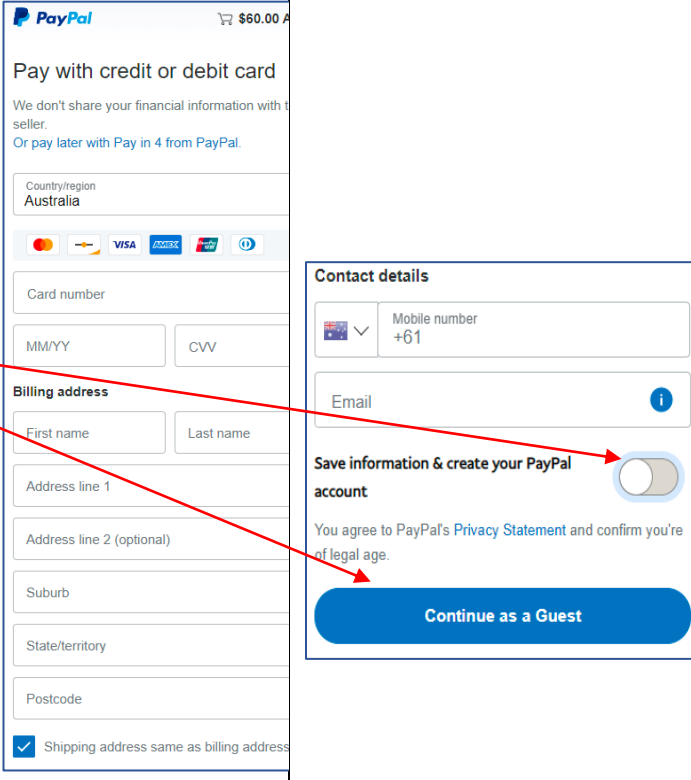
Available payment methods are shown at the bottom of the invoice below.

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INVOICE

Invoice ID: 16631-21706
Date: 21 Nov 2023
Bill to:

U3A Batemans Bay
UNIVERSITY OF THE THIRD AGE
Incorporation:
ABN: 45747295508
Shoefront only

<p>9. Pay with your credit/debit Card: DO NOT enter any email or password, just click on Pay with a Card, and go to step 10.</p>	
<p>10. Pay with your credit/debit Card (cont):</p> <ol style="list-style-type: none"> Ensure the country shown is Australia, if not select it from the drop-down box. Enter your card, address, and contact details Ensure that the slide button against Save information & create your PayPal account is positioned to the left as shown – if not click on the left of the button Click Continue as a Guest 	
<p>11. Pay with a credit/debit Card (cont): PayPal may, or may not, find a match for the address you entered. Either way, just click Continue</p> <p>Go to step 14.</p>	

12. Pay with your PayPal account:
Enter your PayPal email or mobile number and password, click **Next** and go to step 13.

13. Click **Pay Now and go to step 14.**

14. Once PayPal successfully processes your transaction using either your PayPal account or credit/debit card, your paid invoice is displayed. If you would like to keep a copy of the paid invoice, click **DOWNLOAD PDF to save to your device.**

15. Go to step 19.

16. To pay at bank:

Make a note of the Invoice number to enter into the reference field of your bank deposit (or you can record your member number). If you do not reference the invoice or member number on your bank deposit it could take many days for us to match the payment to your membership – this is a manual process.

17. To exit the system, click Logout on the side menu.

18. A few days after making your payment, log in to the system and check that your membership is Active (see step 19).

19. You should receive a confirmation email. Membership status can also be verified by logging in and checking the Membership Active entry on the My Membership page. The Membership Expiry date will reflect the year that you have just paid for.

20. To exit the system, click Logout on the side menu.

J-MAS - University of the Third Age Batemans Bay

Home
Courses
My Membership
My Enrolments
My Invoices
Pay Membership
My Absences
Cart

My Membership

To update your details, simply edit the form below, and then click the SAVE button at the bottom of the form. You can also change your [PASSWORD](#) and view your [enrolments](#), [invoices](#) and [absences](#).

Member Number	16631	Member Type	Full
Membership Active	Yes	Membership Expiry	31 Dec 2023