



Online Joining Instructions

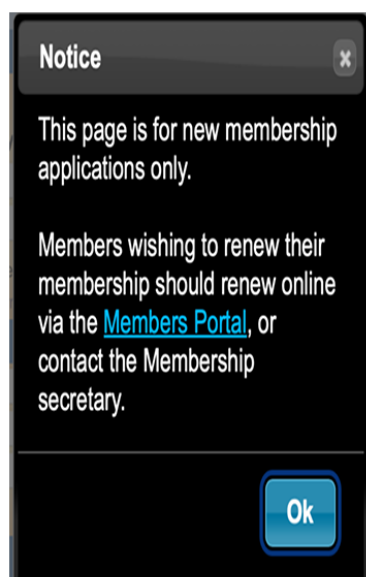
Note:

Online payments are processed through your u3a's PayPal account. **You do not need your own PayPal account to use this facility.** You will not be charged for using online membership services.

The types of membership and membership fees shown in the pictures below are unlikely to be the same as you will see – they are for example only.

Joining Online

1. The application process is usually initiated by clicking a link on your u3a's website. Press **OK** on the warning notice to proceed to the Membership Application page:



2. Select the type of membership that you require at the top of the page:

Please select the type of membership you require		
☐	Associate	Only if you belong to another u3a £9.00
☐	Individual with NL	1 person + post newsletter £29.00
☒	Individual	1 person with e-newsletter £9.00
☐	Individual NL Mag	Individual + post newsletter + u3a Magazine £33.15
☐	Individual u3a Mag	Individual + u3a Magazine £18.15
☐	System Tester	System Testing only £1.00

3. Fill in the details about yourself and your address using any guidelines that have been supplied by your local u3a:

Then enter the following information. Fields in **bold** are mandatory.

About Yourself

Title **Mr** Forename **William** Surname **Cooper**

E-mail **bill@bill.com** Verify E-mail **bill@bill.com**

Mobile **0770 123 4567** Known as **Bill**

Emergency contact **Mary Cooper 0777 123 2244**

Upload photo (optional) **Choose File** No file chosen jpg, png, gif. Recommended max size 2MB
Provide a square format image (aspect ratio 1:1) as other formats will not suit the membership card layout

Your Address

No/Name **26** Street **Main Street**

Additional lines **Beeston**

Town **Nottingham** County Postcode **NG4 3NJ**

Telephone **0115 889 5841**

4. Read the information about *Gift Aid* (if it has been enabled by your u3a) before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription:

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 - Demoton 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 - Demoton 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.

Note: For Gift Aid claims to be processed, you must fill in a **Title** as this is required by HMRC.

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

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

Make Payment

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from BT1890 - Demoton u3a to confirm membership.
The data you provide will be held electronically by BT1890 - Demoton u3a to facilitate your membership.
If you have any concerns, please contact the Membership Secretary.
Problems or Enquiries?:

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

Gift Aid

Please complete the Gift Aid declaration (tick one box)

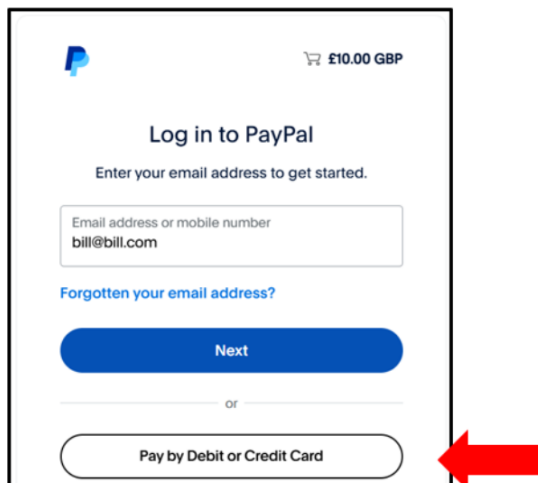
Ok

5. At this point you have 2 payment options:

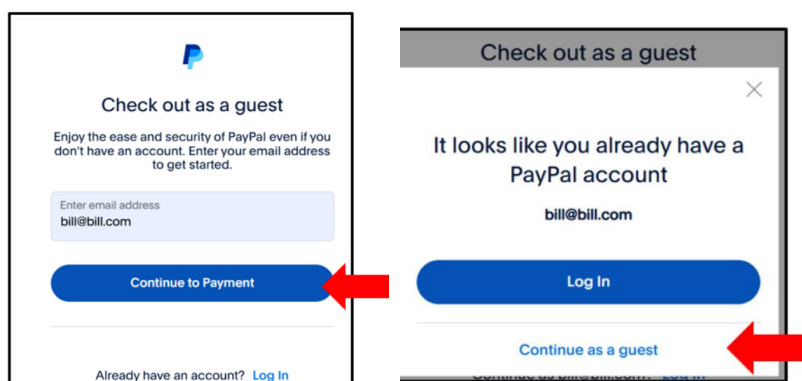
- Pay by **Debit** or **Credit** card (see **A** below), or
- Pay by **PayPal**

A) Paying with your Debit/Credit Card

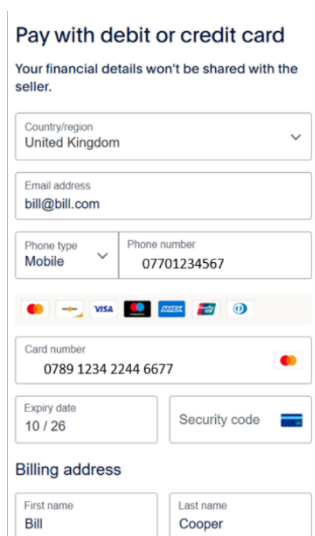
1. To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**



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**

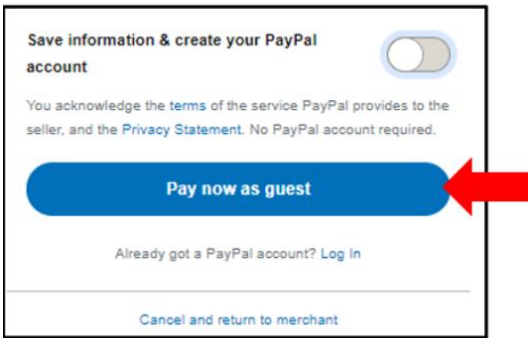


3. Enter the details of your payment card and your contact details



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

4. Press **Pay now as guest**



Save information & create your PayPal account ☐

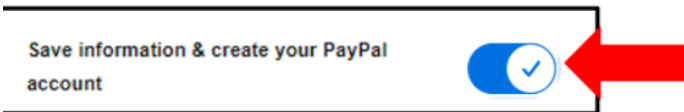
You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

Already got a PayPal account? [Log in](#)

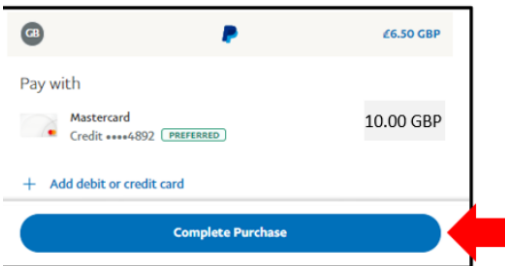
[Cancel and return to merchant](#)

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. 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**



GB £6.50 GBP

Pay with

Mastercard
Credit ****4892 **PREFERRED** 10.00 GBP

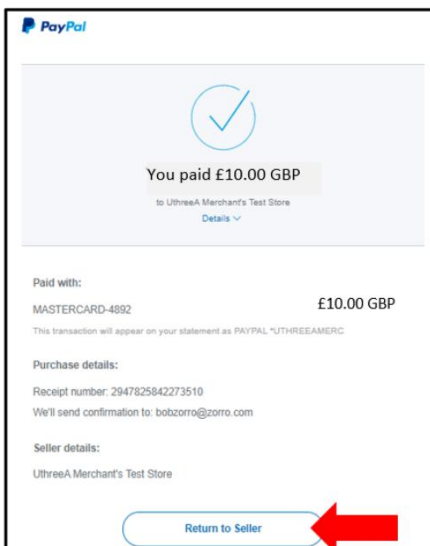
+ Add debit or credit card

Complete Purchase

If you have a PayPal account and wish to pay with you own PayPal account, enter your email address and press Next and follow the instructions.

B) Confirmation of Payment

After receiving confirmation of payment, click **Return to Seller** to return to your local u3a website



PayPal



You paid £10.00 GBP
to UthreaA Merchant's Test Store
[Details](#)

Paid with:
MASTERCARD-4892 £10.00 GBP
This transaction will appear on your statement as PAYPAL *UTHREEAMERC

Purchase details:
Receipt number: 2947825842273510
We'll send confirmation to: bolzorro@zorro.com

Seller details:
UthreaA Merchant's Test Store

Return to Seller

You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from your u3a. This will include your membership card.