

How to renew your membership

Before you can renew your membership online, you must first have registered for a Members Portal account. If you haven't already done this, please follow our **How to Register for a Members Portal Account** guide.

When can I renew my membership?

Membership renewals usually open in **July**. The **Renew your membership** option will only appear on the menu when renewals are available.

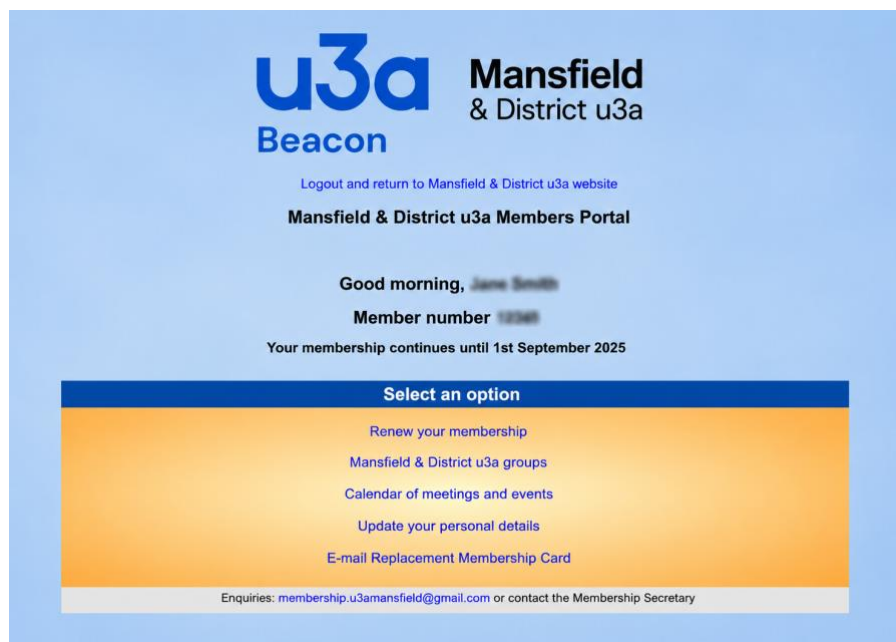
Click *Beacon* on the top menu to open the Members Portal.



Step 1 – Sign in to the Members Portal

Sign in to the Members Portal using your email address and password.

After signing in, you'll see the Mansfield & District u3a Members Portal.

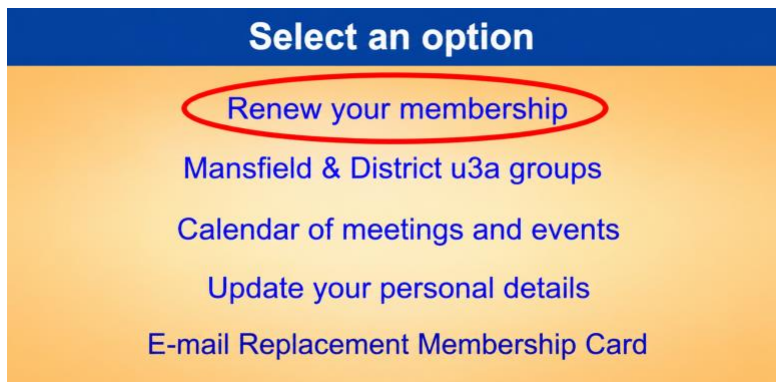


Top Tip

Can't see **Renew your membership**?

The option only appears during the annual renewal period, which usually opens in **July**.

From the menu, select **Renew your membership**.

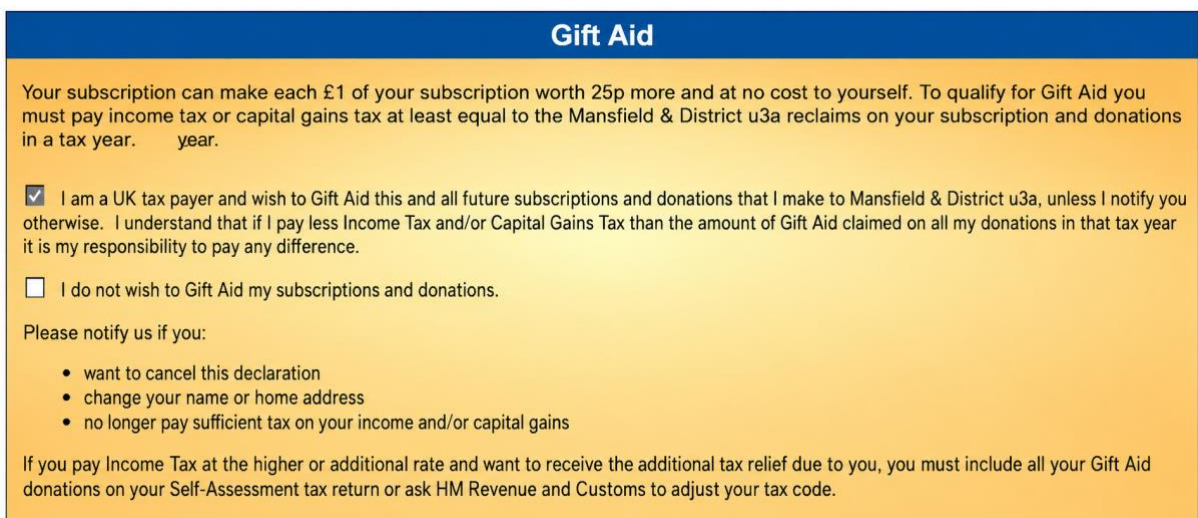


The screenshot shows a menu titled "Select an option" in a blue header. Below the header, on an orange background, are five blue text links. The first link, "Renew your membership", is circled with a red oval. The other links are "Mansfield & District u3a groups", "Calendar of meetings and events", "Update your personal details", and "E-mail Replacement Membership Card".

Step 2 – Decide on Gift Aid

You'll be asked whether you wish to Gift Aid your membership. Tick the appropriate box, then continue.

If you're unsure whether you qualify for Gift Aid, simply choose the option that applies to you. The screen explains the requirements.



The screenshot shows a "Gift Aid" declaration screen. It has a blue header with the title "Gift Aid". Below the header, on an orange background, is the following text: "Your subscription 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 Mansfield & District u3a reclaims on your subscription and donations in a tax year. year." Below this text are two checkboxes. The first checkbox is checked and is followed by the text: "I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Mansfield & District 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." The second checkbox is unchecked and is followed by the text: "I do not wish to Gift Aid my subscriptions and donations." Below the checkboxes is the text: "Please notify us if you:" followed by a bulleted list: "• want to cancel this declaration", "• change your name or home address", and "• no longer pay sufficient tax on your income and/or capital gains". At the bottom of the screen, there is a paragraph: "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."

Step 3 – Pay for your membership

After confirming your Gift Aid choice, the payment screen will appear. Click *Make Payment*.



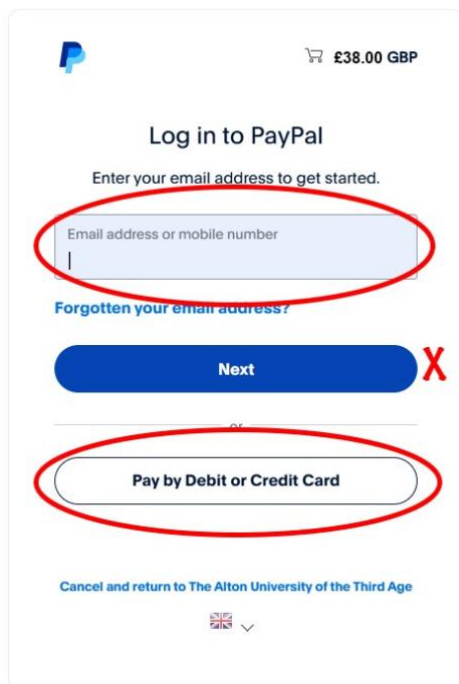
The image shows a payment screen with a blue header containing the word "Payment". Below the header, on an orange background, it says "Amount to pay: £20.00". Underneath, it instructs the user to "Press the button below to make payment" and lists the payment methods: "You may pay by credit or debit card or use a PayPal account". At the bottom, there is a button labeled "Make Payment".

Mansfield & District u3a uses PayPal to process online payments securely.

Top Tip

You do **not** need a PayPal account.

Simply choose **Pay by Debit or Credit Card** and pay securely using your normal bank card.

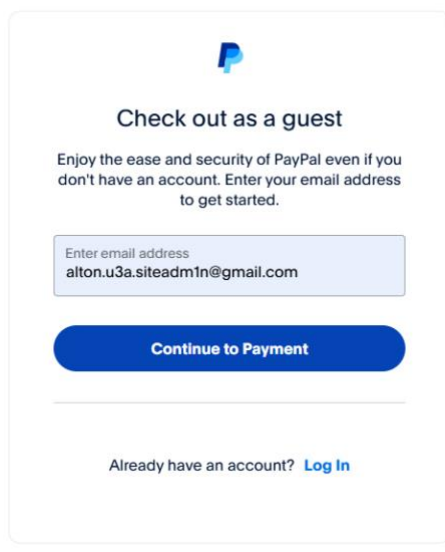


The image shows a PayPal login screen. At the top, it says "Log in to PayPal" and "Enter your email address to get started." Below this is a text input field labeled "Email address or mobile number". A red oval is drawn around this field. Below the field is a link that says "Forgotten your email address?". Below that is a blue button labeled "Next", which has a red "X" next to it. Below the "Next" button is a link that says "or". Below that is a button labeled "Pay by Debit or Credit Card", which is circled in red. At the bottom, there is a link that says "Cancel and return to The Alton University of the Third Age" and a small UK flag icon.

Do not click Next.

Instead, select **Pay by Debit or Credit Card**.

Enter your email address, then click *Continue to Payment*.

A screenshot of the PayPal checkout page for guests. At the top is the PayPal logo. Below it, the heading 'Check out as a guest' is followed by a paragraph: 'Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.' There is a text input field with the placeholder 'Enter email address' and the text 'alton.u3a.siteadm1n@gmail.com'. Below the input field is a blue button labeled 'Continue to Payment'. At the bottom, there is a link that says 'Already have an account? Log In'.

Step 4 – Complete Payment

Enter your debit or credit card details and complete the required address fields.

Top Tip

You do not need to create a PayPal account.

Before completing your payment, switch **off Save information & create your PayPal account**, as shown below.

PayPal

Pay with debit or credit card

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

Country/region
United Kingdom

Email address
joe.bloggs@gmail.com

Phone type
Mobile

Phone number
+44

Card number

Expiry date

Security code

Billing address

First name

Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Save information & create your PayPal account

Postcode

Save information & create your PayPal account

Save information & create your PayPal account

If you don't want to create a PayPal account, switch this option off before clicking *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](#)

Click *Pay now as guest* to complete your membership renewal.



You paid £20.00 GBP to
Mansfield & District u3a

[Details](#)

Paid with:

MASTERCARD-6460

£20.00

This transaction will appear on your statement as PAYPAL

*MANSFIELD U3A

Purchase details:

Receipt number: 778938148866552

We'll send confirmation

to: mansfieldu3a.siteadmin1n@gmail.com

Seller details:

Mansfield & District u3a

[Return to Seller](#)

Click **Return to Seller** to return to the Members Portal and complete your renewal.

You should receive two emails within a few minutes:

- A payment receipt from PayPal
- A confirmation email from Mansfield & District u3a with your digital membership card attached.

Top Tip

If you don't receive the emails within a few minutes, please check your Spam or Junk folder before contacting the Membership Secretary.

Congratulations! Your membership has now been successfully renewed. Thank you for supporting Mansfield & District u3a. We look forward to seeing you at our meetings and activities throughout the year.