

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.

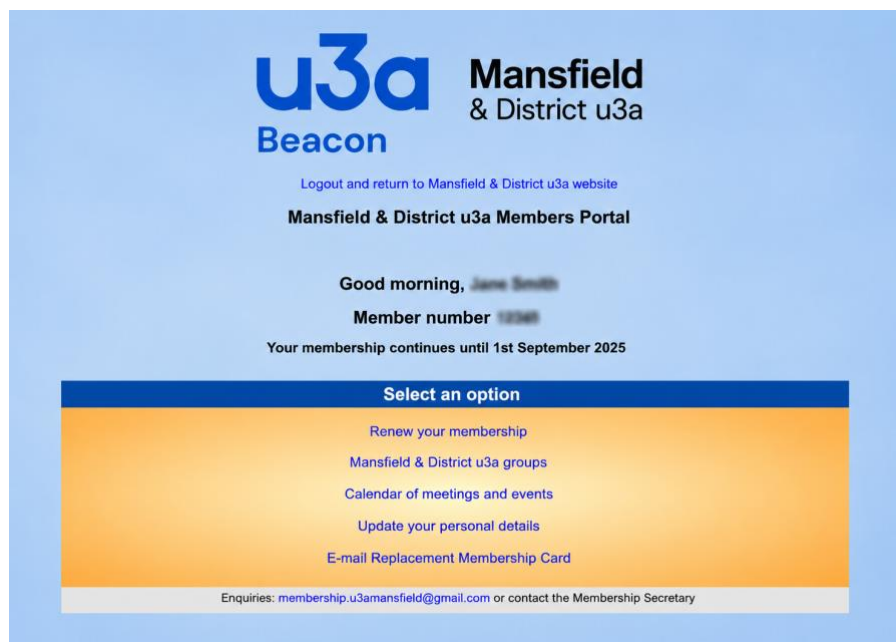
Click *Beacon* on the top menu to open the Members Portal.



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.

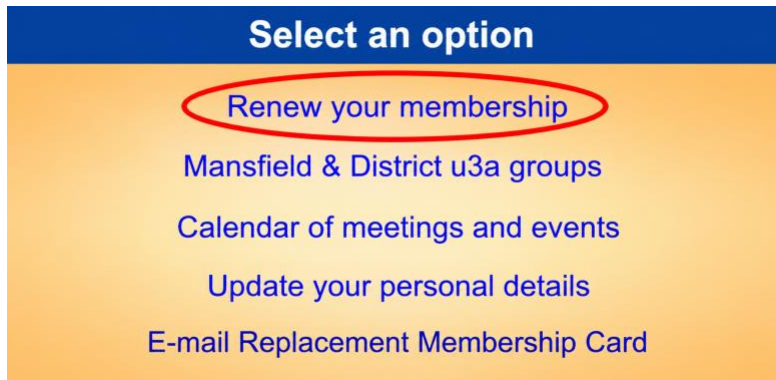


Top Tip

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**.

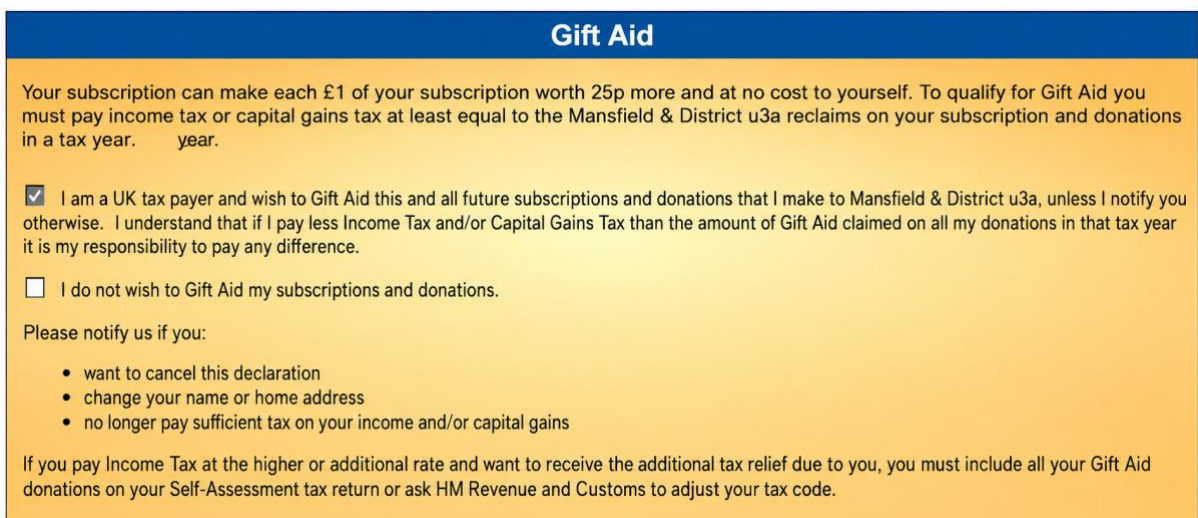


The screenshot shows a menu titled "Select an option" with a blue header and an orange background. The menu items are listed in blue text: "Renew your membership", "Mansfield & District u3a groups", "Calendar of meetings and events", "Update your personal details", and "E-mail Replacement Membership Card". The "Renew your membership" option is circled in red.

Step 2 – Decide on Gift Aid

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

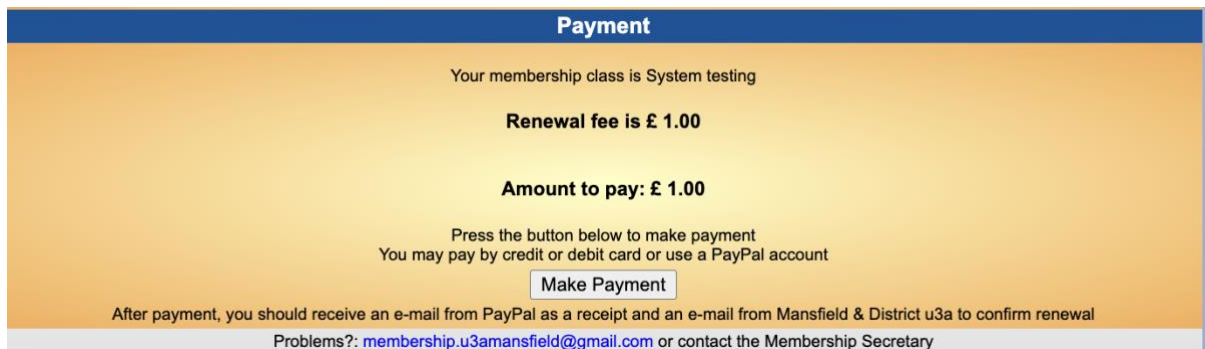
If you're unsure whether you qualify for Gift Aid, simply choose the option that applies to you. The screen explains the requirements.



The screenshot shows the "Gift Aid" declaration screen. It has a blue header with the title "Gift Aid". The main text explains that the subscription can make each £1 of the 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. There are two options: a checked box for "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." and an unchecked box for "I do not wish to Gift Aid my subscriptions and donations." Below these options, it says "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, it states: "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 screenshot shows a 'Payment' screen with a blue header. The main content area has a yellow-to-orange gradient background. It displays the following information: 'Your membership class is System testing', 'Renewal fee is £ 1.00', and 'Amount to pay: £ 1.00'. Below this, it says 'Press the button below to make payment' and 'You may pay by credit or debit card or use a PayPal account'. A 'Make Payment' button is centered. At the bottom, it states: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Mansfield & District u3a to confirm renewal' and 'Problems?: membership.u3amansfield@gmail.com or contact the Membership Secretary'.

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

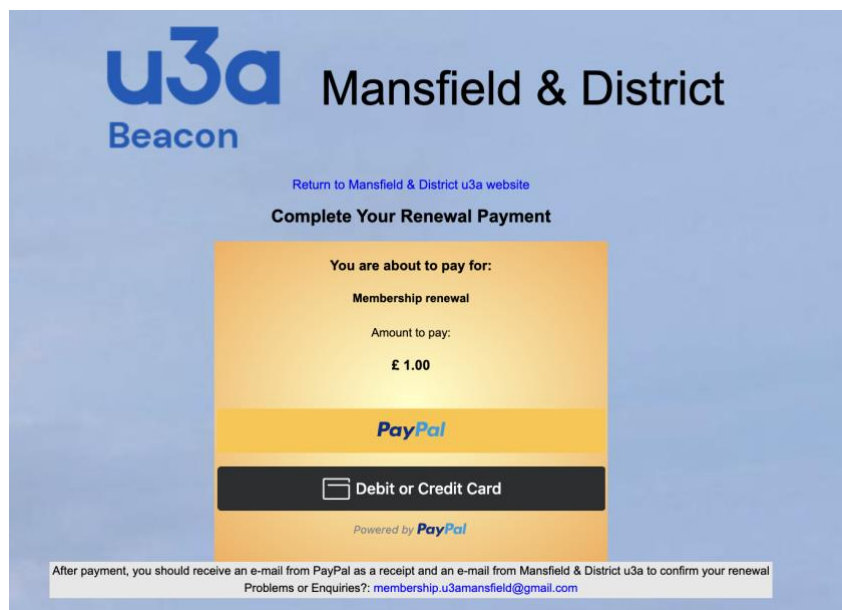
Top Tip

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

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

Do not click *PayPal*.

Instead, select **Debit or Credit Card** in the black box.



The screenshot shows a 'Complete Your Renewal Payment' screen. At the top left is the 'u3a Beacon' logo. To its right is the text 'Mansfield & District'. Below the logo is a link: 'Return to Mansfield & District u3a website'. The main heading is 'Complete Your Renewal Payment'. Below this is a yellow box containing the text: 'You are about to pay for:', 'Membership renewal', 'Amount to pay:', and '£ 1.00'. Below the yellow box is a 'PayPal' logo. Below the PayPal logo is a black box with a white icon and the text 'Debit or Credit Card'. Below the black box is the text 'Powered by PayPal'. At the bottom, a grey box contains the text: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Mansfield & District u3a to confirm your renewal' and 'Problems or Enquiries?: membership.u3amansfield@gmail.com'.

Step 4 – Enter your card details

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

Complete Your Renewal Payment

You are about to pay for:

Membership renewal

Amount to pay:

£ 1.00

Debit or Credit Card

×

Card number

Expires

Security code

Billing address

First name

Last name

Postcode

Mobile

+44

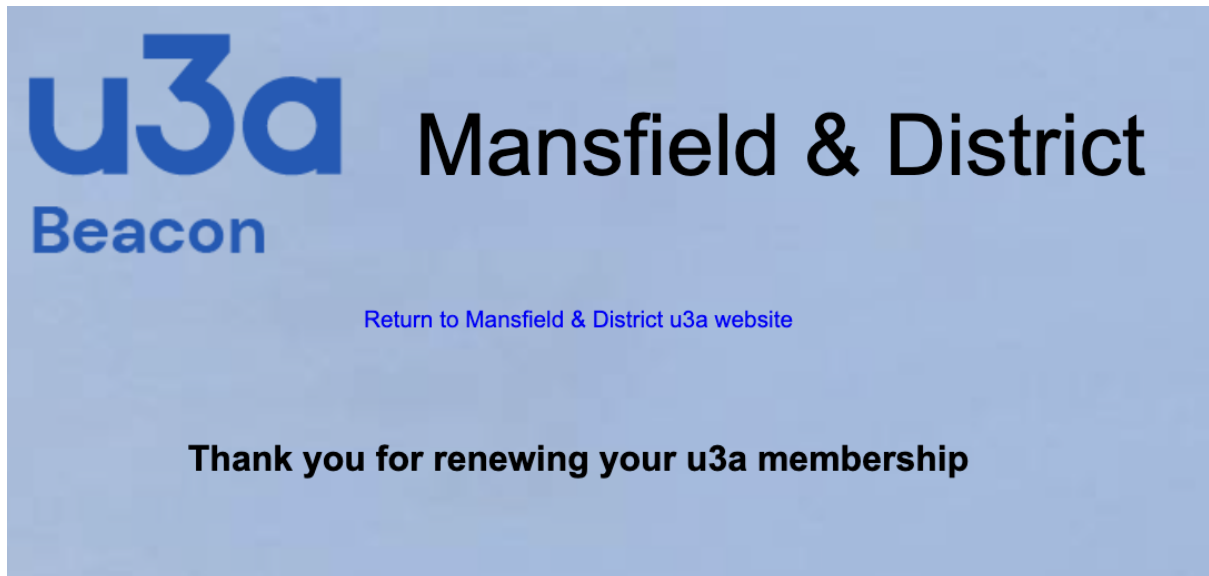
Email

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

Pay £1.00

Powered by **PayPal**

You will see confirmation that you have renewed your membership.



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.