

10.2.1 Online Renewals

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If your u3a has enabled online membership renewal you may renew and pay for your membership via the **Members Portal** ([see 10.2](#)).

If another member shares your address you may renew both memberships at the same time (*but read the notes about Gift Aid claims below first*).

Note: 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.

IMPORTANT: Notes about Gift Aid Claims

Claiming Gift Aid does not reduce the amount of your payment – it allows your u3a to claim money back from HMRC.

Your u3a may not have registered to claim Gift Aid. If this is the case, ticking the Gift Aid box will have no effect on your payment.

*If you have an **Individual** membership and you pay online for yourself and another member at the same address, only your subscription will be used for a Gift Aid claim. Therefore, if the other member is eligible to claim Gift Aid and wishes to allow a claim, it is better for their membership to be renewed separately.*

*If you have a **Joint** membership with another member, you may claim Gift Aid on both subscriptions, even if the other members is not a UK tax payer but there are restrictions, principally depending on the source of the money.*

You will not be charged for using online membership renewal, although your u3a will have a small commission fee deducted from your payment by PayPal.

When can I renew my membership?

You can renew your membership any time from the start to the end of the membership year (and maybe a little earlier if your u3a has enabled an 'Advanced Renewals' period).

Depending on the time in the membership year, you will see a screen similar to one of the following when you log-in to the Members Portal:



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

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 amount that Carlton & Gedling U3A reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Carlton & Gedling 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

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

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:

Payment

Your membership class is Individual

Renewal fee for yourself only is £ 10.00

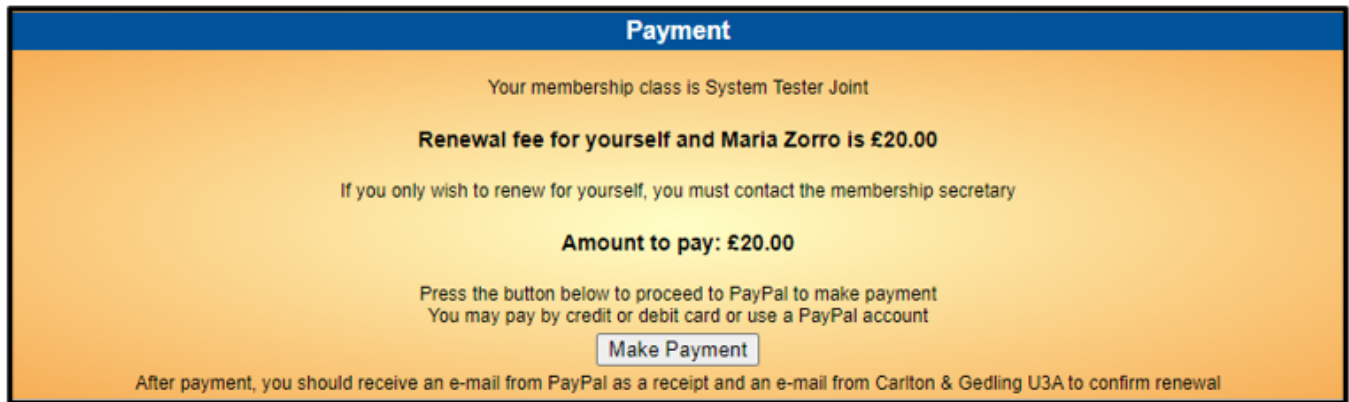
Untick if you do not wish to renew for Maria Zorro

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

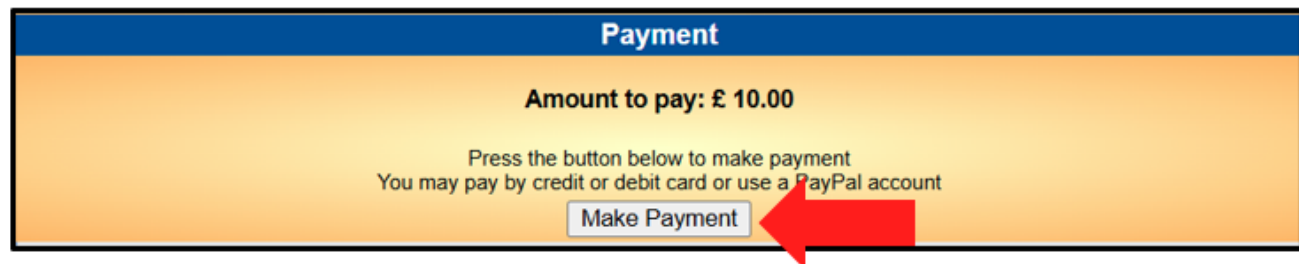
After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

If you are in a **Joint** membership category you can only renew and pay the total fee for both members:

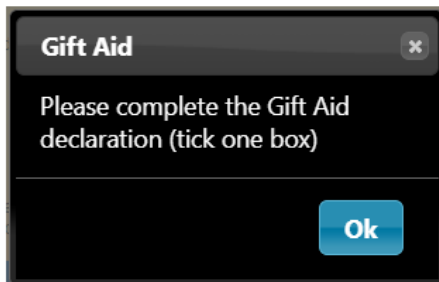


If you don't wish to pay for the other member you will need to contact your Membership Secretary and pay by other means.

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



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

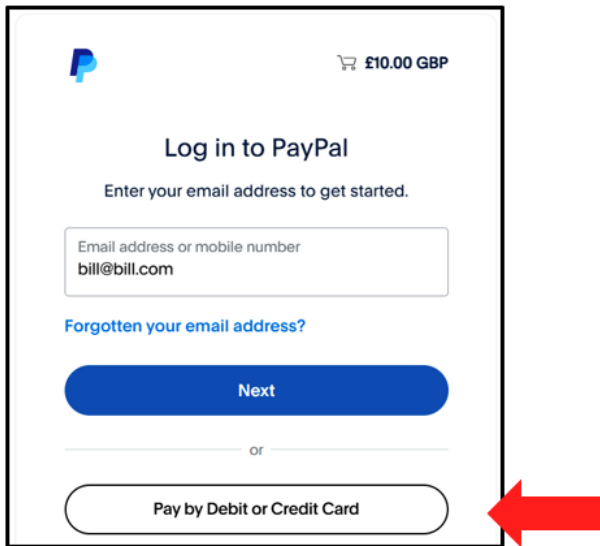


At this point you have 2 payment options:

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**



Log in to PayPal

Enter your email address to get started.

Email address or mobile number
bill@bill.com

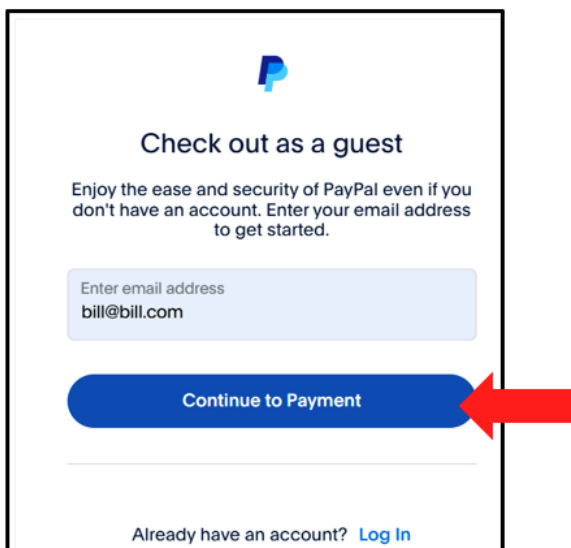
[Forgotten your email address?](#)

Next

or

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**



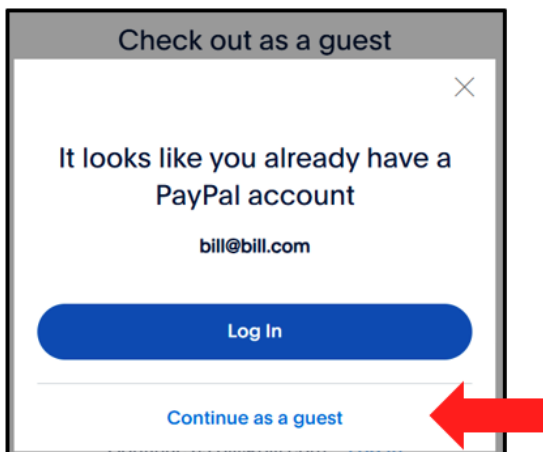
Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address
bill@bill.com

Continue to Payment

Already have an account? [Log In](#)



Check out as a guest

It looks like you already have a PayPal account

bill@bill.com

Log In

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](#)

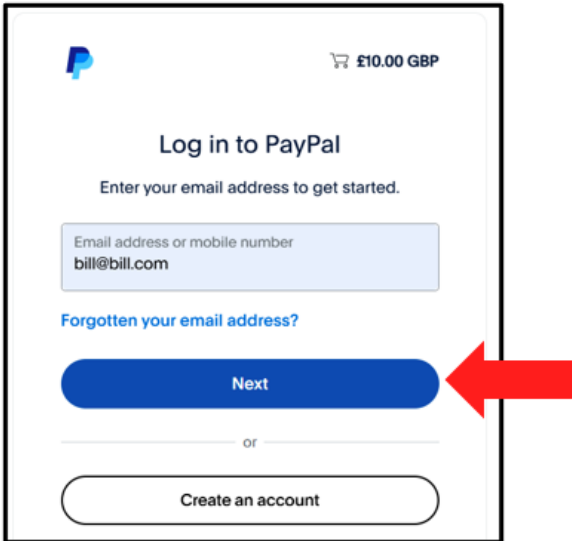
Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by

Save information & create your PayPal account

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

B) Paying with PayPal

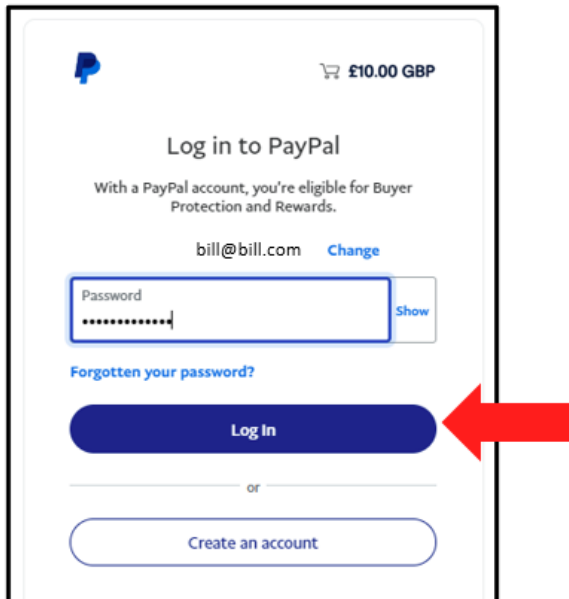
1. To pay with you own PayPal account, enter your email address and press **Next**



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 this is the instruction "Enter your email address to get started." There is a text input field containing "bill@bill.com" with the placeholder text "Email address or mobile number". 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 the text "or" and a white button labeled "Create an account".

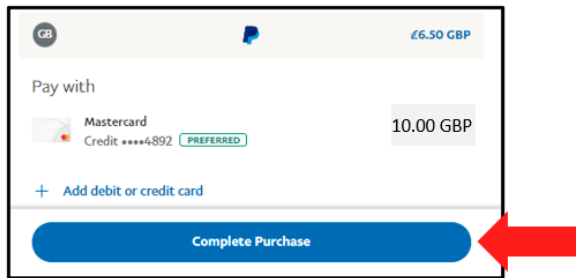
Note: if you don't have a PayPal account, but would like to create a new one - follow the steps described in [section A](#) above until the final step when there is an option to create a PayPal account using the details that you have already entered.

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



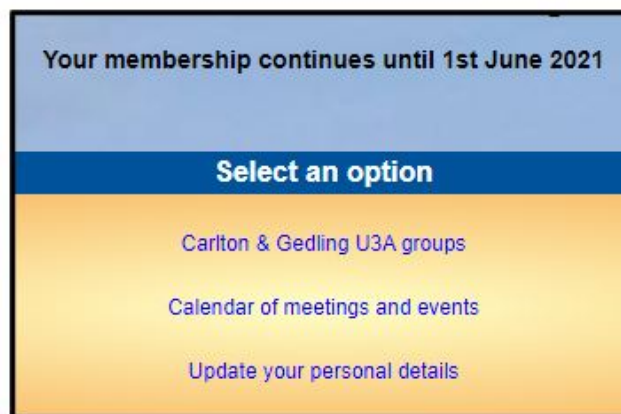
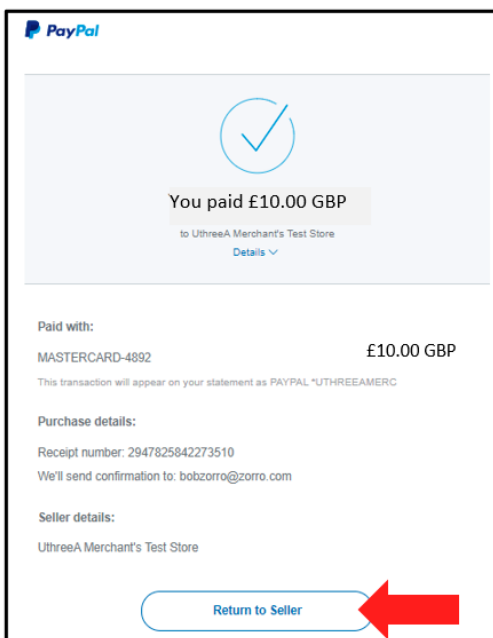
The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below this is the instruction "With a PayPal account, you're eligible for Buyer Protection and Rewards." There is a text input field containing "bill@bill.com" with the placeholder text "Email address or mobile number" and a link "Change" 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 the text "or" and a white 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)

Revision History

v2	2021-04-27	Graham Tigg	Added link to setting up on-line payments instructions
v4	2021-06-12	Graeme Bunting	New PayPal screens
v5	2021-07-12	Graham Tigg	Added Joint membership class example
v6	2023-01-12	Graeme Bunting	New Gift Aid requirements and PayPal screens
v7	2023-02-27	Graeme Bunting	Changes to PayPal screens
v8	2023-03-21	Graeme Bunting	Reference to members that have lapsed for less than 12 months removed from 1st paragraph.
v9	2024-04-03	John Alexander	Add reminder about PayPal.
v10	2024-12-15	Graeme Bunting	Removal of the "Continue to PayPal to complete payment" screen. Other images updated. Minor changes to text.