



Renewing your Forth Valley u3a Membership Online

A simple, friendly guide for everyone

Renewing online is quick and easy. Most people finish in **just a couple of minutes**. Nothing is final until you choose to pay, so you can take your time.

If you haven't used the Members Portal before, please read the separate sheet on how to register.

Log in to the Members Portal

1. Go to the [Members Portal](#).
2. Sign in with your email address and password.

Once you're signed in, choose **Renew your Membership**.

Gift Aid – a quick explanation

You will see a short section about Gift Aid.

Please tick either of the two boxes so we know whether we can claim tax relief on your subscription.

If two u3a members live at the same address, you may see an option to pay for both at once. If **both** of you are eligible for Gift Aid, please renew each member separately so Gift Aid can be claimed for each person.

If you choose to pay for both together, just leave the box ticked.

Press “Make Payment”

When you're ready, press **Make Payment**.

If you forgot to choose a Gift Aid option, the system will gently remind you.

On the next screen click **Continue to PayPal to complete payment**.

You now have **two ways to pay**:

- Debit or Credit Card
- PayPal account (only if you already have one)

You do NOT need a PayPal account to pay by card

Many members worry about this, but please don't. Even though our card payments are processed through the secure PayPal system, you can simply choose **Pay by Debit or Credit Card** and pay as a guest.

No PayPal account will be created, and you won't need to log in to PayPal.

A. Paying with a Debit or Credit Card

(Most members choose this option)

1. Select **Pay by Debit or Credit Card**.
2. On the next screen, enter your email address and choose **Continue to Payment**. Your email address is required for PayPal to send you confirmation of your payment.
3. Type in your card details and your Billing address information.
4. Underneath your Billing address information look for the slider button alongside the text **Save information & create your PayPal account**. Move the slider to the left which is 'Off'.
5. The **Pay now as guest** button will appear below the slider. Click on this.

⚠ Important: By following steps 4 & 5 above, paying by card does **not** create a PayPal account and your details will not be saved by PayPal.

Once you've paid, skip Section B (Paying with your PayPal Account) and continue to Section C (Payment Authorisation).

B. Paying with your PayPal Account

(Only if you already use PayPal)

1. Enter your email address and press **Next**.
2. Log in with your PayPal password.
3. Choose one of your saved cards or add a new one.
4. Press **Complete Purchase**.

C. Payment Authorisation

Your bank may ask you to authorise the payment, or the payment may go through automatically. This depends on the bank that issued your card. For example, you may be sent a one-time code by text, or you may be asked to approve the payment in your

banking app. If you are prompted to authorise the payment, read the instructions carefully and take your time.

Once the payment is authorised, you will automatically be taken to the next screen.

D. Confirmation of Payment

On screen you will see a confirmation of payment.

You will also receive **two emails**:

- A payment confirmation from PayPal
- A confirmation from our Membership Secretary, with your digital membership **card attached**

On screen click on **Return to Seller**. This will take you back to the Forth Valley u3a Members Portal.

You are now back on your Members Portal page. You can see that your membership expiry date has been updated. The 'Renew membership' option is no longer available, because your renewal is complete.

To leave the portal, click **Logout and return to Forth Valley u3a website**. You will find this near the top of the page, just below the text 'u3a Beacon Forth Valley u3a'. You will then be taken back to our website home page.

Need Help?

If anything is unclear refer to the [Renewing Your Membership Online – Frequently Asked Questions](#) page on our website. You will also find there a link to contact our Renewals Team.