

## WOKING AREA U3A

### ONLINE RENEWAL OF YOUR MEMBERSHIP

Renewing your membership online is the quickest and easiest method and is without the expense of envelopes and stamps, so please use it if possible. Just follow these easy steps:

1. Go to our website [www.wokingareau3a.co.uk](http://www.wokingareau3a.co.uk)
2. On the Home page click on the '**Renew Online**' button
3. A screen will appear where you will confirm your identity. Please enter the details EXACTLY as they appear in the renewal invitation letter sent with this. If the details you enter differ from those in the letter the screen will clear and you will not be able to progress. *(Common problems include not being aware information entered is case sensitive, using a name you are known as instead of the name you used when joining, and allowing auto-fill of your details which can result in unseen spaces added)*
4. When you have filled in your details press **Confirm Identity**
5. This takes you to a new screen where you should click on **Renew Your Membership**
6. You will then be taken to the payment screen which shows the amount due for your renewal and a Gift Aid statement. If you are a UK tax payer and you would like WAU3A to claim/continue to claim Gift Aid on your subscription **tick** the Gift Aid box. If not make sure the box is **not ticked**. Click on **Make Payment**.  
*Please note – if you share an address with another member, the payment screen will show the amount due to renew both memberships. If you do not wish to pay for both members please untick the box which says **untick if you don't wish to renew for .....** If you untick here the screen will update to show the total due for you.*
7. The next screen is the Pay Pal screen. **You do not need a Pay Pal account**
8. If you do have a Pay Pal account you may log in and pay this way
9. If you DO NOT have a Pay Pal account go to the link at the bottom of the screen **Pay with Debit or Credit Card**. Click on this
10. This takes you to another Pay Pal screen where you must enter your personal details and credit or debit card details. Once you have done this click **Pay Now** at the bottom of the screen
11. After the transaction has been successfully completed you will see a confirmation on the screen
12. You will receive an email from Pay Pal confirming the transaction.
13. You will receive an email from Beacon confirming your renewal, advising you of the password for the coming year, and attaching your new membership card for you to print. You will need your membership card at the first meeting of all groups you plan to attend and will need to produce it at each monthly meeting
14. If you appear not to have received the emails mentioned in 12 and 13, please check your spam folder

Thank you for renewing online