

# U3A Online Renewals

As you have already signed up for the **Members Portal**, you may renew and pay for your membership via it. Use the link: [u3a Members Portal](#) to login.

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.*
- *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 (~5%) deducted from your payment by PayPal.*

## When can I renew my membership?

You can renew your membership any time in a 9-week window (Aug-Sep) during the membership year. Depending on the time in the membership year, you will see a screen containing one of the following messages when you log-in to the Members Portal:

Your membership continues to 31-Aug-25 but may be renewed now to 31-Aug-26

Renew your membership

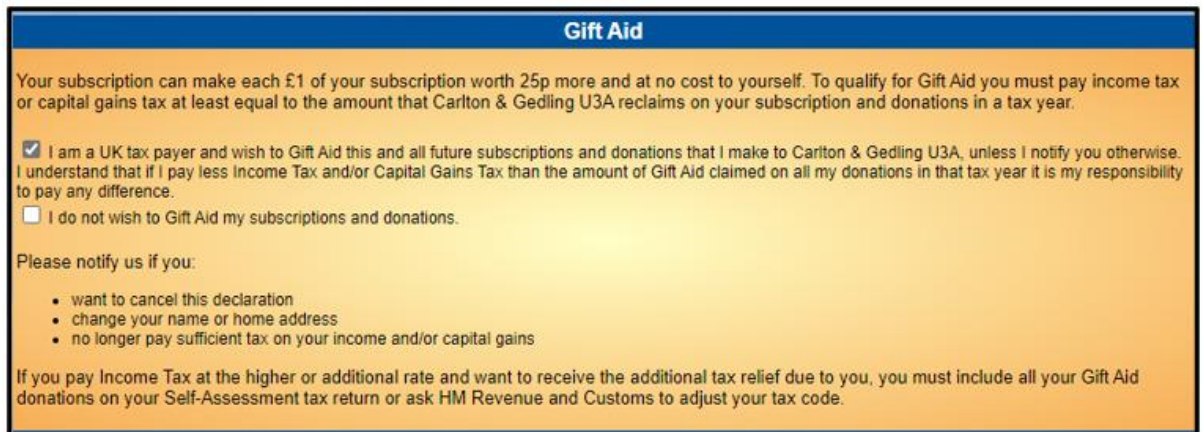
OR

Your membership expired on 31-Aug-25 please renew now

Renew your membership

# Renewing Your Membership

1. Log-in to the Members Portal using your email and password set during the installation of the Portal 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 (£15 for u3a Richmond):



**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

[Make Payment](#)

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 (total of £25 for u3a Richmond):



**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

[Make Payment](#)

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:

The screenshot shows a 'Payment' page with a blue header. The main content area is orange and contains the following text: 'Your membership class is Individual', 'Renewal fee for yourself only is £ 10.00' (highlighted with a red box), an unchecked checkbox with the label 'Untick if you do not wish to renew for Maria Zorro', 'Amount to pay: £ 10.00', and instructions to press a button to proceed to PayPal. A 'Make Payment' button is visible. At the bottom, it states: '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:

The screenshot shows a 'Payment' page with a blue header. The main content area is orange and contains the following text: 'Your membership class is System Tester Joint', 'Renewal fee for yourself and Maria Zorro is £20.00', a note that if only renewing for yourself, one must contact the membership secretary, 'Amount to pay: £20.00', and instructions to press a button to proceed to PayPal. A 'Make Payment' button is visible. At the bottom, it states: '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 you will need to contact your Membership Secretary and pay by other means.

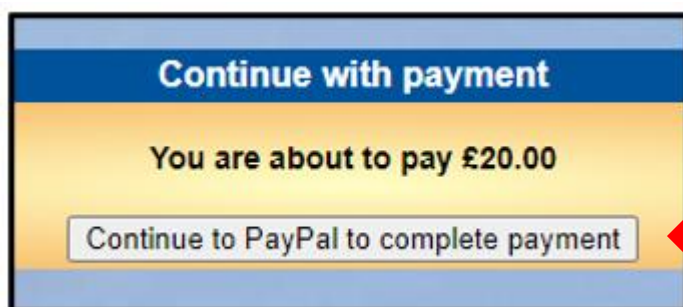
4. Press the **Make Payment** button:

This is a close-up of the 'Make Payment' button area from the previous screenshot. It shows the text 'Amount to pay: £20.00', the instructions 'Press the button below to proceed to PayPal to make payment' and 'You may pay by credit or debit card or use a PayPal account', and the 'Make Payment' button.

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

The screenshot shows a dark grey dialog box titled 'Gift Aid' with a close button (x) in the top right corner. The text inside reads: 'Please complete the Gift Aid declaration (tick one box)'. At the bottom right, there is a blue 'Ok' button.

5. Confirm by pressing **Continue to PayPal to complete payment**.



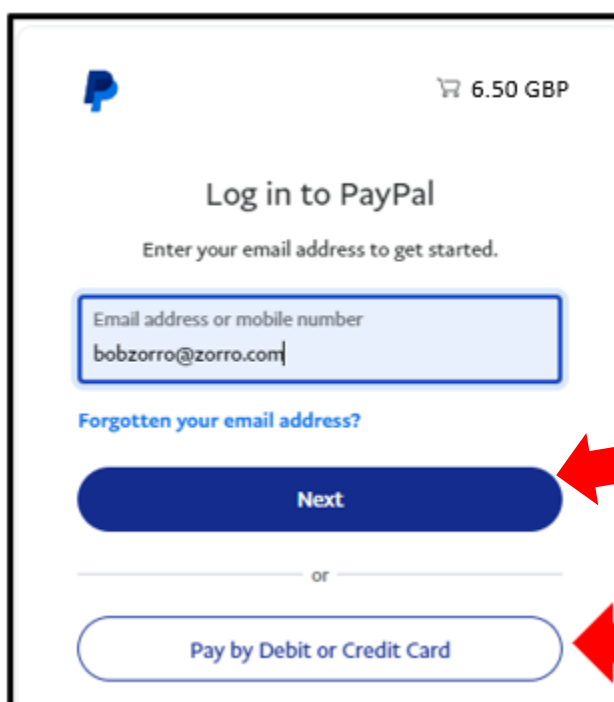
Continue, ignore this. We use PayPal to process payments but you can pay via debit/credit card next.

## A) Paying with your Debit/Credit Card

You may now pay via **Debit** or **Credit** card (see below)

You will see various references to PayPal, but just to confirm that PayPal is a collection facility and the individual members **do not need** their own PayPal Account. If they have one then PayPal, by default, directs the person to use their individual account to pay because of the cookies in use.

To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**



Do not use

Ignore PayPal above, click here.

Enter your email address again at the next screen and press **Continue to Payment**

*(There is an option to **Log in** and pay with a PayPal account) – not necessary unless you wish to do so.*

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  
bobzorro@zorro.com

Continue to Payment

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

Click here!

Do not use

Enter the details of your payment card and your contact details

PayPal .6.50 GBP

Pay with debit or credit card

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

Country/region  
United Kingdom

Email address  
bobzorro@zorro.com

Phone type  
Mobile

Phone number  
+44 07771 234567

Billing details

Card number  
5289 3333 4444 5555

Expiry date  
12 / 25

Security code  
246

First name  
Bob

Last name  
Zorro

If you still wish to pay by card, **untick** the **Save information & create your PayPal account** button as below and click **Pay now as guest**

Postcode  
NG4 3ZZ

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](#)

1. Make sure this is UN-clicked

2. Click here to use your own card

## B) Confirmation of Payment

**PayPal**



**You paid £6.50 GBP**  
to UthreeA Merchant's Test Store  
[Details](#) v

**Paid with:**  
MASTERCARD-4892 **£6.50 GBP**  
This transaction will appear on your statement as PAYPAL\*UTHREEAMERC

**Purchase details:**  
Receipt number: 2947825842273510  
We'll send confirmation to: bobzorro@zorro.com

**Seller details:**  
UthreeA Merchant's Test Store

[Return to Seller](#)

Press **Return to Seller** to return to the Members Portal screen, which will show your Members Portal with your updated "membership continues to" date.

**Your membership continues until 1st June 2021**

**Select an option**

[Carlton & Gedling U3A groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

01 September 2026 for U3A  
Richmond

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)