

How to renew your u3a membership

You must be logged in to use this guide

1. If you have forgotten your password you will need to create another by entering your email address and clicking on 'Reset password?' You will be sent an email which will be self explanatory.

2. Having successfully logged in, click on 'My Profile' on the main menu. You can only renew within 30 days of expiry of your membership, in which case click on the blue 'Renew Membership' button. If you cannot see 'Renew Membership' then you are trying to renew too early (fig. 1).

3. A Renewal Form will appear which you should complete, selecting your Gift-Aid preference and payment method. The default for the latter is by 'Online Credit/Debit card'. If you wish to change this then click on the down arrow and click on your preferred method and then go to (6). If you are paying by credit/debit card this screen will appear (fig. 2).

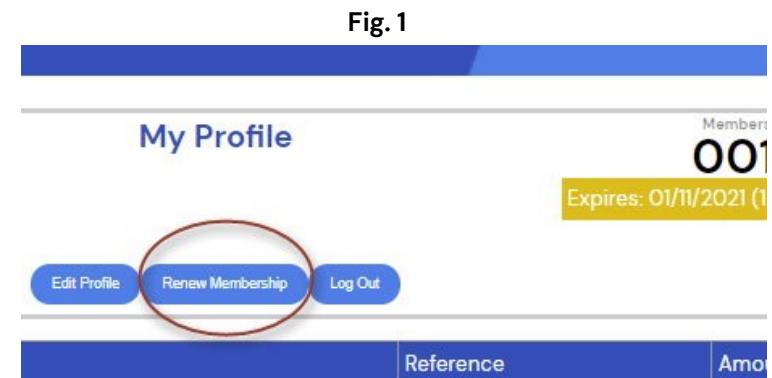
4. Once you have entered your card number be sure to enter the expiry date **and** CVC number of your card **and** your postal code.

5. Then click on 'Submit Payment'. If you change your mind about how to pay, click on 'Back to renewal form' and you can start again.

6. If you are paying by BACS, our bank details are: Account title: University of the 3rd Age, Bury St Edmunds' Sort Code: 30-91-49 and Account No: 02509615.

7. If you are paying by cheque, insert 'u3a in BSE' as payee and forward completed cheque to u3a c/o 90 Risbygate Street, Bury St Edmunds, IP33 1AA.

8. You will receive an email confirming your membership renewal once your payment has been verified.



Renewal Form

Fig. 2

Enter your card details

Please enter your card details to pay the Membership Fee of £15

Card Holders Name

Your name

VISA [masked]

12 / 22 CVC Postcode

Submit Payment

Back to renewal form

