



U3A CENTRAL COAST



RENEWING U3A CENTRAL COAST MEMBERSHIP 2023

Renewals fall due in November, so please follow these instructions to **RENEW** your membership in order to enjoy all our courses on offer next year.

If you need further help with this, please contact the Help Desk on 0408 704 701 or send an email to u3accmail@gmail.com.

STEP 1 - LOG IN

Enter <http://centralcoast.u3anet.org.au/> in your internet browser to go to the U3A Central Coast website home page.

Click on large yellow **MEMBER LOGIN** button. This will take you to the MyU3A login page where you enter your **Member Id and password**. Click **Log in**.

- ✚ If you have forgotten your password, click **Forgot Password**, enter your Member Id and the email address saved in the database. Click **Send Password**. Click **Exit** to return to the home page. When you have received the email with your new password, start anew.

NB: If you have changed your email address and not updated MyU3A, please contact the Help Desk on 0408 704 701 because the system will not be able to validate the new address for your record and you will not get a response.

STEP 2 - RENEW MEMBERSHIP

On the **Membership Status** page displayed, click the button **Renew Membership 2023**.



Select the membership type. The default is 'Full'. Click the square beside the words: **I hereby apply to become/remain a member and agree that checking this box is equivalent to signing a paper form**.

Click **Proceed**. **Note:** If, at this point, you **do not** wish to renew your membership, click **Cancel**.

STEP 3 - APPLICATION FOR MEMBERSHIP - UPDATE MEMBERSHIP DETAILS

The **Application Form** page is displayed. Confirm all your personal data is current plus your emergency contact details. Indicate in the boxes provided if you would like to be contacted to help as a volunteer.

Click **Commit** whether you have made any changes or not.

Only click *Exit* or *Cancel* if you do not wish to renew your membership or save your changes, at this time.

STEP 4 - PAYMENT

The **Membership Status 2023** page is displayed. At the bottom, you will see there is an amount of **\$50** to be paid for the year 2022.

Click **Proceed to Payment**.

The next screen is **Member Summary 2023** where you will have the option of paying online immediately or paying later.

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How to Pay? You can pay via PayPal (using your own PayPal account or as a guest using your credit card), by cheque or by EFT via your bank.

1. To pay using the PayPal function,

- a. click on the **Pay Online 2023**
- b. On the **Initiate on line payment of fees for 2023 Membership year** page, click on the yellow **PayPal** button and follow the instructions on the PayPal payment page to complete your payment. **Note:** you can choose to log into your PayPal account or to pay with your credit card.
- c. Ensure you click on the “**Return to Sellers Website**” button to return to your **MyU3A Payment Received** screen which completes your PayPal payment.

To pay by cheque or EFT via your bank, click the **Pay Office** button to indicate you will make your payment to **U3A Central Coast (NSW) Inc.** after you log out. You will be immediately returned to the home page.

- **Please note that we have changed our bank account to Newcastle Permanent**

To Pay by:**1. EFT:**

You will need the following information for your bank withdrawal:

BSB: 650 000

Account No 548 276 707

Enter your member number and name in the description/reference field so that your payment can be identified.

OR**2. Cheque:**

Mail your cheque, with the membership details on the back, to:

The Treasurer,

U3A Central Coast,

PO Box 1239, GOSFORD 2250.

OR**3. Cash**

Cash at Newcastle Permanent, branches at Erina Fair, Gosford, Tuggerah and Bateau Bay, to be paid to U3A Central Coast account. Please ask the teller to record your name/s and membership number/s.

Please allow 7 days before checking if your membership has been renewed. The receipt number will be displayed on your profile page for you to see when you log in again.