



Membership Subscription Payment

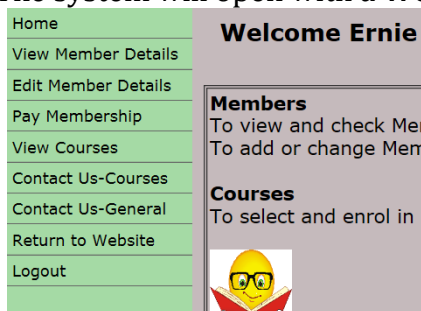
Where possible, it is preferable to **pay** your annual membership **subscription first** then enrol in a course later.

- **Methods of payment:**
 - **Cash or cheque** at the U3A Southern Peninsula (U3ASP) office;
 - **Direct deposit** at the **Bendigo Bank (either in person or electronically)**;
 - **Online** through the U3ASP Membership System via **PayPal**, using a PayPal account or a **credit/debit card through PayPal**
- **Cash, Cheque, Direct Deposit or online payments**

Step 1: Click on the  **MEMBERSHIP SYSTEM** Join, re-enrol or update your details link on the home page of the U3ASP website www.u3asouthpen.org.au

Step 2: **Log in** using your Membership Number and Password if you have already registered on the system. (If you want to join U3A click on the  **NEW MEMBERSHIP** Full membership \$30 link and you will have to *Enrol as a New Member* to obtain a Membership Number and create your own Password.)

The system will open with a **Welcome** screen with your name;



Step 3: Click on the green **View Member Details** button and your **Member Details** screen will open.

If you have a blue **Pay Invoice** button near the bottom of your screen (you may have to scroll down the screen) go to **step 7**.

Enrolments and subscriptions (Current)						Print Enrolments
Start Date	Time	Code	Description	Amount	Paid	
18-10-2015	0:00	FULLMEM	Full Member	\$30.00	No	<input type="button" value="Pay Invoice"/> <input type="button" value="Edit"/>

Step 4: If you do not have the blue **Pay Invoice** button Click on the green **Pay Membership** button (left hand side of screen)

Step 5: In the Pay Membership screen that appears, in the box next to **Subscription**, click on the downward arrow next to the words **Please Select** and choose the **Membership Type** that applies to you; **Warning:** check that you have chosen the **correct Membership Type**

Select a Subscription

Subscription:

Select a Subscription


Subscriptions:
 Associate Member
 Life Member
 Full Member
 Tutor/Leader
 Honorary Tutor

Cancel

Step 6: If the **Membership Type** is correct click on the **Create/View Invoice** button;

If the following screen appears click **OK**

Message from webpage

 Me You your subscription has been made - please pay. Click on the Pay Invoice button in your member details screen.


This will return you to your Member details screen and you will have a blue **Pay Invoice** button near the bottom of your screen

Enrolments and subscriptions (Current)

Please select

Start Date	Time	Code	Description	Amount	Paid	
18-10-2015	0:00	FULLMEM	Full Member	\$30.00	No	<input type="button" value="Pay Invoice"/> <input type="button" value="Edit"/>

Step 7: Click on the blue Pay Invoice button and the following screen will appear


Print

Tax Invoice

University of the Third Age Southern Peninsula

Me You
16 you street
ROSEBUD 3939

ABN:42 123 530 408
359A Point Nepean Road
Dromana, Vic 3936
P.O. Box 396 Dromana, Vic 3936
Invoice #: 20151106-2
Date: 06-11-2015
Email Address: noreply@u3asouthpen.org.au
Phone: 03 5981 8777

Code	Description
ULLMEM	Full Member


SUBJECT TO RECEIPT OF YOUR PAYMENT YOU ARE NOW ENROLLED

Message from webpage

Your payment has not been processed. It may be that \$30 is still outstanding. The preferred payment method is by PayPal, see the invoice for more details. If you have previously paid please contact the Office on 03 5981 8777. You must return from Paypal to complete the paid enrolment. Print One Copy if paying by Paypal or print two copies if paying in the office.

OK

Step 8: Click on **OK** and the following invoice will appear.


Print

Tax Invoice

University of the Third Age Southern Peninsula

Me You
16 you street
ROSEBUD 3939

ABN:42 123 530 408
359A Point Nepean Road
Dromana, Vic 3936
P.O. Box 396 Dromana, Vic 3936
Invoice #: 20151106-2
Date: 06-11-2015
Email Address: noreply@u3asouthpen.org.au
Phone: 03 5981 8777
Member number: 2

Code	Description	Start date	Amount
FULLMEM	Full Member	18/10/2015	\$30.00

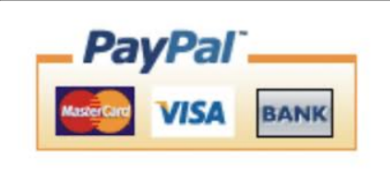
Total Amount to pay: \$30.00

SUBJECT TO RECEIPT OF YOUR PAYMENT YOU ARE NOW ENROLLED

Paypal accepted for payment.

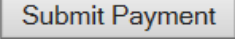
Paypal

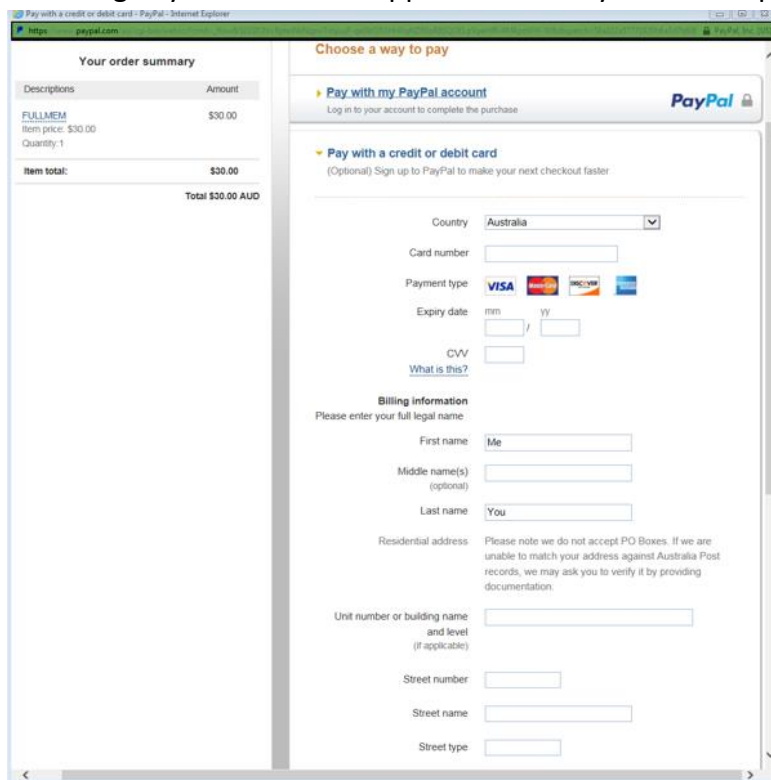
HOW TO PAY BY PAYPAL:-
Paypal is a secure payment processor. Click on the Submit Payment button and follow the instructions. Your enrolment will be confirmed when the PayPal transaction is complete. **YOU MUST RETURN TO THIS SITE FROM PAYPAL TO COMPLETE THE TRANSACTION.**



Submit Payment

Step 9: Payment

- **Cash/Cheque:** If you have a printer please **Print 2 copies** of the **invoice** if you are going to pay at the U3ASP office; otherwise the office will assist you.
- **Direct Deposit.** Print **1 copy** if you are going to pay by Direct Deposit at the Bendigo Bank. The bank details will be on the invoice – **remember** to provide your **Member number** and **name** to the Bendigo Bank to help us identify your payment. You can also pay by direct deposit electronically.
- **Direct Deposit:** Bendigo Bank BSB 633 000 A/N 134166412
- **PayPal account or credit/debit card via PayPal** Click on the  button next to the PayPal logo in the Tax Invoice and the following PayPal screen will appear after a PayPal control page – be patient.



- You can choose to Pay with your **PayPal account** with your Paypal **login** or pay with a **credit or debit card**. If you choose the payment with a credit/debit card fill in the relevant details and click on the **yellow Pay button** at the bottom of the page.
- When you are advised your payment has been received you will have the option to return to U3ASP site and confirm that you have been activated as a paid-up Member.

With the compliments of Ernie de Vlieger and Dennis Wright
U3ASP 11/10/2016