

## Bracknell Forest u3a Online Renewal Guide

**No forms to fill in, No cheques to write, No letters to post.**

On line Membership renewal paying by debit or credit card or by PayPal if you have a personal PayPal account is quick, easy and recommended using the link from our website. [Bracknell U3A](#) and following these instructions.

1. Select: Membership Tab on the top menu.
2. Click: Existing Members Renewing Flag.
3. Read and click to continue to our Terms and Conditions.
4. Read and Agree to Terms and Conditions.
5. Select Renew Membership Online.
6. If you have updated your details through the Members' Portal you only need enter your email and password and Confirm Identity and jump to 14 below, otherwise your following Membership details will be required for secure login.
7. **Membership No: #MEMNO**
8. **Forename: #FORENAME (capitalise first letter)**
9. **Surname: #SURNAME (capitalise first letter)**
10. **Postcode: #POSTCODE (remember the space)**
11. **email: #EMAIL (if using an Ipad/phone be aware that it puts a capital letter at the start of the email address and this will need to be changed to a lower case)**
12. Click: Confirm identity (note that at this point you will be asked to enter your email address and select a password and confirm via a separate email that will be sent to you automatically)
13. If this does not work, have any of these details changed since you first registered.  
Contact the Membership Secretary to confirm details.
14. Tick the appropriate Gift Aid box.
15. Click : Make Payment.
16. Select Continue to PayPal to complete payment (Note that you **do not have to have a PayPal account**).
17. If you have a PayPal account you can login and pay or you can select Pay by Debit / Credit Card and enter the details requested.
18. Note: It is recommended that two people living at the same address should use the Joint membership option.