

# Renewing Membership for 2022

(issued by U3A Highvale Administrator, January 2022)

## PLEASE READ THIS VERY CAREFULLY

U3A Highvale membership renewal for 2022 started from Monday 22 November 2021 and will continue through 2022. Membership renewal online is through our website:- <https://u3ahighvale.com.au/> .

There are four key points to note:

- You must be an existing fee-paying member.
- You require an email address, membership ID and password to transact online.
- You cannot enrol in a class until your payment of \$50 to U3A Highvale (by EFT, or at your bank) has been received.
- Your membership badge will be distributed on commencement of classes in Term 1 of 2022.

Procedures for renewal, payment and class enrolment are explained here.



## How to Renew Membership

### Online Method

### Renew Online via myU3A

**You MUST have an email address, member ID and password to register online.**

You can operate **myU3A** on desktops, laptops, notebooks and smart phones. All you need is a web browser – Firefox is recommended.

1. Select MyU3A Login > Member Portal on our website to display Member Login. Enter your ID and password and click **Log in**.

A screenshot of the 'Member Login' page on the U3A Highvale website. The page has a header with the U3A Highvale logo and 'On Line Member Services (2021)'. Below the header, there is a section titled 'Member Login' with a warning: 'Do not use the browser back button while in this portal'. There are two input fields: 'Member ID' with the instruction 'Enter your membership number here' and 'Password' with the instruction 'If you have forgotten your ID or Password click on the Forget Password! button below'. There are two buttons: 'Log in' and 'Forget Password!'. At the bottom left, there is a 'Back' button and the URL 'u3ahighvale.com.au'.

2. If you cannot remember your password, click **Forgot Password**.

A screenshot of the 'Forgotten Password' page on the U3A Highvale website. The page has a header with the U3A Highvale logo and 'On Line Member Services (U)'. Below the header, there is a section titled 'Forgotten Password'. There are two input fields: 'Member ID' with the instruction 'If you have ID:' and 'Email address:'. There is a 'Send Password' button. At the bottom left, there is a 'Back' button and the URL 'u3ahighvale.com.au'. A note at the bottom says: 'Please Note: If you do not see your 2022's card then we cannot give it. It's being held until address of member has ID and Password'.

3. At the Forgotten Password page enter your ID and email address and click **Send Password**. When you receive your password, log into the Member Portal.
4. The Membership Status page displays. Click **Renew Membership 2022**.
5. The grade of membership is set at FULL MEMBER. Confirm that you will abide by the constitution and U3A Highvale policies by ticking the check box and click **Proceed**.

6. You will be asked to confirm your vaccination status. To renew or join, members must be fully vaccinated.
7. Update your profile if you wish and click **Commit**.
8. The Membership Status 2022 page informs you that you have successfully entered your details and membership fee is owing. If everything is in order click **Next**.
9. The Member Summary 2022 page displays. Print it as a record of your successful renewal and click **Pay Office** to indicate that you will follow up with payment. The system returns you to the Member Portal page. See **STAGE 2** on how to make payment.



## *How to Pay*

**Having completed your renewal online, you'll need to pay a fee of \$50 before enrolling in 2022 class(es).**

There will be at time delay between your renewal and receipt of your payment.

<b>Pay By</b>	<b>Electronic Funds Transfer (EFT)</b>
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To pay via EFT, please use U3A Highvale's bank account details:

Bank of Melbourne  
BSB: 193-879  
Account No: 483211581  
Account Name: U3A Highvale Inc.

1. When paying by EFT, use your ID and name in the payment reference: e.g. *ID987 JBlog*
2. If possible, notify U3A Highvale of your payment via an email, quoting your Member ID, name and transaction reference to: [enquiries@u3ahighvale.com.au](mailto:enquiries@u3ahighvale.com.au).

<b>Pay By</b>	<b>Visiting Your Bank</b>
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1. Visit your bank and arrange payment to U3A Highvale's bank account (see above).
2. Use your ID and name in the payment reference: e.g. *ID987 JBlog*.
3. If possible request your bank to notify U3A Highvale of your payment via an email, quoting the payment reference to: [enquiries@u3ahighvale.com.au](mailto:enquiries@u3ahighvale.com.au).



## *How to Enrol in Classes*

Once all payments are receipted, the Classes 2022 button in myU3A will be available. This allows for the selection of class(es). If a class is full, a member will be waitlisted. For online enrolment:

1. Log into the Member Portal with your ID and password.
2. To select class(es) for 2022 click **Classes 2022**. From the list displayed, tick the relevant checkboxes as required to enrol in one or more classes and click **Next** when done.
3. The Member Summary records your successful enrolment and payment receipt. Click **Exit** to finish. You will be informed of your successful class enrolment by email.