

# U3A Highvale Membership Renewal, Payment & Class Enrolment

(Issued by Secretary U3A Highvale November 2023)

## PLEASE READ THIS VERY CAREFULLY

Renewal is done online through our website:- <https://u3ahighvale.com.au/myu3a-login/>. 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 the commencement of classes.

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

**NOTE that images used here are based on 2021 sample screens.  
The screens you see are similar but reflect the current year.**



## How to Renew Membership Online

**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. Access the U3A Highvale website and select MyU3A Login > Member Portal to display Member Login. Enter your ID and password and click **Log in**.



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



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 ....for the current year**.
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.
7. Update your profile if you wish and click **Commit**.
8. The Membership Status 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 page displays. Print it as a record of your successful renewal and click **Pay Office** to indicate that you will follow up with EFT payment which is a bank transaction made outside the system. You **exit** the system from the Member Portal page. See **STAGE 2** on How to Pay.



## *How to Pay*

**Having completed your renewal online, you'll need to pay a fee of \$50 before enrolling in class(es). Your payment transaction is made outside of MyU3A.**

<b>Pay By</b>	<b>Electronic Funds Transfer (EFT)</b>
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1. Make EFT payment to U3A Highvale's bank account as detailed:

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

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).

NOTE: If you are unable to pay by EFT, get a family member or friend to assist you.

<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). If you are unable to visit your bank, get a family member or friend to assist you.
2. Use your ID and name in the payment reference: e.g. *ID987 JBlog*.
3. If possible notify U3A Highvale of your payment via an email, quoting the payment reference to: [enquiries@u3ahighvale.com.au](mailto:enquiries@u3ahighvale.com.au).
4. Continue to **STAGE 3** on How to Enrol Online below.



## *How to Enrol Online in Classes*

There will be a time delay of about 3-4 days (for bank processing) between your renewal and our receipt of your payment. After the time lapse, access the U3A Highvale website again to enrol.

1. Select the menu item **Courses** and then select **Direct Enrolments**. The **Member Login** screen displays. Log in as a member with your ID and password. The **Member Status** page displays and **Classes...** button for the current year will be available. This allows for the selection of class(es). If a class is full, you will be waitlisted.
2. Click **Classes...** Your **Class Status** displays with a list of your current classes. Click **Class Names...** for the current year to show **All Classes**. From the list displayed, tick the relevant checkboxes as required to enrol in one or more classes and click **Next** when done. The **Class Status** page redisplay to include your latest class(es). Click **Next**.
3. The **Member Status** redisplay with your recorded details, click **Next**. The **Member Summary** page displays listing all the classes for which you are enrolled. If a class is full you will be waitlisted. Click **Exit** to finish. You will be informed of your successful class enrolment by email.