

A Guide to Using the eWay Online Payment Gateway

The eWay Online Payment Gateway allows members to pay their membership fees, or make a donation, using their credit cards to U3A Ipswich.

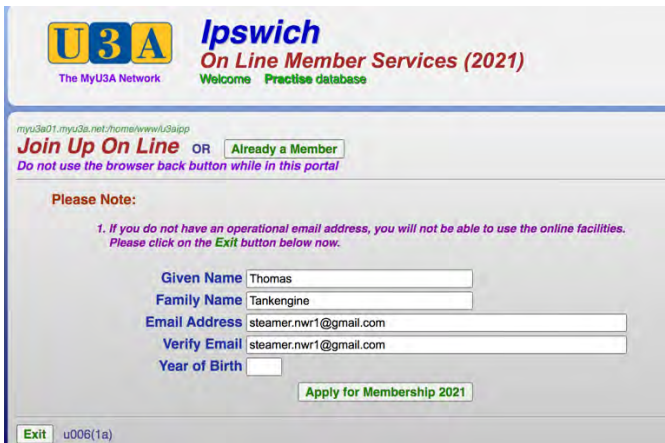
eWay uses a secure, encrypted transmission protocol to ensure complete privacy of your financial and personal details end-to-end – from your computer or smart device to our bank, and all stages in between.

Below you can follow the process of using the eWay gateway whether joining as a new member, or renewing as an existing member.

NEVER use a public wi-fi service, such as you might find in a shopping precinct, restaurant, airport or on public transport, to perform *any* financial transactions. Always use a secure wi-fi service, such as in your own home or the U3A Ipswich office.

New Member Application

Click the 'Join Us' button on the U3A Ipswich homepage. Take note of the important information displayed regarding membership – particularly your obligation to comply with the U3A Ipswich Code of Conduct. When ready, click the 'New Member Application' button.

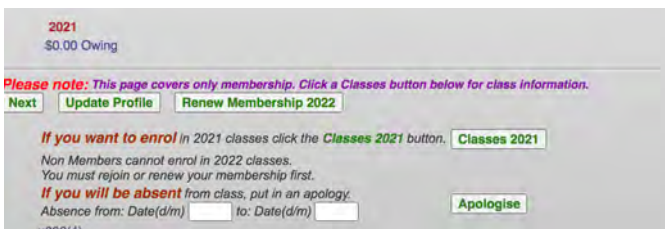


The screenshot shows the 'Join Up On Line' page for U3A Ipswich. At the top, there is a logo for U3A Ipswich and the text 'On Line Member Services (2021)'. Below the logo, there are two buttons: 'Join Up On Line' and 'Already a Member'. A note says 'Do not use the browser back button while in this portal'. A 'Please Note' section contains a warning: '1. If you do not have an operational email address, you will not be able to use the online facilities. Please click on the Exit button below now.' Below this, there are input fields for 'Given Name' (Thomas), 'Family Name' (Tankengine), 'Email Address' (steamer.nwr1@gmail.com), 'Verify Email' (steamer.nwr1@gmail.com), and 'Year of Birth'. An 'Apply for Membership 2021' button is at the bottom right. An 'Exit' button is at the bottom left.

On the Join Up On Line page, enter your name, and valid operating email address. You may ignore the Year of Birth field.

Click 'Apply for Membership 2021'

Existing Member Renewal



The screenshot shows the 'Renew Membership 2022' page. At the top, it says '2021' and '\$0.00 Owing'. A 'Please note' section says 'This page covers only membership. Click a Classes button below for class information.' Below this, there are three buttons: 'Next', 'Update Profile', and 'Renew Membership 2022'. A note says 'If you want to enrol in 2021 classes click the Classes 2021 button.' Below this, there is a 'Classes 2021' button. A note says 'Non Members cannot enrol in 2022 classes. You must rejoin or renew your membership first.' Below this, there is a note 'If you will be absent from class, put in an apology.' Below this, there are two input fields for 'Absence from: Date(d/m)' and 'to: Date(d/m)', and an 'Apologise' button. An 'Exit' button is at the bottom left.

Existing members who wish to renew should choose 'Renew Membership 2022'. (This selection **will not be available** until a 'renewal from' date is set by the Management Committee)

Both renewing and new members will be presented with the membership choice screen next.



The screenshot shows the 'Type of Membership Requested' page. At the top, there is a logo for U3A Ipswich and the text 'On Line Member Services (2021)'. Below the logo, there are two buttons: 'Join Up On Line' and 'Already a Member'. A note says 'Do not use the browser back button while in this portal'. A 'Please Note' section contains a warning: '1. If you do not have an operational email address, you will not be able to use the online facilities. Please click on the Exit button below now.' Below this, there are input fields for 'Given Name' (Thomas), 'Family Name' (Tankengine), 'Email Address' (steamer.nwr1@gmail.com), 'Verify Email' (steamer.nwr1@gmail.com), and 'Year of Birth'. An 'Apply for Membership 2021' button is at the bottom right. An 'Exit' button is at the bottom left.

On the 'Type of Membership Requested', click the radio button in front of the membership type you wish to apply for. Remember to click the 'By ticking this box....'

Click 'Join'

Application Form Half Year Membership

New Application

Entries marked * must be supplied

Title Mr Sex * M F All names: add 'I' to override caps check.

* Given Name Thomas Only enter a badge name if you want to be addressed by other than your Given Name. Do not enter your family name

* Family Name Tankengine Badge Name Enter a 0 (zero) to clear badge name.

* Address 1 Railway St

* City/Suburb Ipswich

* Post Code 4305 State QLD

* Phone Numbers 0411223344

* Email steamer.nw1@gmail.com (enter No if no email)

* Verify Email steamer.nw1@gmail.com (enter No if no email)

* Password fat999 Verify password fat999 **Required** Choose one if you have an email address (prior to retirement)

Occupation transport

Skills

Interests railways

In the event of illness, please notify:

Name Emily Tankengine Phone 0411223345

Name Phone

Are there any medical issues?

Would you like to receive the Newsletter? No Post Email

* How did you find out about U3A? friends

What is your Country of Origin? Australia

Language at home English If not English

Would you like to volunteer? Tick preferred positions:

On the 'Application Form New Application' (or 'Application Form' if renewing a membership), complete or update your details. All fields with an asterisk MUST be completed.

Please support your U3A by volunteering your time – indicate in what areas and at what times you could be available by completing the boxes at the foot of the application form.

Would you like to volunteer? Tick preferred positions:

Committee Member Distributor - brochures Newsletter contributor Excel spreadsheets MyU3A data entry

Event organiser Course facilitator First Aid Facebook contributor Campus management

Graphics designer Grants writer IT support MYOB accounting Volunteer - office

Publicity, marketing Receptionist Tutor Volunteer - general

Availability any morning

To update your details, click **Commit** or to ignore the changes you made, click **Cancel**

Commit **Cancel** **Exit** u006(7)

When you've finished entering your details, please check for completeness.

Click 'Commit'

Membership Status 2021

Member: 2129 Thomas Tankengine [tanketho01]

2021 Half Year member

Renewed: 26/07/2021 Active: 26/07/2021 Expires: 31/12/2021 O/L

Applied: 26/07/2021 updated: 26/07/2021:1241 Last Enrolled: 2021

Address: 1 Railway St, Ipswich, QLD, 4305

Phone Nos: 0411 223 344 DOB: 1955

Email: steamer.nw1@gmail.com

Emergency: Emily Tankengine 0411 223 345

Country of Origin: Australia

Occupation: transport

Interests: railways

Volunteered for: Distributor - brochures, pum, Volunteer - general

Availability: any morning

You found out about U3A: friends

You will be receiving newsletters by email

2021

\$35.00 Membership Fees

\$35.00 Total Due

\$35.00 Owing

Please note: This page covers only membership. Click a Classes button below for class information.

Proceed to Payment **Update Profile** **Change Membership**

If you will be absent from class, put in an apology. Apologise

Absence from: Date(d/m) to: Date(d/m)

On the Membership Status Screen, again check your details. You can change your membership type if you've made a wrong choice. You can also amend any of your personal details. You are now ready to complete payment of your membership.

Click 'Proceed to Payment'

Volunteered for: Distributor - brochures, pum, Volunteer - general

Availability: any morning

You found out about U3A: friends

You will be receiving newsletters by email

Highlights: Withdrawn Await Acceptance

2021

\$35.00 Membership Fees

\$35.00 Total Due

\$35.00 Owing

Success!

Print **Please print this page as your record** (if you have a printer) or capture it on your smartphone.

Record your member ID and password so you can come back here at any time.

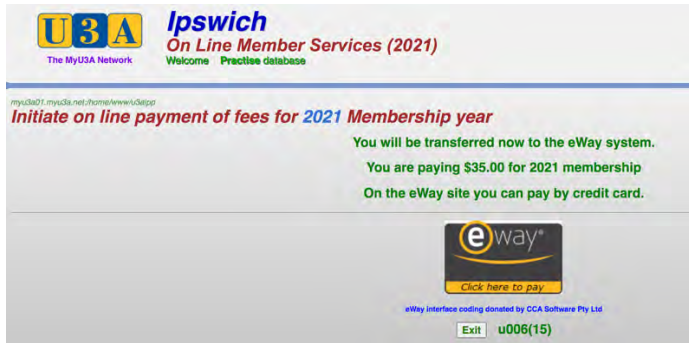
Back If you would like to revise anything about your profile or your classes, click **Back**

Pay Online 2021 To pay now on line by credit card, click **Pay Online**

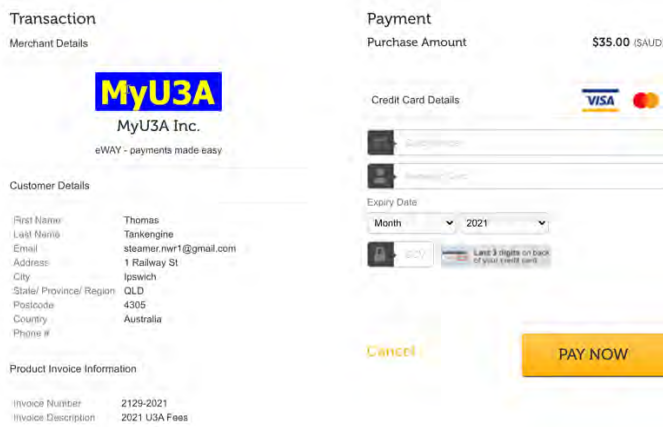
Pay Office To pay by mailing a cheque to the office or by calling into the office and paying by card, EFT, cheque or cash, click **Pay Office**

To pay by credit card using the eWay Payment Gateway, click 'Pay Online 2021'. To pay by any other mean, click on 'Pay Office'. You will now be taken to the eWay Payment Gateway interface screen.

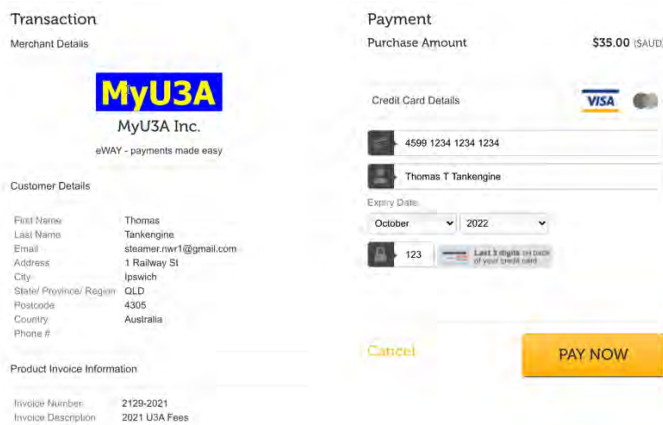
Review the amount to be paid; if incorrect, or you wish to use a different method of payment, click 'Exit'.



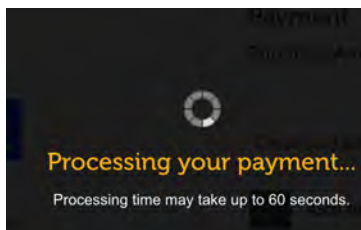
Click on the eWay icon to proceed to the eWay payment screen.



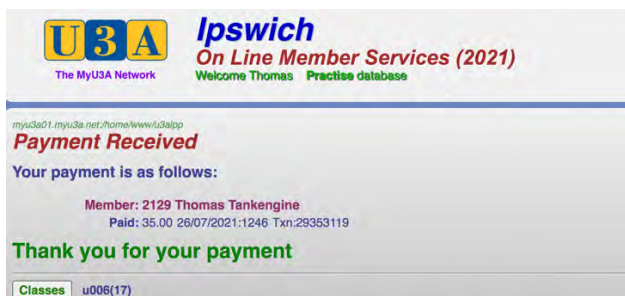
Validate your personal details, then enter your credit card number, you name as it appears on your card, the expiry month and year and finally the three digit CCV code on the back of your card.



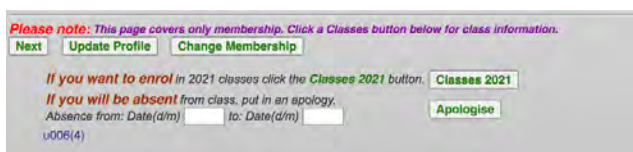
Incorrect or invalid data will result in the transaction being rejected. Click 'Pay Now' to process your payment.



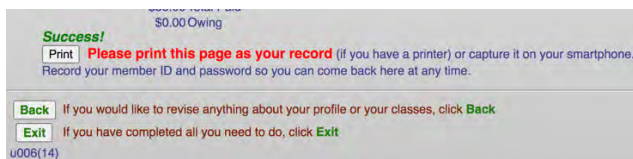
If successful, you will receive the following response:



Click 'Classes' to return to the Membership Status screen, where you can immediately enrol in any class on offer.



Click on 'Classes 2021' to see the list of classes available for the remainder of the year.



If you do not wish to enrol at this time, click 'Next' to review your membership, then click 'Exit' to return to the U3A Ipswich homepage on the website.

Your membership enrolment is now complete.

Welcome to U3A Ipswich and enjoy all we have to offer at (no further expense!).

...oooOOOooo...