

How to Sign Up for the Member Portal & Add Your Membership to Your Phone

This is entirely optional

If you have a current card with barcode it will still work.

But, if you don't want to carry yet another card this is for you!

Also, on the Member Portal you can print out a card if you prefer

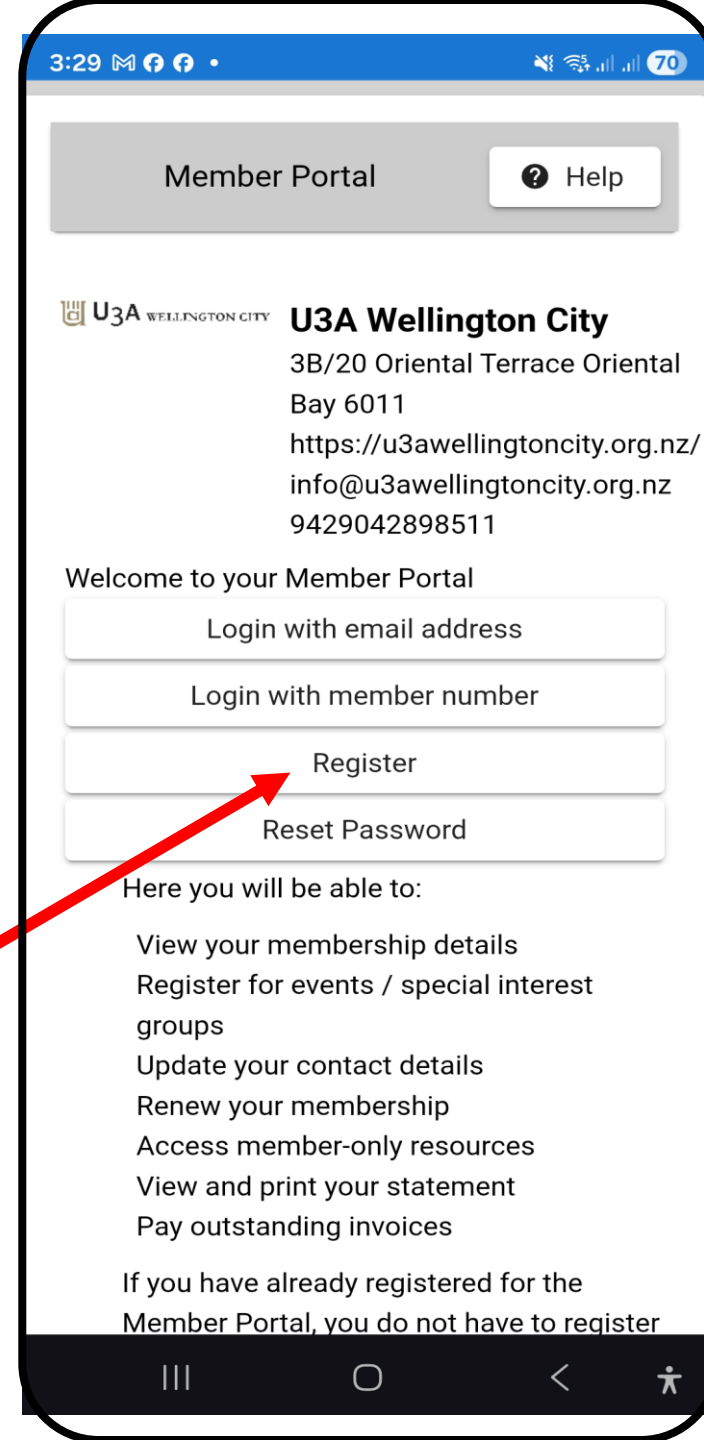
On your phone open the Member Portal sign up page

Click this [LINK](#)



Or Scan this QR code

**Choose
Register**

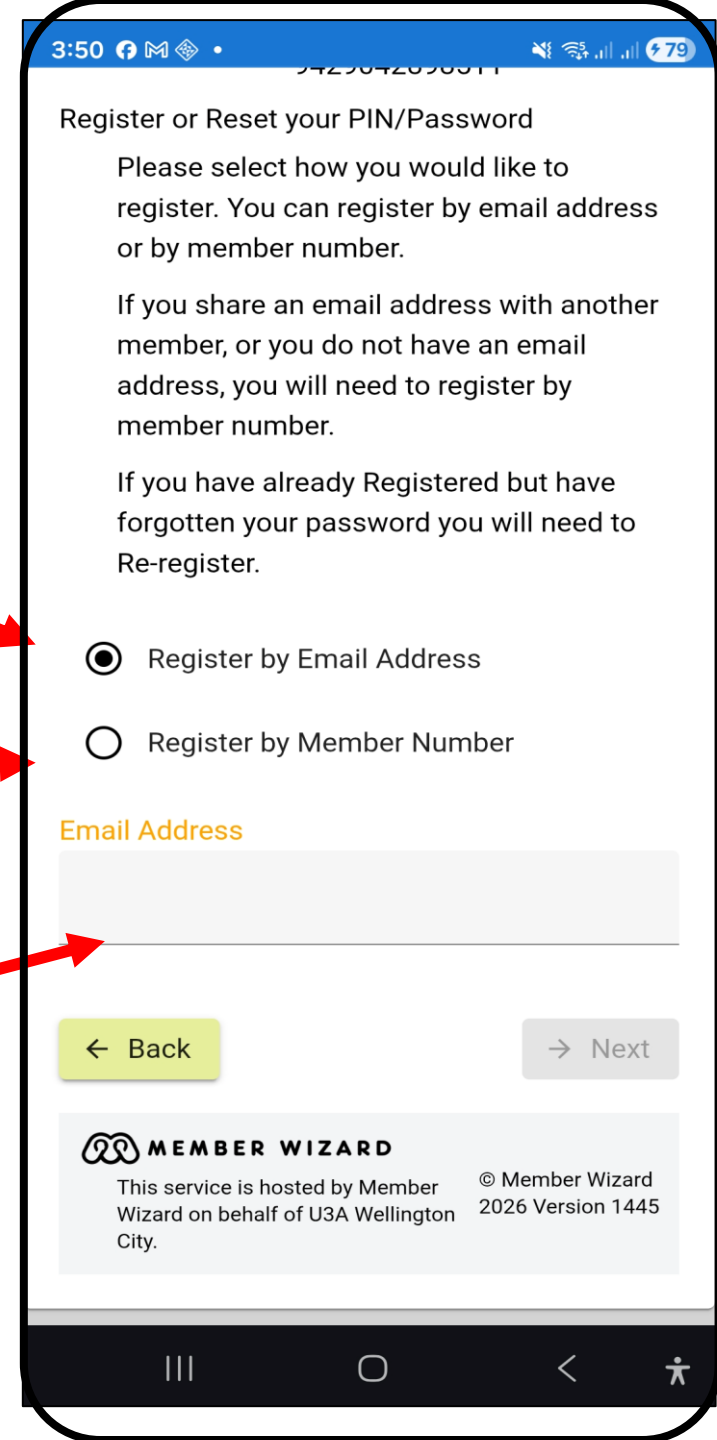


The registration page

If you are the only one using your Email address choose Register by Email Address

If you share an Email address choose Register by Member Number

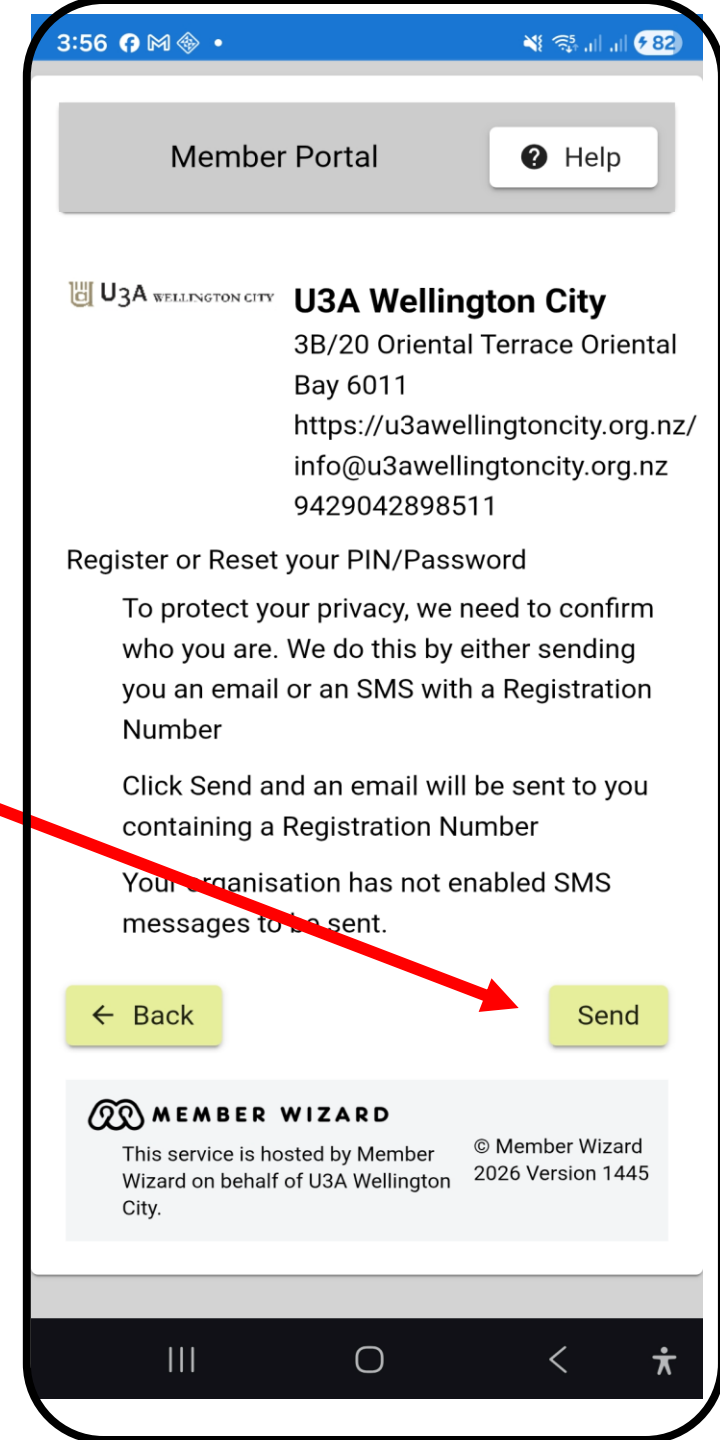
Type in your email or membership number (it's on your card, your welcome email or your invoice)



Confirming who you are

Click Send on the next screen

This will send you an email with a Registration Number – to make sure it really is you asking for this portal.

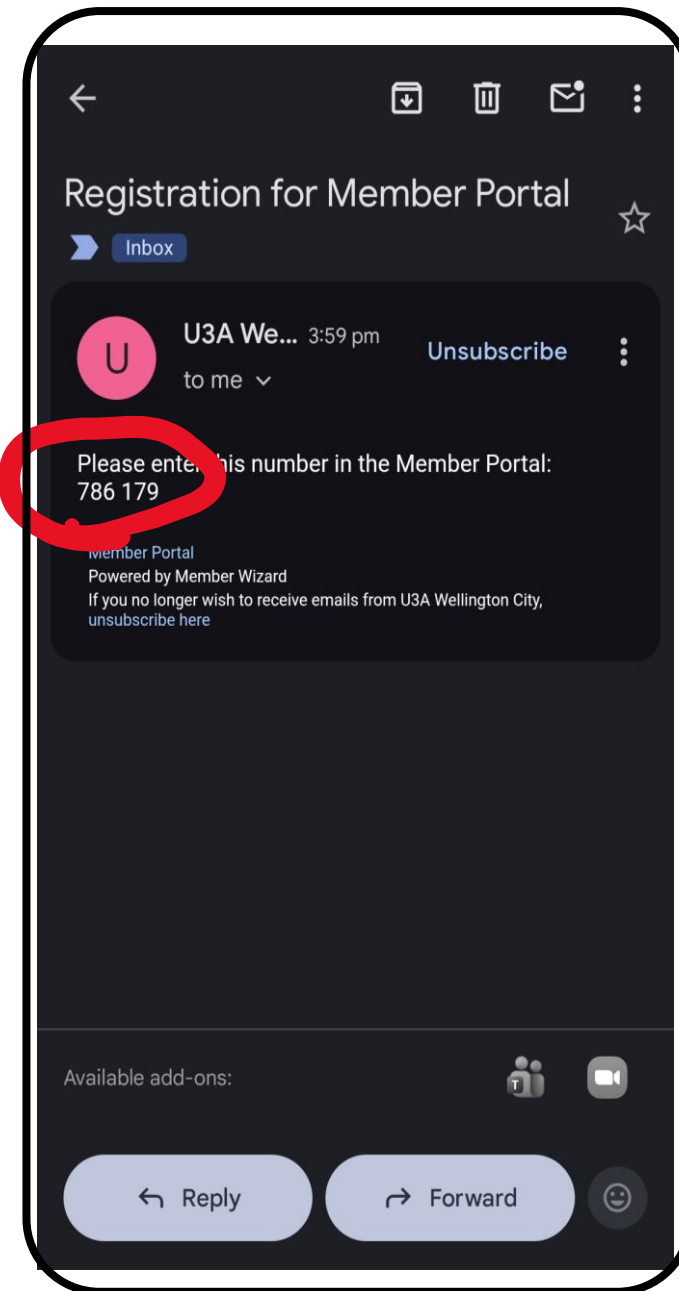


Confirming who you are - email

Check your email for a message like this.

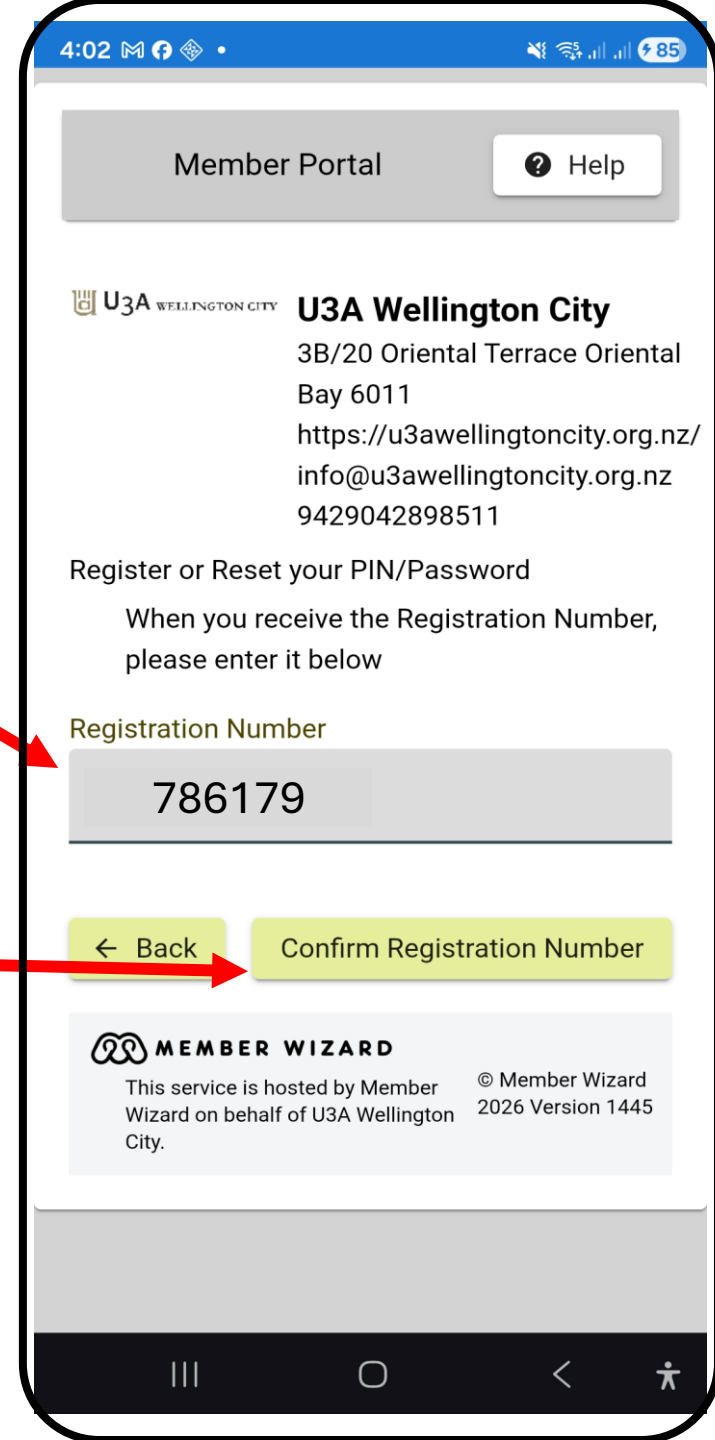
Make a note of the number.

Go back to the Member Portal and enter that registration number



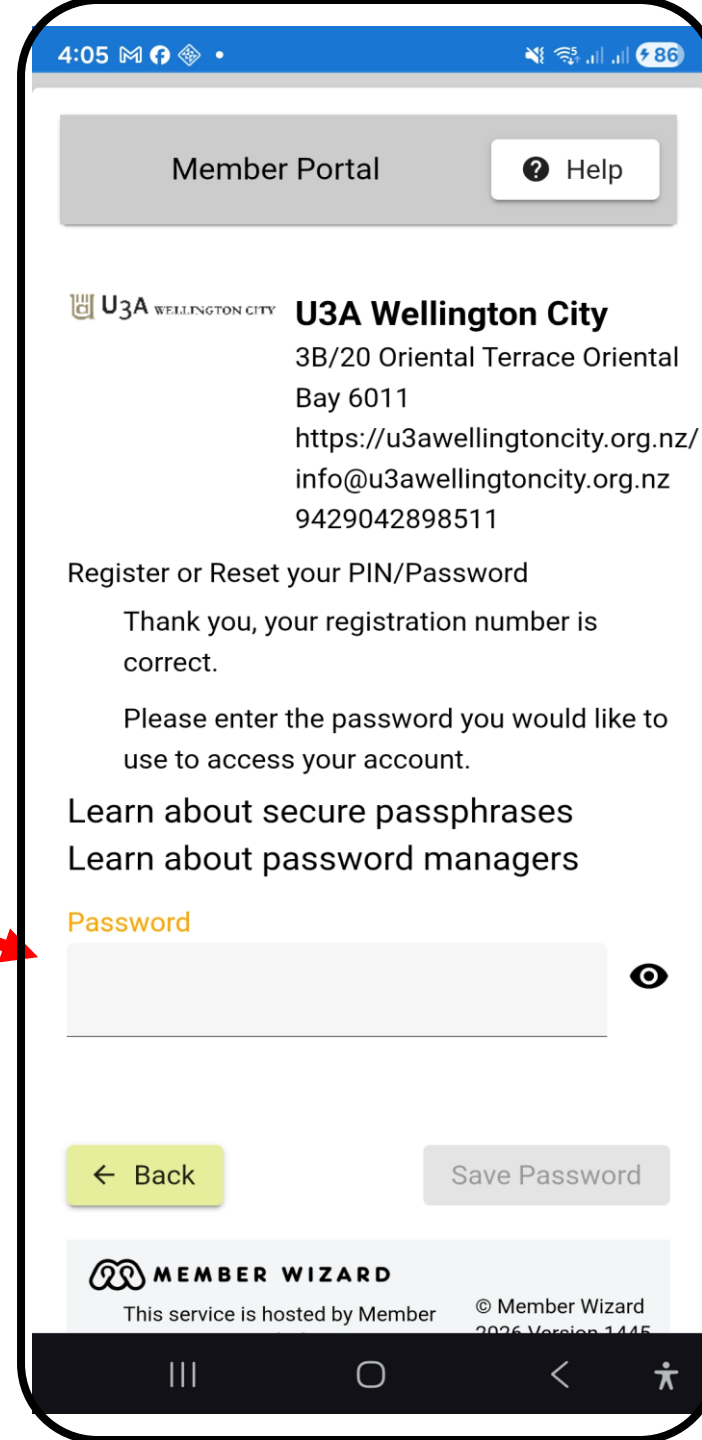
Enter the number from
your email

Then click Confirm
Registration Number



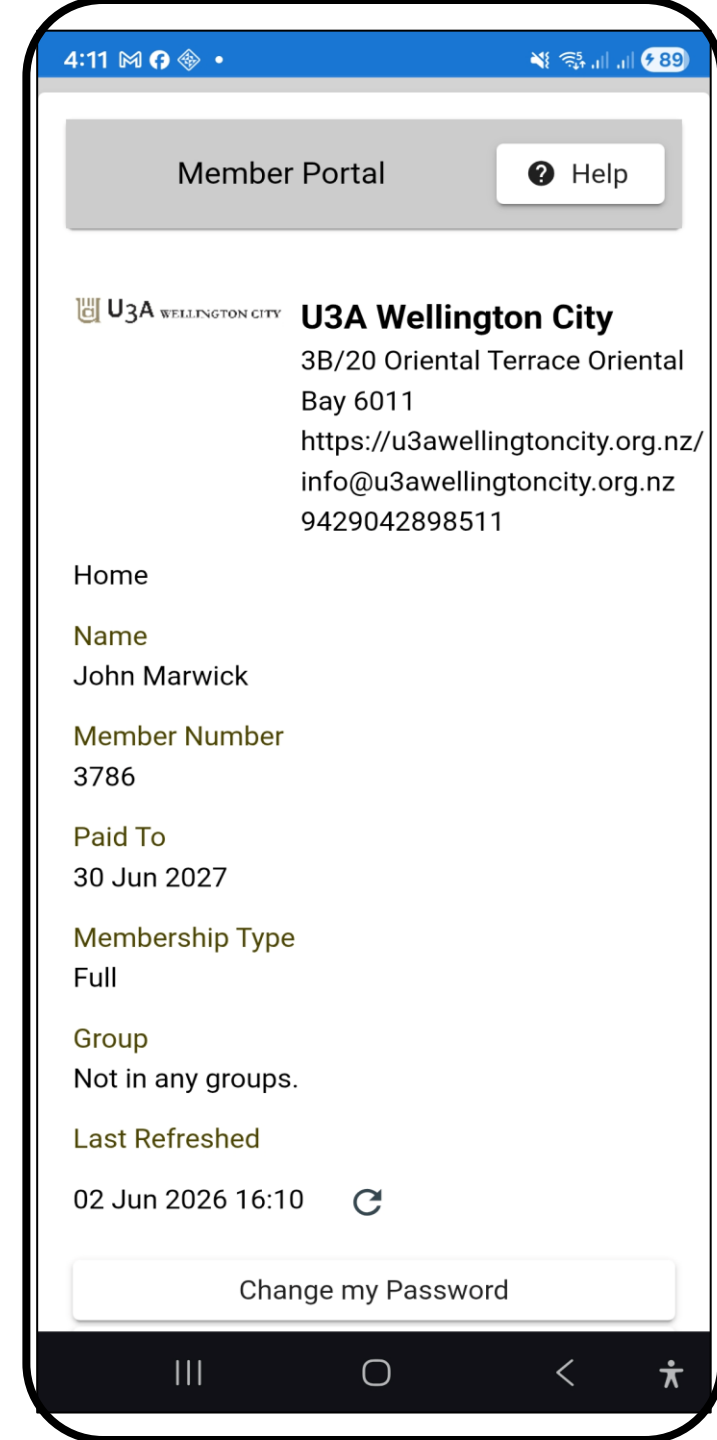
On this page you choose and enter a password or passphrase that you can remember

In future you will use that password or phrase to get into your portal



You are then in your
Member Portal

Scroll further down

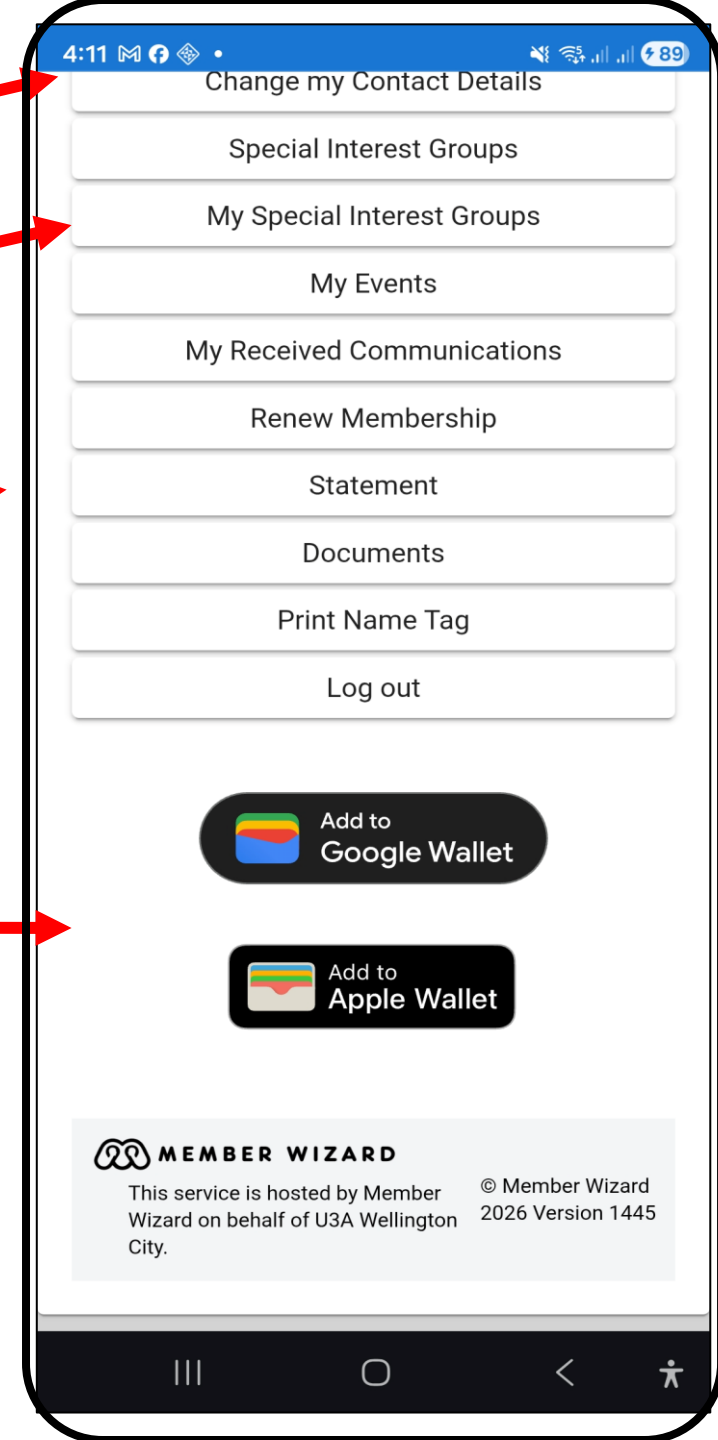


You can see and amend your contact details.

You can see lists of Special Interest Groups, Lectures and Events

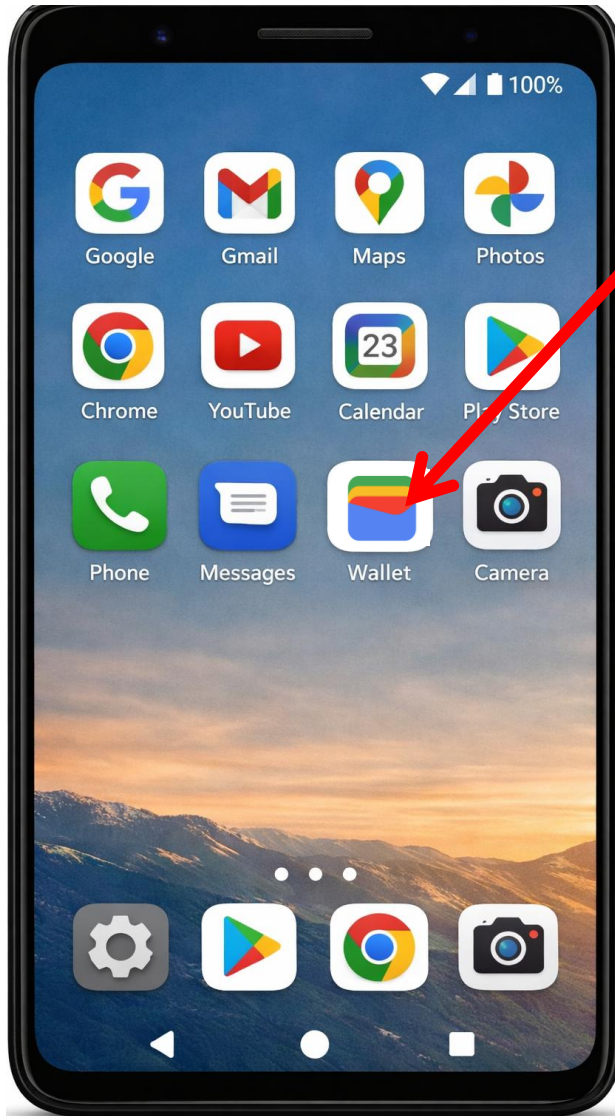
You can see if anything is owing and you can pay by debit or credit card

At the bottom you can add your membership to Google Wallet or Apple Wallet



 **MEMBER WIZARD**
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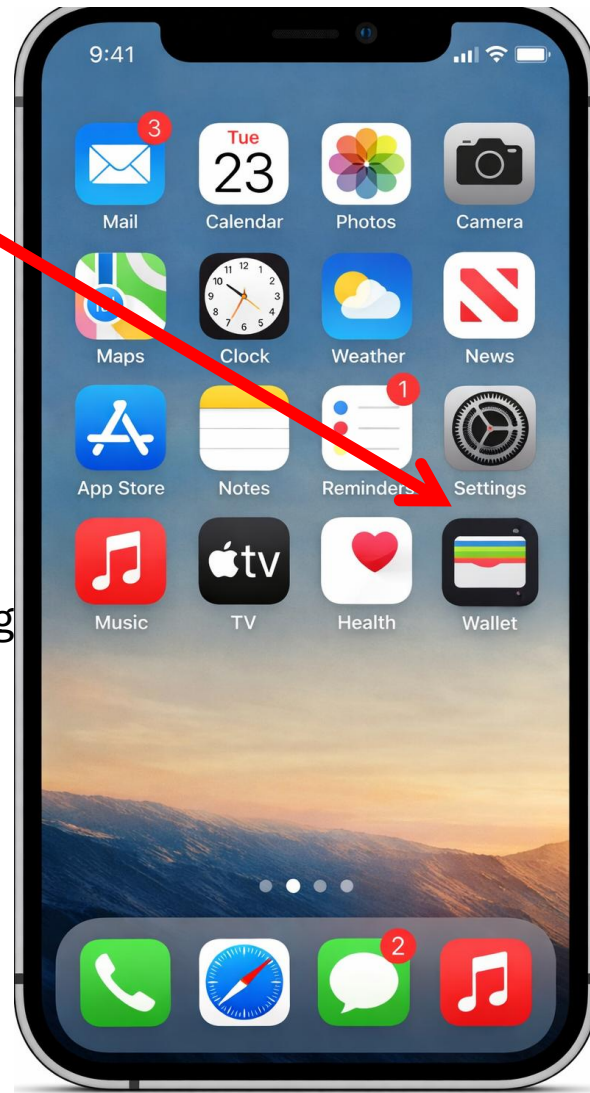
Android phone



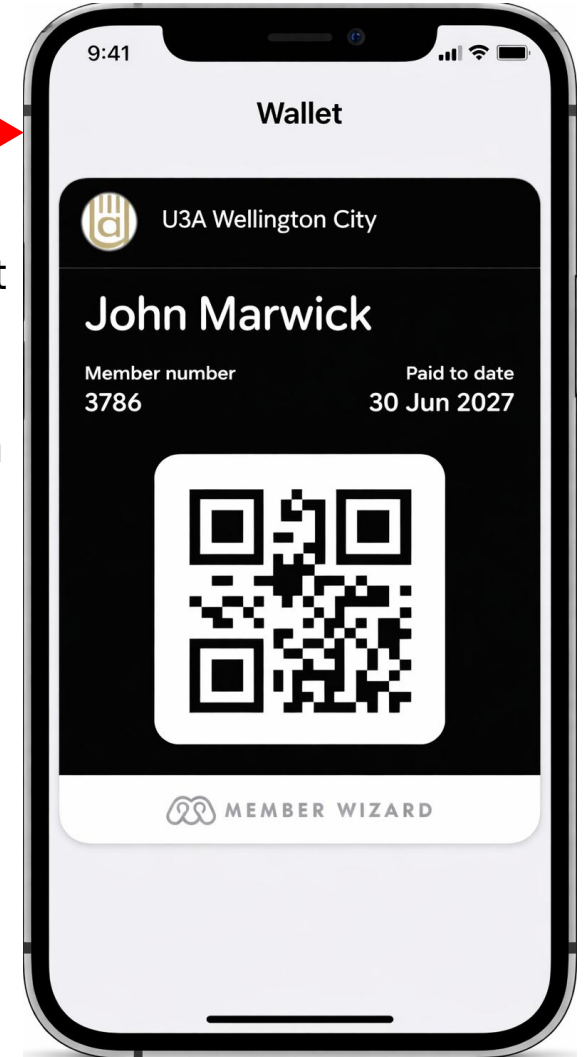
Find the
Wallet on
your phone
and tap it.

If you don't
see it you
may have to
find it among
your Apps
and add to
your home
page.

Apple iPhone



When you
open Wallet
your U3A
card will
show with a
QR code to
scan.

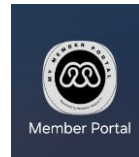


Add a Member Portal icon to your Android phone

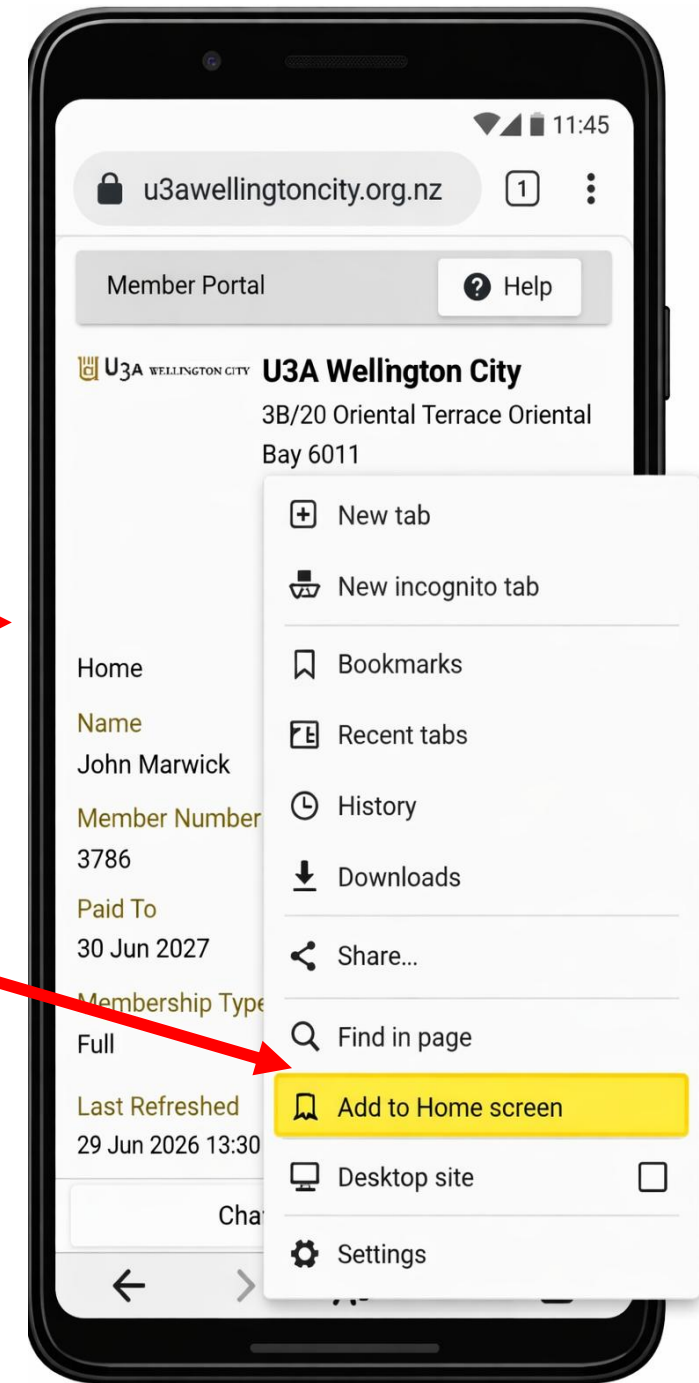
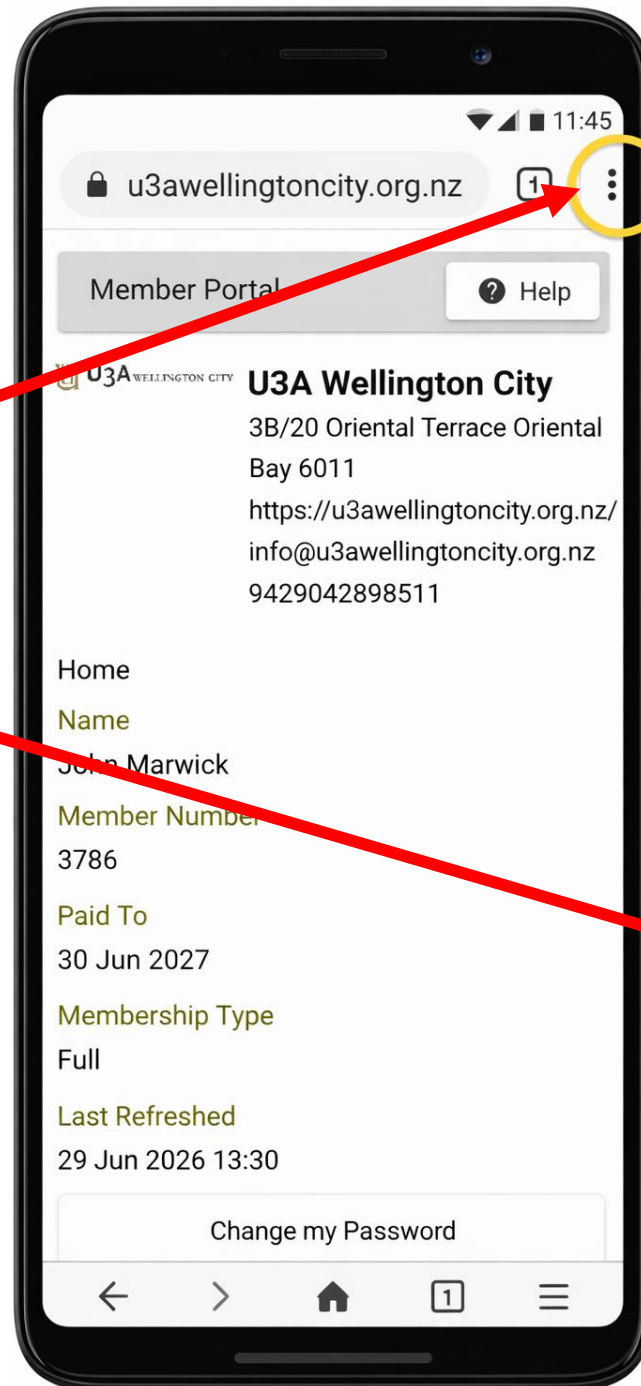
While you are still in your Member Portal click the three dots at the top right to open up a menu.

Scroll down the menu to see “Add to Home screen”


Click “Add to Home screen” to add an icon to your home page



Clicking this icon in future opens the Member Portal page where you sign in with your email or number

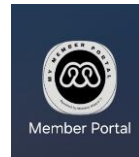


Add a Member Portal icon to your iPhone

While you are still in your Member Portal click the share icon  at the bottom open up a menu.

Scroll down the menu to see “Add to Home Screen”

Click “Add to home screen” to add an icon to your home page



Clicking this icon in future opens the Member Portal page where you sign in with your email or number

