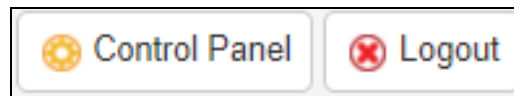# MKu3a - Making Changes to your Personal Details and Renewing your Membership
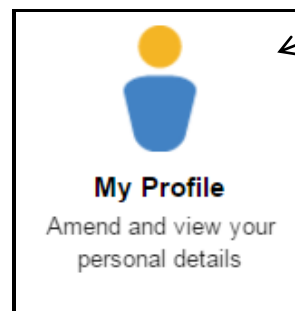
1. Open the MKu3a website (mku3a.org)
2. Login to the site. (If you haven't set your login password yet please see the instructions on the LOGIN page.)

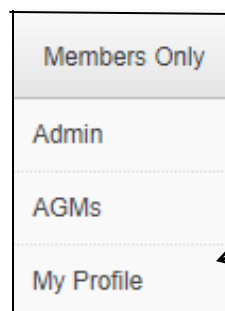## To make changes to your Personal Details

1. Once you are logged in **either** 'click' on the Control Panel icon top right of screen
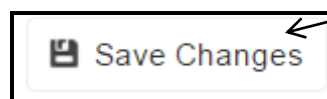

This will open a page showing the following icon. 'Click' on the icon

2. **Or** select My Profile from the dropdown list under Members Only under the heading picture

3. You will now open a page showing your personal profile. This is where you can change your contact details and add an emergency contact. **This is extremely important in cases of accident or emergency.** Make any changes necessary and 'click' **Save Changes** top or bottom right of profile screen.
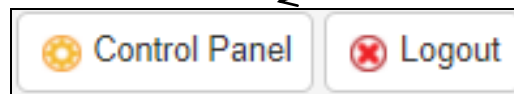
4. You now have two options – Returning to the Website or to Logout. Top right of screen. Select the appropriate icon.
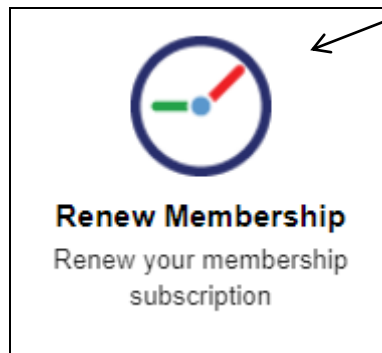

Checking your Membership Status and Renewing Your Membership

1. Once you are logged in 'click' on the Control Panel icon top right of screen

This will open a page showing the following icon. 'Click' on the icon.

Renew Membership
Renew your membership subscription

2. If your membership is up to date you will receive the following message which will give you the information as to the date your membership will be due

Membership Status   ◄ Back To Home

✓ Your membership is currently up to date. You will be sent a reminder in advance of your renewal date with information about how to renew

Your membership is due for renewal on 06/05/2022

3. If your membership is due for renewal you will receive the following message and you can click on the link to be taken to the payment page
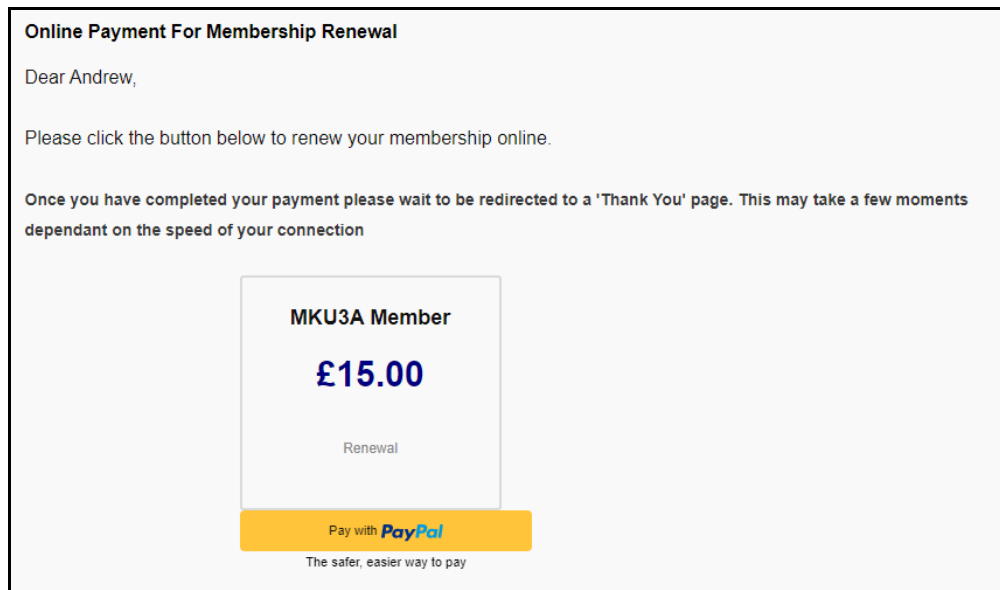
Membership Status   ◄ Back To Home
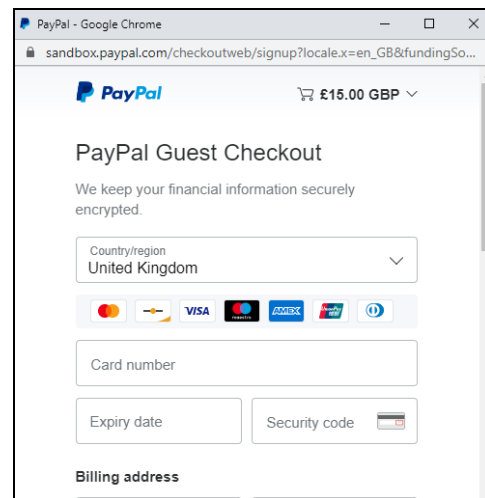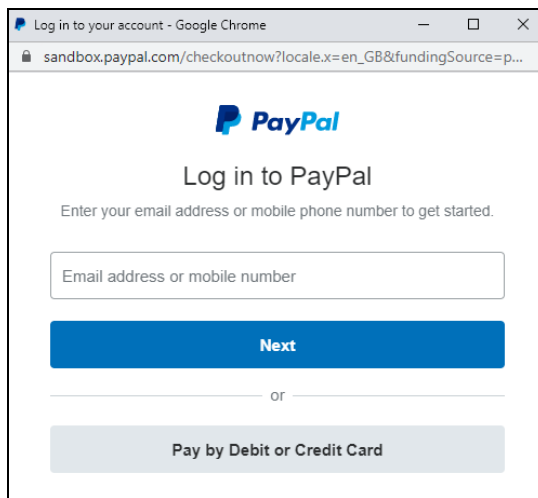
⚠ Your membership is due for renewal on: **30/04/2021**

Click Here To Renew Your Membership Online

4. We accept payment either through PayPal if you have an account or by debit or credit card through the PayPal system. To access the debit or credit card facility click on the Pay with PayPal banner and this choice will be given.

Online Payment For Membership Renewal

Dear Andrew,

Please click the button below to renew your membership online.

Once you have completed your payment please wait to be redirected to a 'Thank You' page. This may take a few moments dependant on the speed of your connection

MKU3A Member

£15.00

Renewal

Pay with *PayPal*

The safer, easier way to pay

5. Follow the prompts on the page.

Log in to your account - Google Chrome

sandbox.paypal.com/checkoutnow?locale.x=en_GB&fundingSource=p...

PayPal

Log in to PayPal

Enter your email address or mobile phone number to get started.

Email address or mobile number

Next

or

Pay by Debit or Credit Card

PayPal - Google Chrome

sandbox.paypal.com/checkoutweb/signup?locale.x=en_GB&fundingSo...

PayPal   £15.00 GBP ∨

PayPal Guest Checkout

We keep your financial information securely encrypted.

Country/region
United Kingdom

Card number

Expiry date   Security code

Billing address

6. You will receive a success message and an email with the details of your payment.