

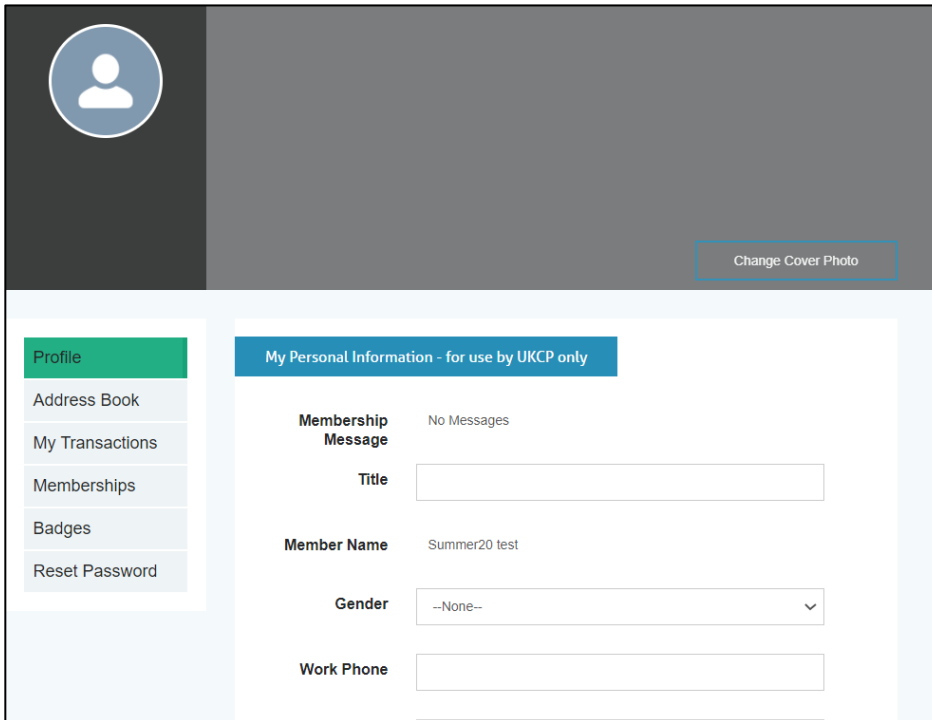
How to renew your UKCP membership online

This information sheet is for UKCP members who do not have a Direct Debit in place and would like to pay by card or switch to Direct Debit payments. If you are an existing Direct Debit payer, your membership will be renewed automatically, so you will not see the options described below. Please contact the UKCP Membership Team on 020 7014 9955 or membership@ukcp.org.uk to discuss your renewal.

If you usually pay for your membership by debit or credit card, you can use our new online system to pay online or switch to a Direct Debit subscription. By changing to annual Direct Debit, you can save £10 on the cost of your membership fee.

How to pay online or switch to Direct Debit

Log in to the [members area](#) of the UKCP website and click 'Memberships'. Please note that these webpages can take a few seconds to fully load.

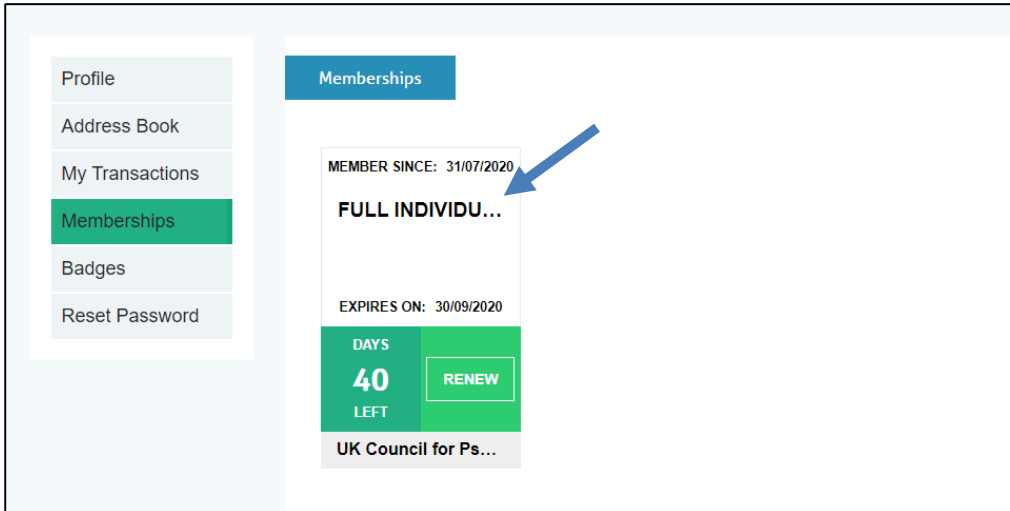


A screenshot of the UKCP members area profile page. On the left is a navigation menu with options: Profile (highlighted in green), Address Book, My Transactions, Memberships, Badges, and Reset Password. A blue arrow points to the 'Memberships' option. The main content area is titled 'My Personal Information - for use by UKCP only' and contains the following fields:

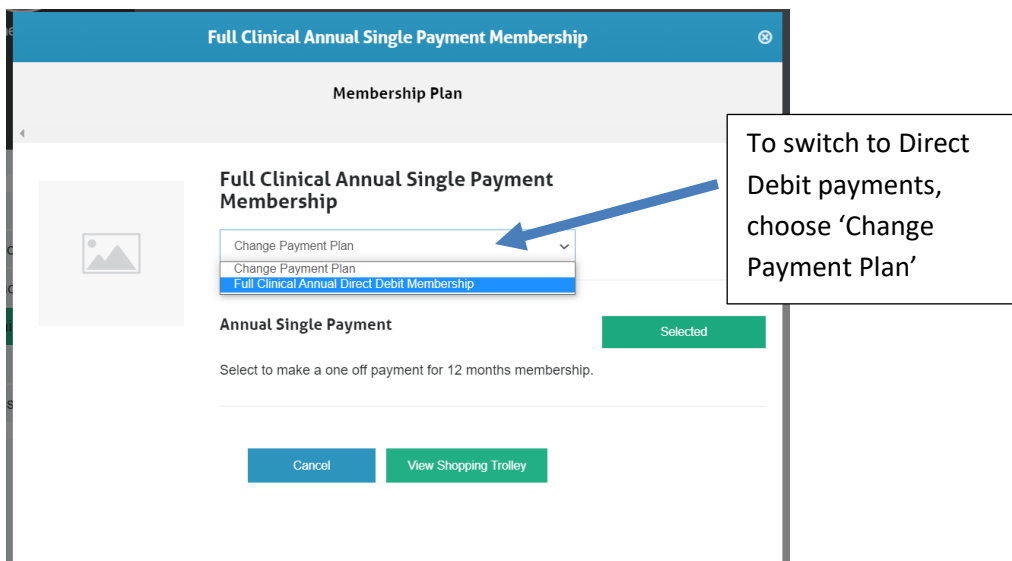
- Membership Message:** No Messages
- Title:**
- Member Name:** Summer20 test
- Gender:** --None-- (dropdown menu)
- Work Phone:**

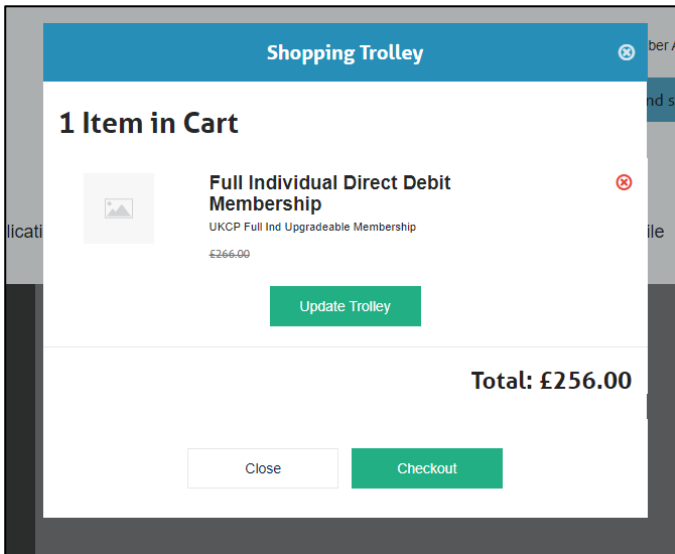
A 'Change Cover Photo' button is visible in the top right corner of the profile area.

Hover over the membership title in the box until you see the renew button. Click 'Renew'.



Once the webpage is loaded you will see the screen below:



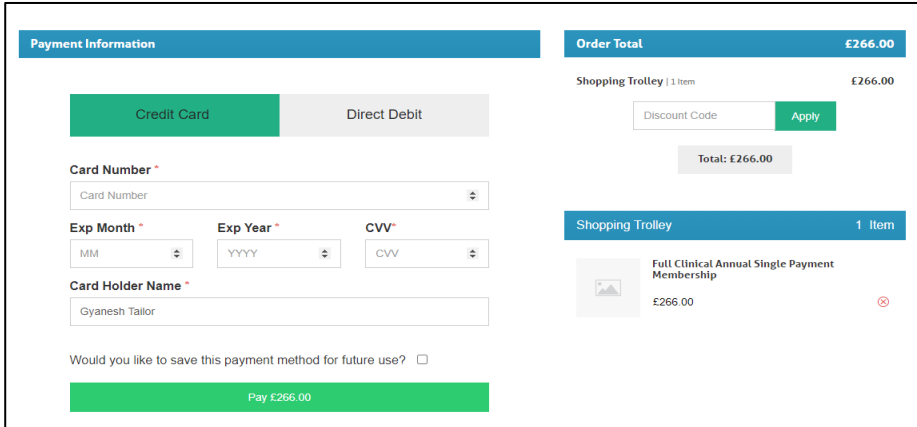


Once you've selected your payment plan, click 'View Shopping Trolley' to view a summary of your renewal.

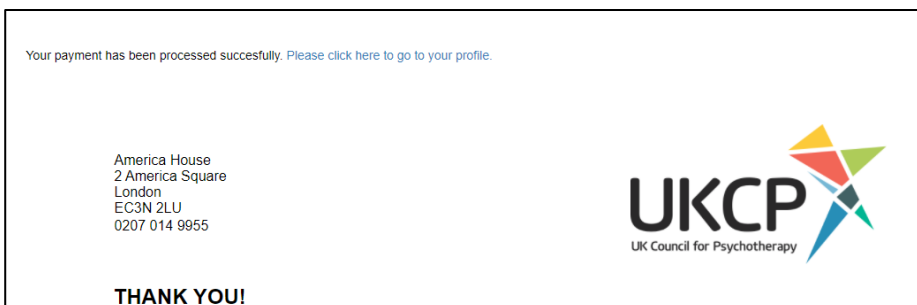
Click 'Checkout' to pay by card or run through the direct debit set up process.

Making a single card payment

If you have opted to make a single card payment, you will see this screen:



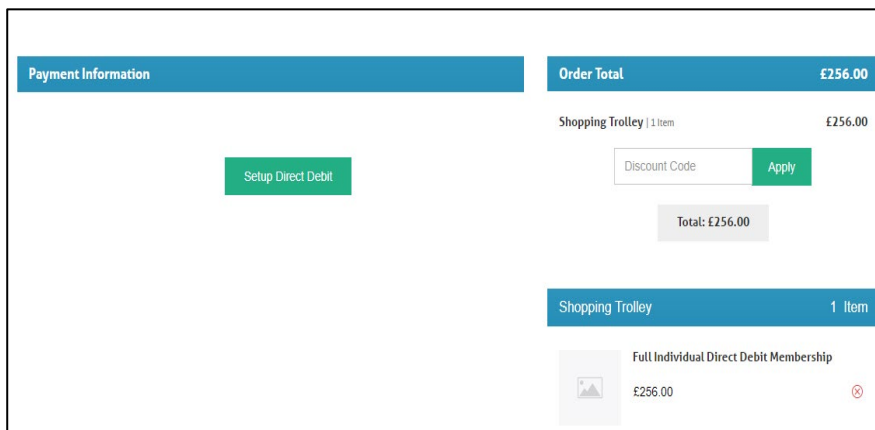
Once you have completed the payment page, you will see a confirmation message on the next page:



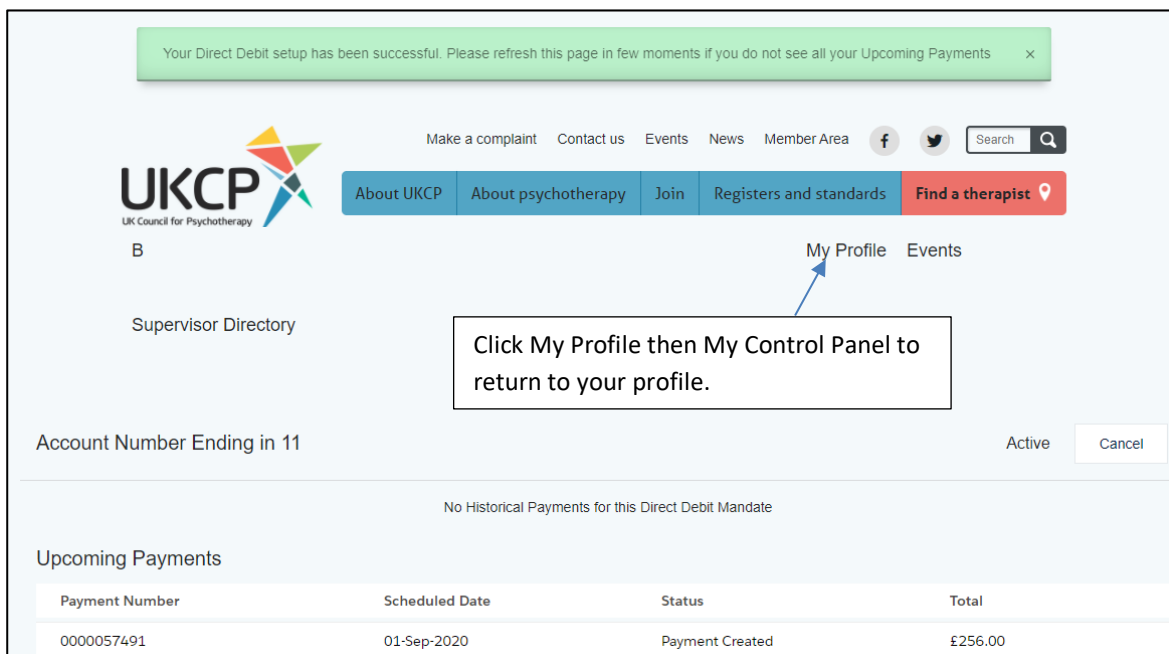
You can click the link in blue text to go back to your profile.

Switching to Direct Debit

If you have chosen to switch to Direct Debit, you will see this screen:



Click 'Setup Direct Debit'. Once your mandate has been processed you will see confirmation of the Direct Debit payment date(s).



Once you return to your profile, the 'Memberships' menu item will enable you to see your new membership, active from 1 October 2020:

The screenshot shows a user profile for Gyanesh Tailor. The profile includes a navigation menu on the left with options: Profile, Address Book, My Transactions, Memberships (highlighted), Badges, and Reset Password. The main content area is titled 'Memberships' and displays two membership cards for 'UK Council for Ps...'. The first card shows 'MEMBER SINCE: 30/07/2020', 'FULL INDIVIDU...', 'AUTO-RENEWED BY DIRECT DEBIT', and 'EXPIRES ON: 30/09/2021'. Below this, a table shows 'DAYS LEFT' as 0 and 'STATUS' as PENDING. The second card shows 'MEMBER SINCE: 30/07/2020', 'FULL INDIVIDU...', 'EXPIRES ON: 30/09/2020', and a table showing 'DAYS LEFT' as 40 and 'STATUS' as ACTIVE. A 'Change Cover Photo' button is visible in the top right of the profile header.

DAYS LEFT	STATUS
0	PENDING
40	ACTIVE