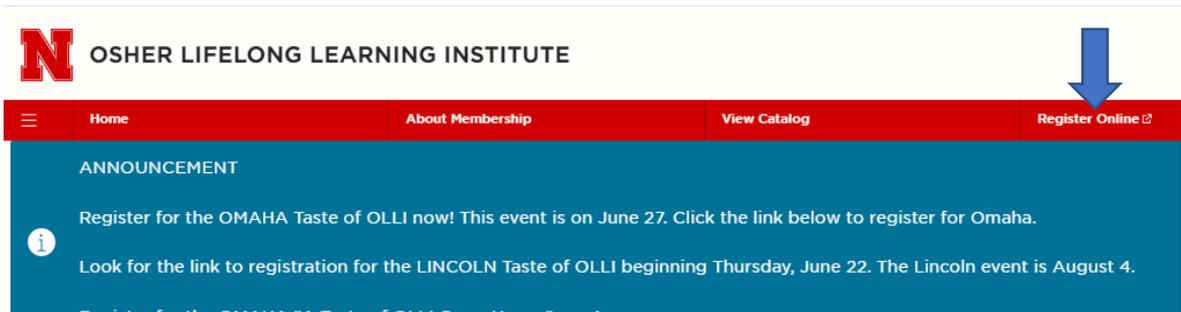


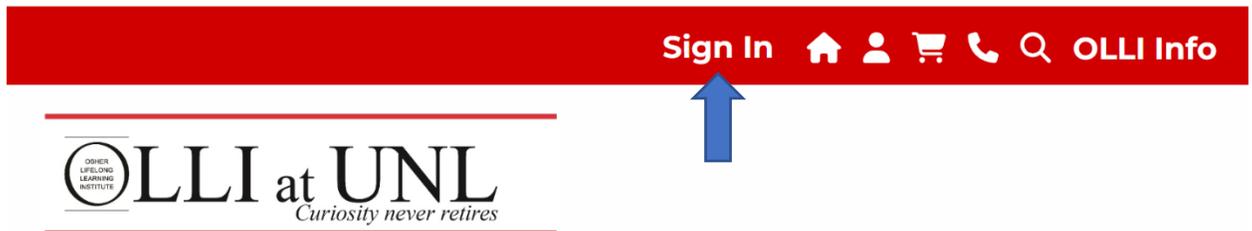


Membership Renewal Instructions Using Promo Code

1. Go to the OLLI website at <https://olli.unl.edu>
2. Click on **Online Registration** in the red bar at the top of the screen.



3. Click on the **Sign In** icon in the red bar toward the middle of the page.



Welcome to OLLI at UNL registration!

4. Enter the Username and password you previously created; use the **Sign in to Existing Account** box on the bottom left of the screen. Then click **Sign In**.

Sign In to Existing Account

Username:

Password:

Sign In

[Find My Username](#)
[Reset My Password](#)

You'll know you've successfully signed in by seeing "Welcome, your first name" in the upper left red task bar and "Sign Out" in the center. This is the **Home Page** of the OLLI registration system.



Welcome to OLLI at UNL registration!

- To purchase a membership click on the box entitled **Membership**. (You may have to scroll down to see)



- You'll see the **Membership** screen below; click **Add to Cart**.

Membership

Joining OLLI at UNL opens a new world of learning, friendships, and experiences. The annual membership is a great value that includes access to courses, member events, social activities, interest groups, educational travel, weekly electronic communications, and most importantly, unlimited opportunities to meet new friends.

Annual membership is \$75 and is valid from August 1 to July 31. Mid-Year membership is \$50 and is valid from January 1 to July 31. Memberships are non-transferable and are non-refundable.

Membership

Fee: \$75.00

Joining OLLI at UNL opens a new world of learning, friendships, and experiences. The annual membership is a great value that includes access to courses, member events, social activities, interest groups, educational travel, weekly electronic communications, and most importantly, unlimited opportunities to meet new friends.

Annual Membership is \$75 and is valid from August 1 - July 31.

Mid-Year Membership is \$50 and is valid January 1 - July 31.

Memberships are non-transferable and are non-refundable.



7. You will now see your **Shopping Cart**, where you can confirm the cost of membership has been added. Click **CHECKOUT**.

YOUR CART ×

MEMBERSHIP 🗑️
SKU: MEM23-24 **Price** \$75
Start Date: 8/1/2023

SUBTOTAL (1 ITEMS) **\$75**
Discount codes are calculated at checkout.

[← RETURN TO COURSE CATALOG](#)

CHECKOUT

8. If you are registering for courses at the same time as registering for your membership, select **Continue Shopping**, which takes you back to the **Courses** Page. If you are just renewing your membership, then click **CHECK OUT**.

Welcome, ██████ [Sign Out](#) [🏠](#) [👤](#) [🛒](#) [📞](#) [🔍](#) [OLLI Info](#)


Curiosity never retires

Shopping Cart

Preview the items in your cart. When you're ready to purchase, click Check Out.

[← Continue Shopping](#)

ITEM	PRICE	DETAILS
Membership	\$75.00	Remove Item
TOTAL:	\$75.00	

How did you hear about us?

Check Out



9. You will now be taken to the **Check Out: More Info** page. Please click on the box to agree to the **“OLLI Membership Waiver and Code of Conduct”**. Enter Emergency Contact information. Answer other questions. Click **Next**.

Welcome, 

Sign Out      OLLI Info


Curiosity never retires

Check Out: More Info

Answer all questions below and click Next. If there are no question below, click Next.

1. OLLI Membership Waiver and Code of Conduct

2. Emergency Contact Name

3. Emergency Contact Phone

4. First Name for Name Badge

5. Are you interested in partnering with an OLLI Ambassador? - *Let us help you navigate all that OLLI has to offer. Our team of volunteer ambassadors are ready to answer your questions. An ambassador will be assigned to you during your first year of membership. Ambassadors are eager to help you enjoy our membership to the fullest.*

6. If you are interested in volunteering for OLLI, please check all areas of interest.

- Curriculum Sub Committee
- Instructor
- Facilitator
- Zoom Host
- Ambassador Program
- Office Support
- Other

7. If Other please list:



10. You will now be taken to the **Check Out: My Information** page which allows you to review your contact information. If you need to change anything, select **Edit Profile** at the bottom of the page. Then, **Save Changes**. Then click **Next**.

Welcome, [REDACTED] [Sign Out](#) [Home](#) [User](#) [Shopping Cart](#) [Phone](#) [Search](#) [OLLI Info](#)

 *Curiosity never retires*

Check Out: My Information

Enter your contact information and click Next.

MY CONTACT INFORMATION
Required fields are indicated by an asterisk (*)

Title:

* First name:

Initial:

* Last name:

* Address 1:

* City:

* State:

* Zip Code:

* Day phone: - Ext.

Eve phone: - Ext.

Mobile: -

* Date Of Birth: (MM/DD/YYYY)

* E-mail:

Go Green:

Gender:

What is your ethnic origin?

CustomFields

Preferred First Name for Name Badge

Check here to opt-out of occasional marketing emails.

[Edit Profile](#) [Next](#)



11. Input the **Promo Code** in the space indicated. Be sure to click **Apply** before clicking **Next**.

Welcome,  Sign Out      OLLI Info

 **OLLI at UNL**
Curiosity never retires

Check Out: Apply promo codes

On this page, you can apply promo codes. Click the next button to continue.

Apply

Previous **Next**



12. It will show that the Promo Code has been added. Click **Next**.

Welcome,  Sign Out      OLLI Info

 **OLLI at UNL**
Curiosity never retires

Check Out: Apply promo codes

On this page, you can apply promo codes. Click the next button to continue.

Apply

ITEM	PRICE	DETAILS
Membership	\$75.00	
Promo Membership Discount	\$-10.00	
TOTAL:		\$65.00

Previous **Next**



13. You'll then see the **Check Out** page. Select **Payment Method** "Credit or Debit Card" and click **Next**.

Welcome, [Redacted]

Sign Out Home User Profile Shopping Cart Phone Search OLLI Info

OLLI at UNL
Curiosity never retires

Check Out: Payment Method

Choose a method of payment, enter the appropriate information, and click Next.

PAYMENT METHOD

Payment type: Credit or Debit Card

Previous Next

14. Complete Billing Information and click **Next** at the bottom of the page.

Welcome, [Redacted]

Sign Out Home User Profile Shopping Cart Phone Search OLLI Info

OLLI at UNL
Curiosity never retires

Check Out: Billing Information

Enter your billing information and click Next.

BILLING INFORMATION

My contact and billing information are the same

Required fields are indicated by an asterisk (*)

Title: None

* First name: [Redacted]

Initial: [Redacted]

* Last name: [Redacted]

* Address 1: [Redacted]

* City: Lincoln

* State: Nebraska

* Zip Code: 68531

* Day phone: [Redacted] - [Redacted] Ext. [Redacted]

Eve phone: [Redacted] - [Redacted] Ext. [Redacted]

* E-mail: [Redacted]

Previous Next

15. Review the page and click **Purchase** to complete your order.

Welcome, [REDACTED] [Sign Out](#) [Home](#) [User](#) [Shopping Cart](#) [Phone](#) [Search](#) [OLLI Info](#)

OLLI at UNL
Curiosity never retires

Check Out: Purchase

Verify that your order, billing address, and payment information are correct. Click Purchase to submit your order.

ITEM	PRICE	DETAILS
Membership	\$75.00	
Promo Membership Discount	\$-10.00	
	Subtotal:	\$65.00
	Balance:	\$65.00

BILLING INFORMATION [Change](#)
[REDACTED]
Lincoln, NE 68531

PAYMENT INFORMATION [Change](#)
[REDACTED]
Credit card to be processed by an external payment service

[Previous](#) [Purchase](#)

16. You will be directed to a secure payment site. Here, click on **CHECKOUT**.

Order Section

Amount	65.00 USD
--------	-----------

[Checkout](#) ←

 **Secure Payment**

17. Complete the payment information on the left side of the page and click on **SUBMIT PAYMENT**.

The screenshot shows a payment interface with the following sections:

- Order Section:** Amount 65.00 USD
- Payment:** PAYMENT CARD section with fields for Card Number, Expiration Date (MMYY), and Card Security Code. A "Change Card" link is present.
- Billing Address:** Fields for First Name, Last Name, Address1, Address2, City (Lincoln), State/Province (NE), Postal Code (68531), Email Address, and Phone.
- Shipping Address:** A checkbox labeled "Same as billing".

A large blue arrow points from the payment information area to a "Submit Payment" button. Below the button is a "Secure Payment" icon.

18. After you **SUBMIT PAYMENT**, you'll receive an **APPROVAL PAGE** which outlines details of your transaction. An example is below. You can select **PRINT RECEIPT** to print a detailed accounting of the transaction, or **EXIT**.

The screenshot shows the "Approval Page" for OLLI at UNL. At the top, there is a navigation bar with "Welcome, [redacted]", "Sign Out", and icons for home, user, cart, phone, and search. The OLLI at UNL logo is displayed with the tagline "Curiously never retires".

The main content area includes a confirmation message: "Thank you for your purchase! Your payment is authorized. You should receive a confirmation of your order by email. You have paid us: \$65.00. Please click on 'Print Receipt' button to view/print a receipt."

Below the message is a "Payment Info" section with the following details:

Session ID:	[redacted]
Order Number:	[redacted]
Payment Method:	Credit
Card Type:	Visa
Account Number:	[redacted]
Name:	[redacted]
Address:	Lincoln NE 68521
Transaction ID:	[redacted]

At the bottom of the page are two buttons: "Print Receipt" and "Exit".

You will receive an email which states in the subject line, "Your registration has been confirmed."