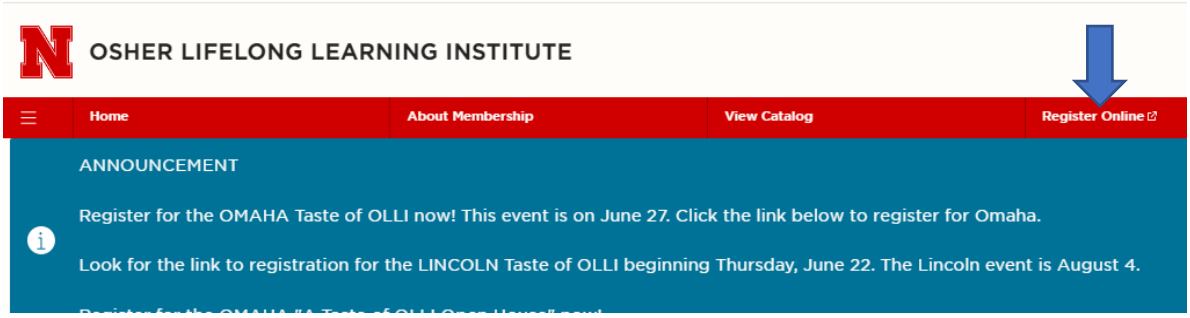
Membership Renewal Instructions Using Promo Code

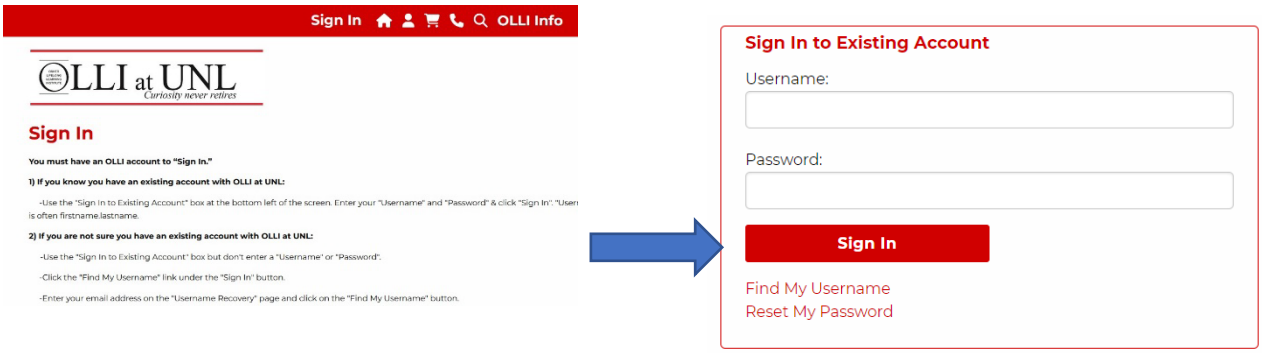
1. **Go to the OLLI website at https://olli.unl.edu**

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.**

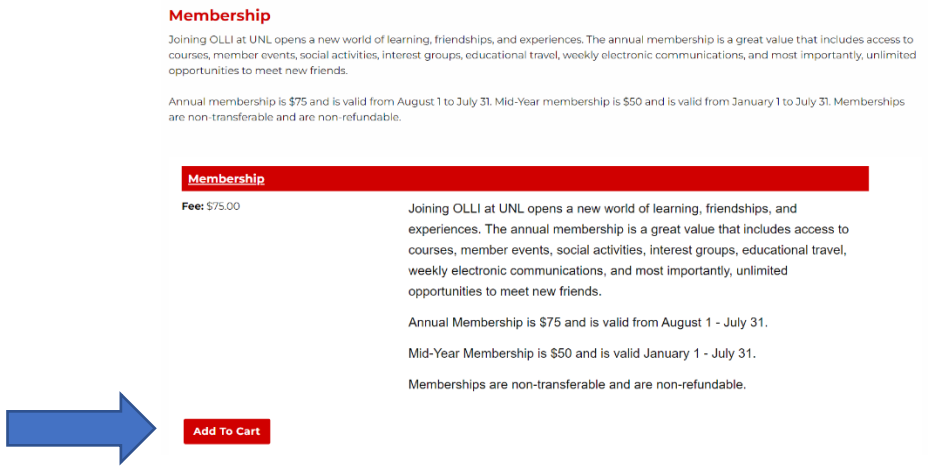
4. **Enter the Username and password you previously created; use the Sign in to Existing Account box on the bottom left of the screen. Then click Sign In.**



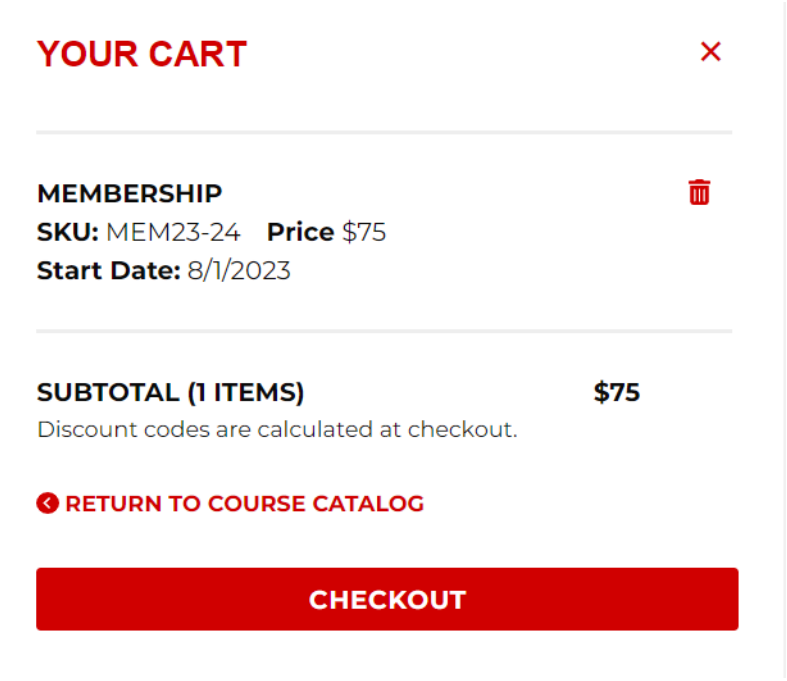
You'll know you've successfully signed in by seeing "Welcome, your first name" in the upper left red task bar and "Sign Out" in the center. This is the Home Page of the OLLI registration system.

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

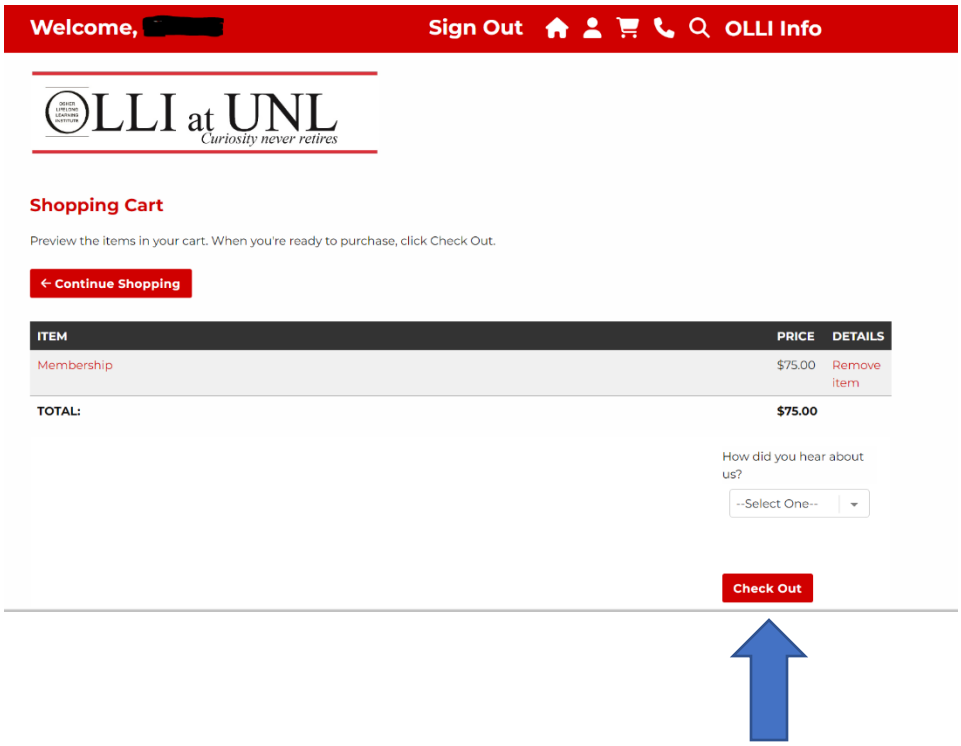
6. **You'll see the Membership screen below; click Add to Cart.**



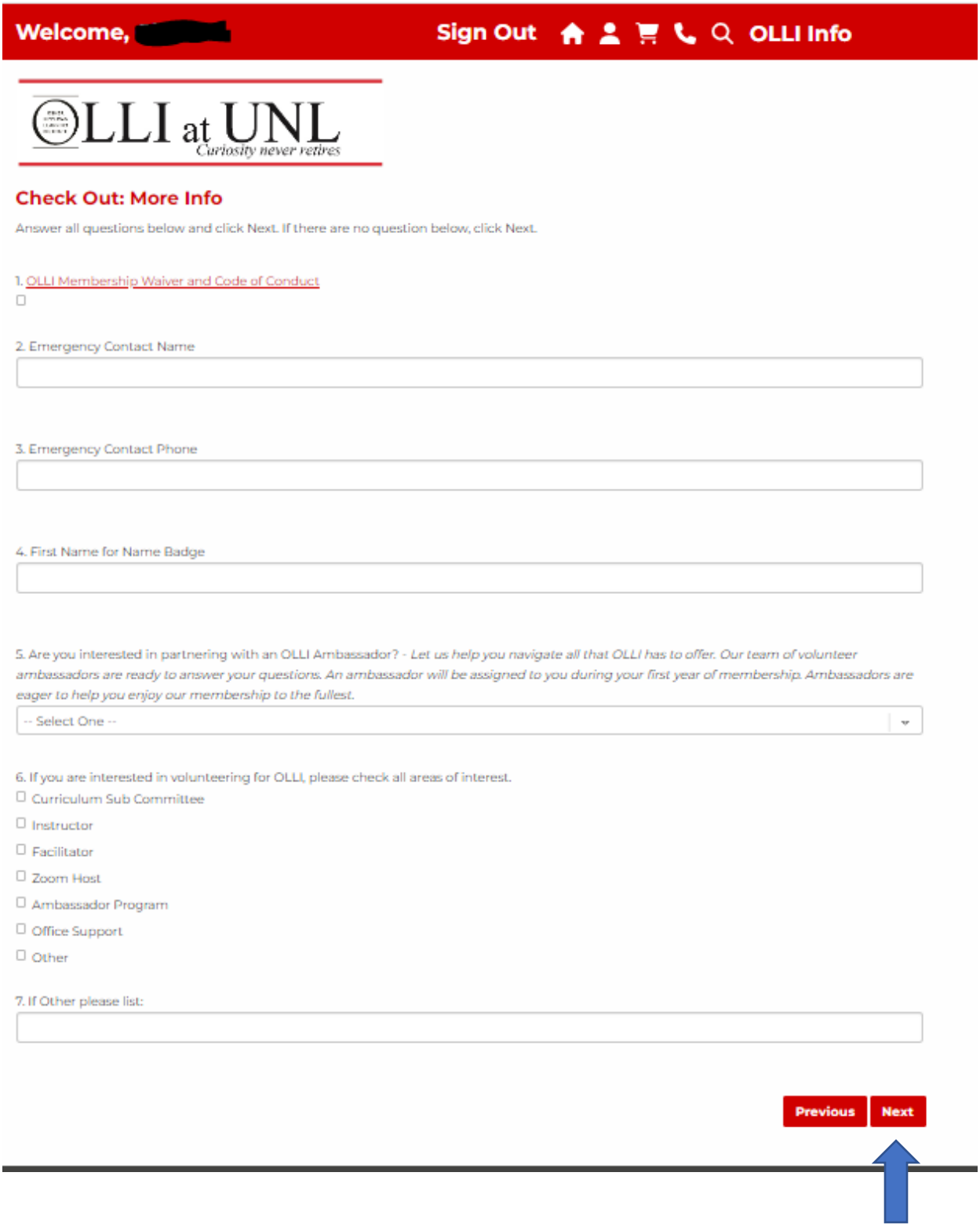
7. **You will now see your Shopping Cart, where you can confirm the cost of membership has been added. Click CHECKOUT.**



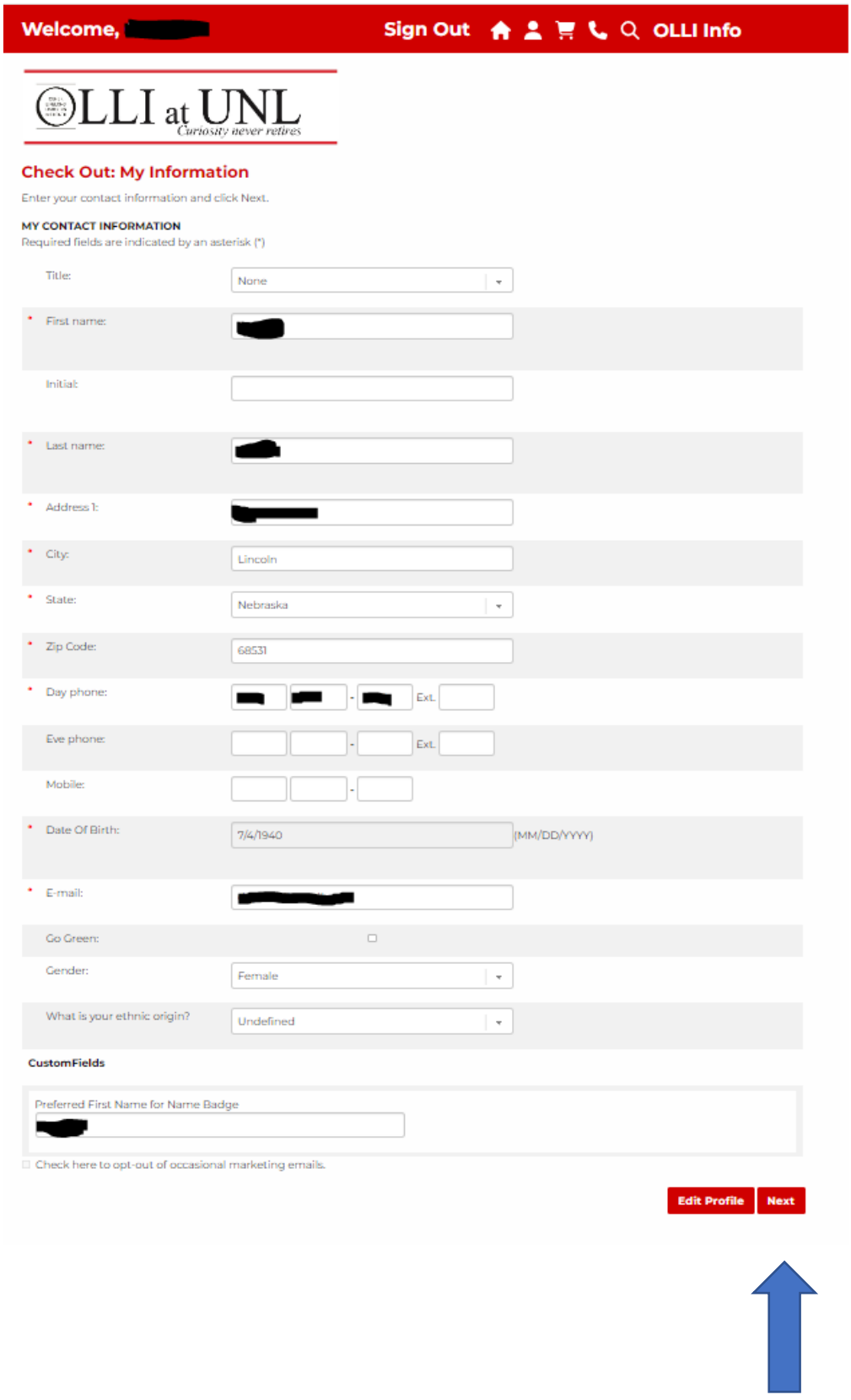
8. **If you are registering for courses at the same time as registering for your membership, select Continue Shopping, which takes you back to the Courses Page. If you are just renewing your membership, then click CHECK OUT.**



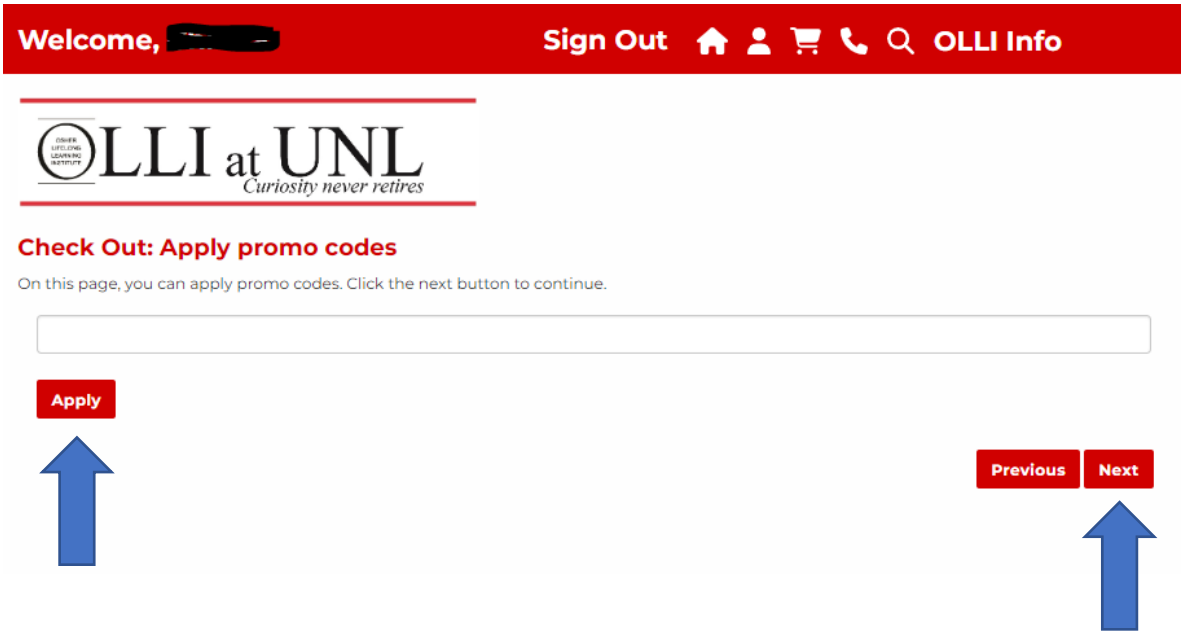
9. **You will now be taken to the Check Out: More Info page. Please click on the box to agree to the "OLLI Membership Waiver and Code of Conduct". Enter Emergency Contact information. Answer other questions. Click Next.**



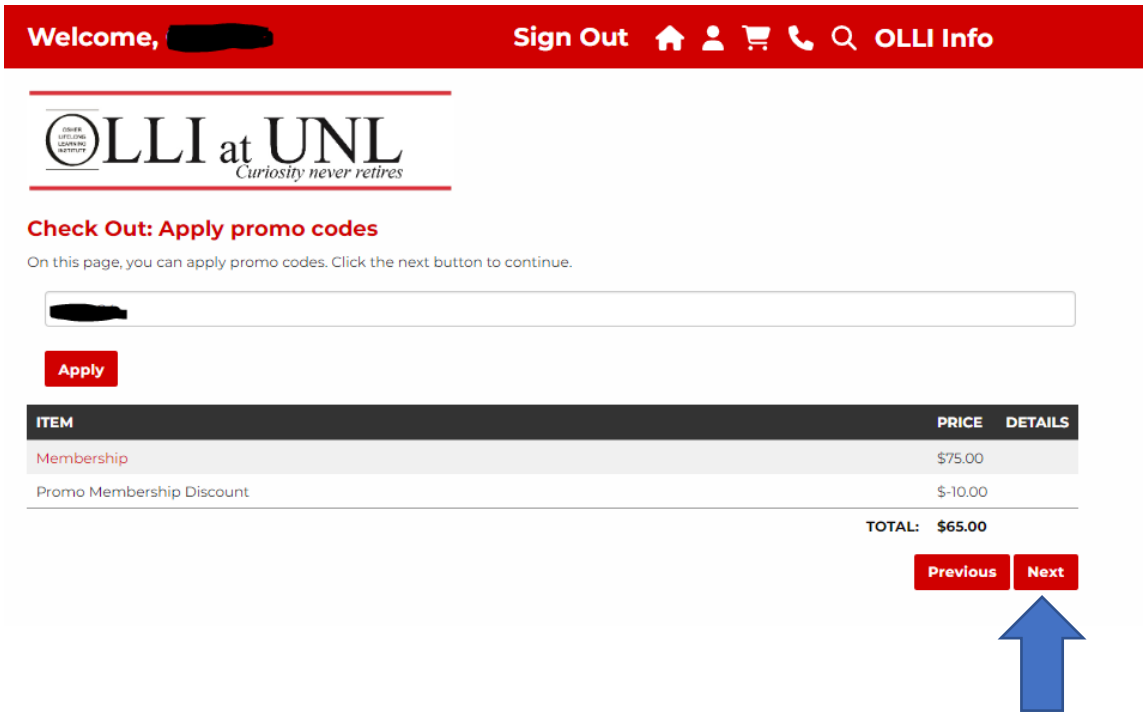
10. **You will now be taken to the Check Out: My Information page which allows you to review your contact information. If you need to change anything, select Edit Profile at the bottom of the page. Then, Save Changes. Then click Next.**



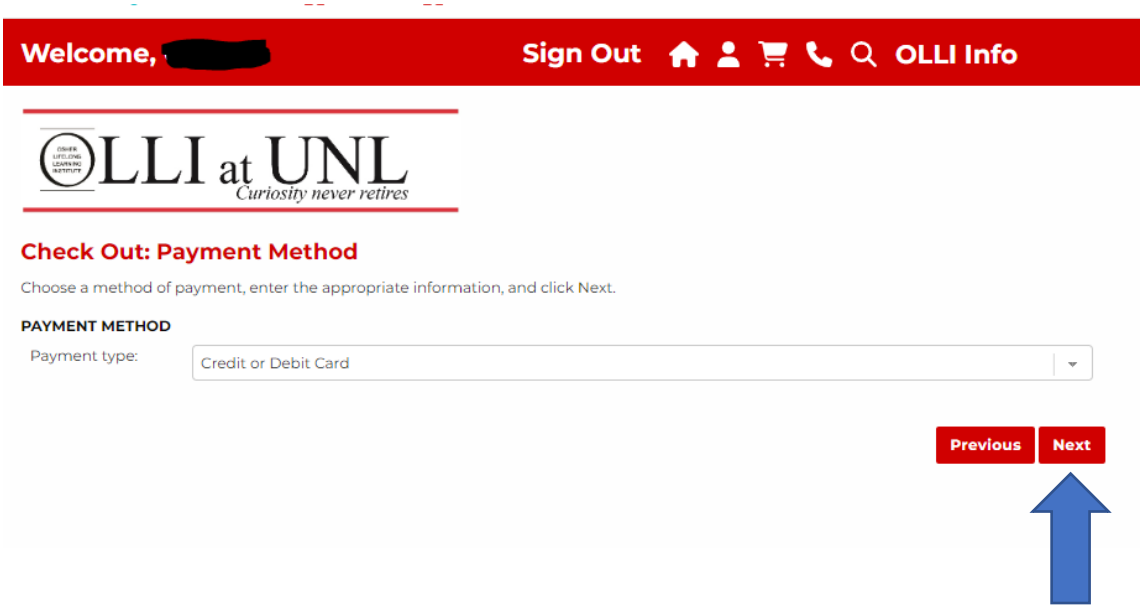
11. **Input the Promo Code in the space indicated. Be sure to click Apply before clicking Next.**



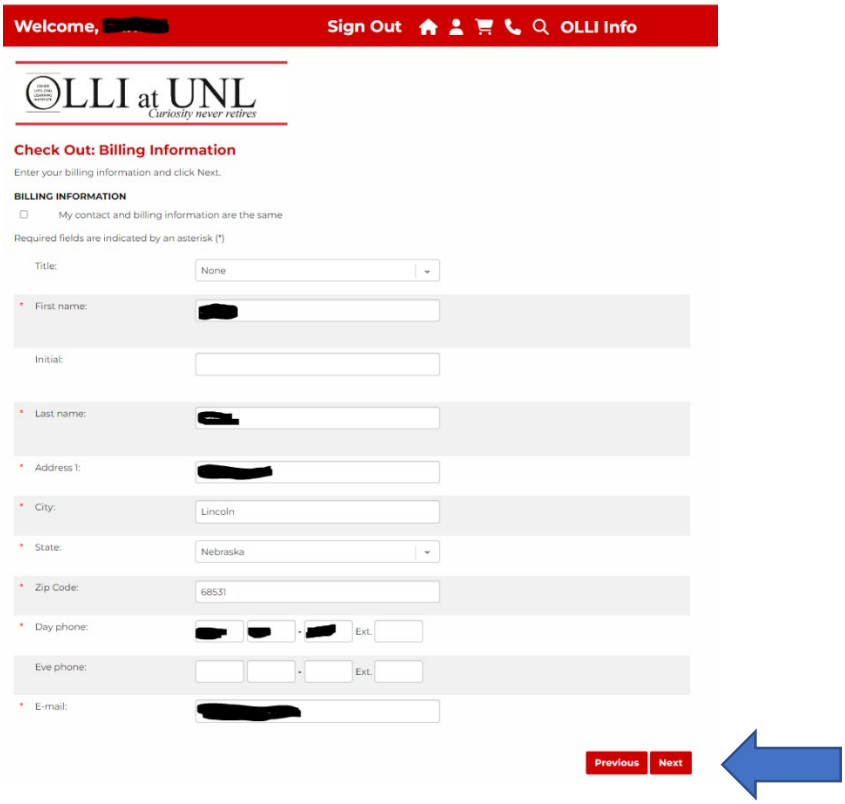
12. **It will show that the Promo Code has been added. Click Next.**



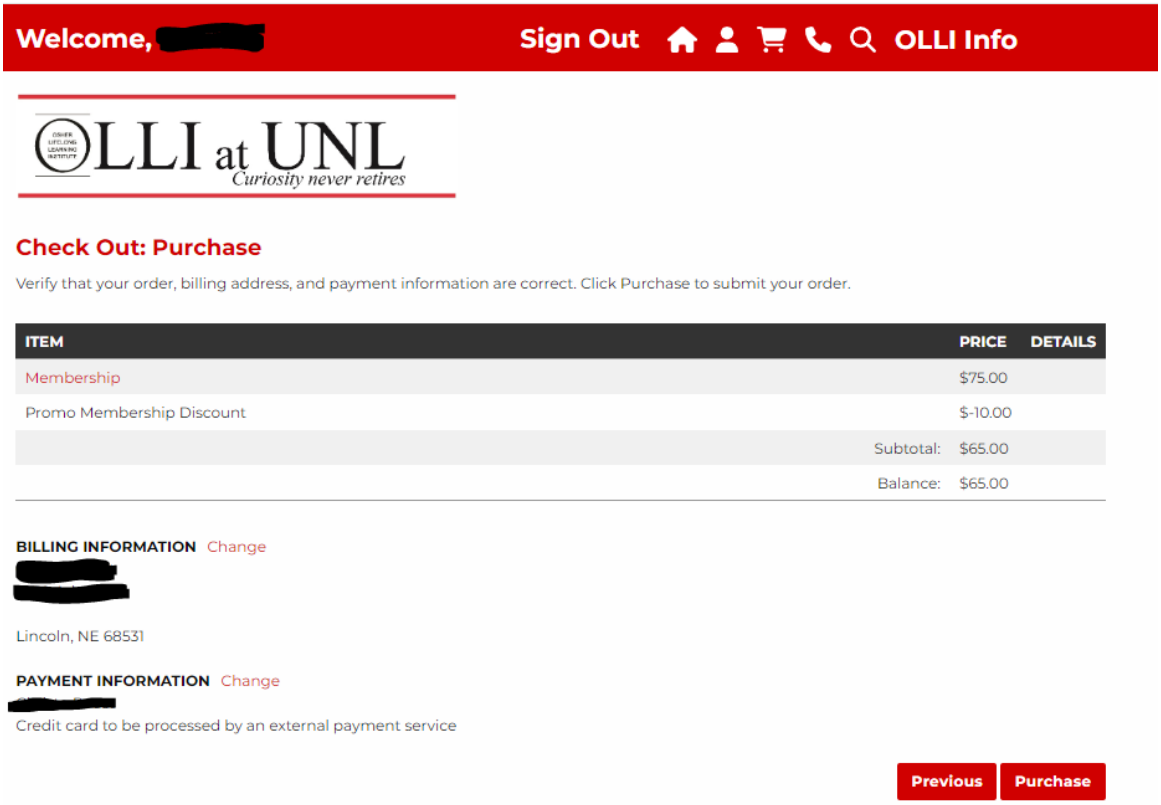
13. You'll then see the **Check Out** page. Select **Payment Method** "Credit or Debit Card" and click **Next**.



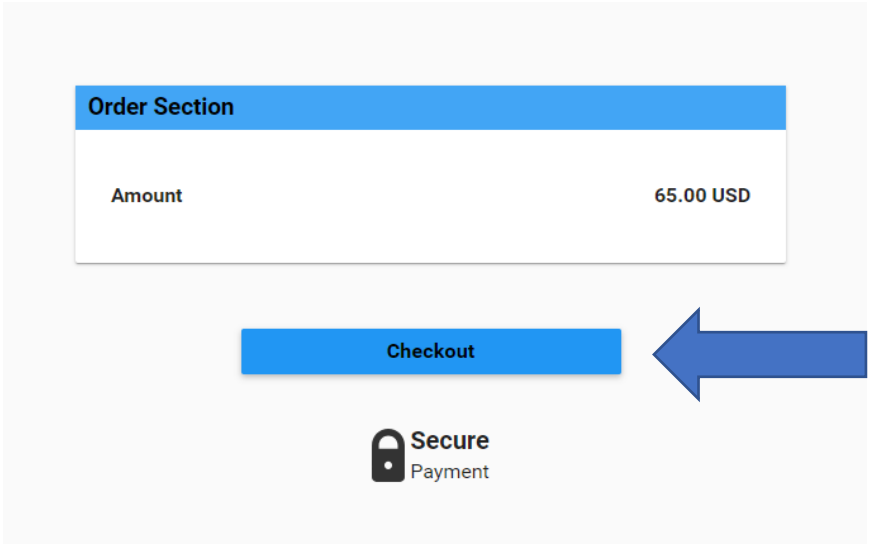
14. Complete Billing Information and click **Next** at the bottom of the page.



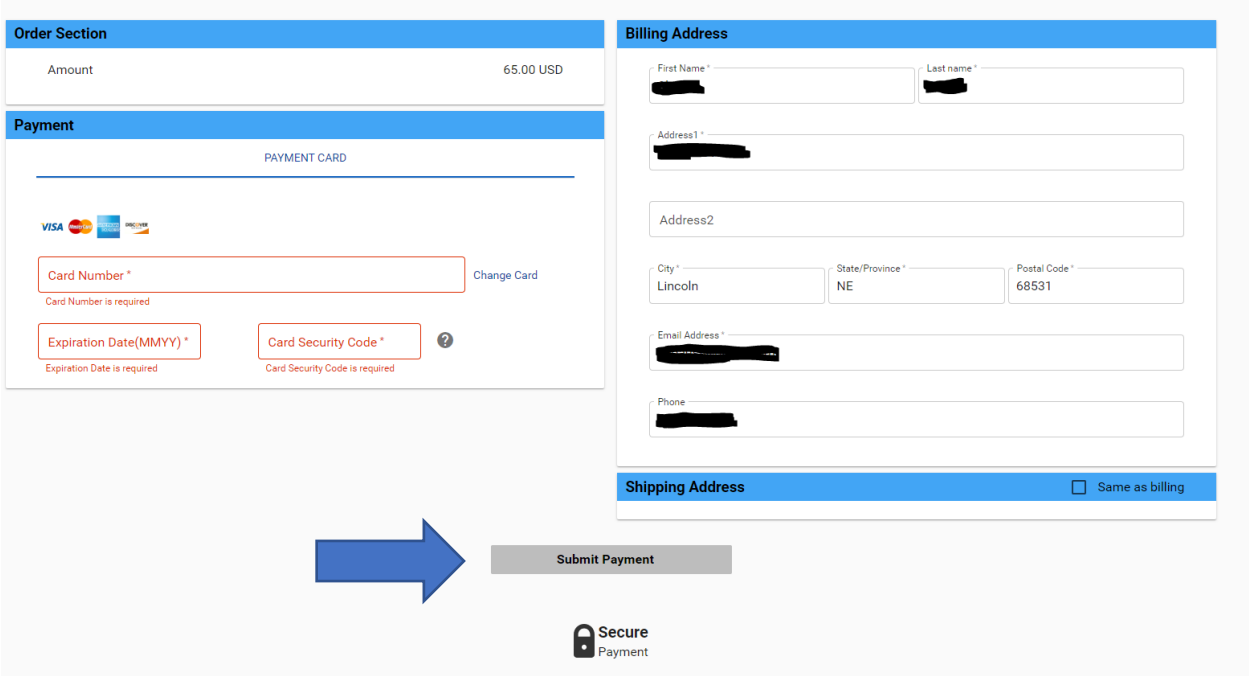
15. **Review the page and click Purchase to complete your order.**



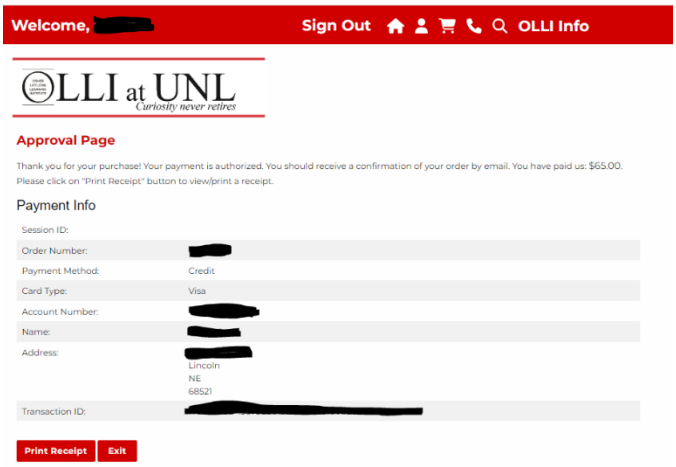
16. **You will be directed to a secure payment site. Here, click on CHECKOUT.**



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



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.**



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