

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

This is entirely optional

Your current card will still work.

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

On your phone open the link you were sent

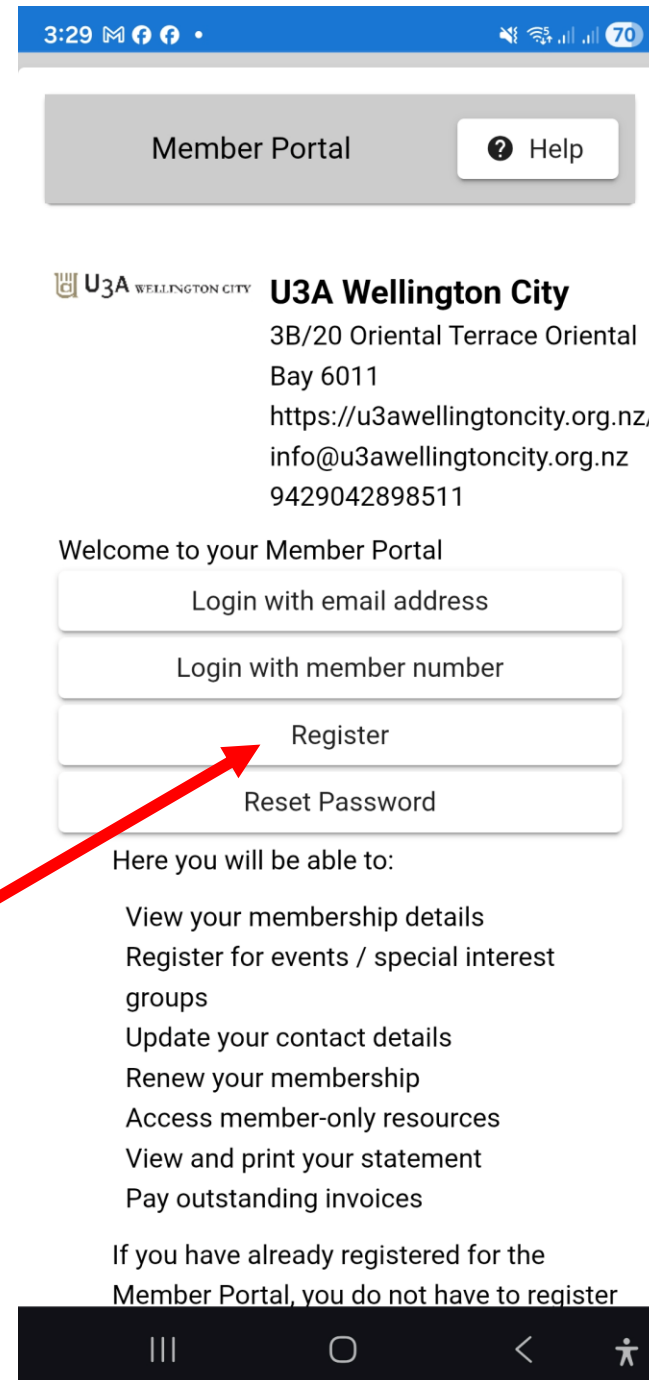
This takes you to the Member Portal sign up page



Or This QR code takes you to the page

Choose Register

Or click this [LINK](#)



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)

3:50 Register or Reset your PIN/Password

Please select how you would like to register. You can register by email address or by member number.

If you share an email address with another member, or you do not have an email address, you will need to register by member number.

If you have already Registered but have forgotten your password you will need to Re-register.

Register by Email Address

Register by Member Number

Email Address

← Back

→ Next

 **MEMBER WIZARD**

This service is hosted by Member Wizard on behalf of U3A Wellington City.

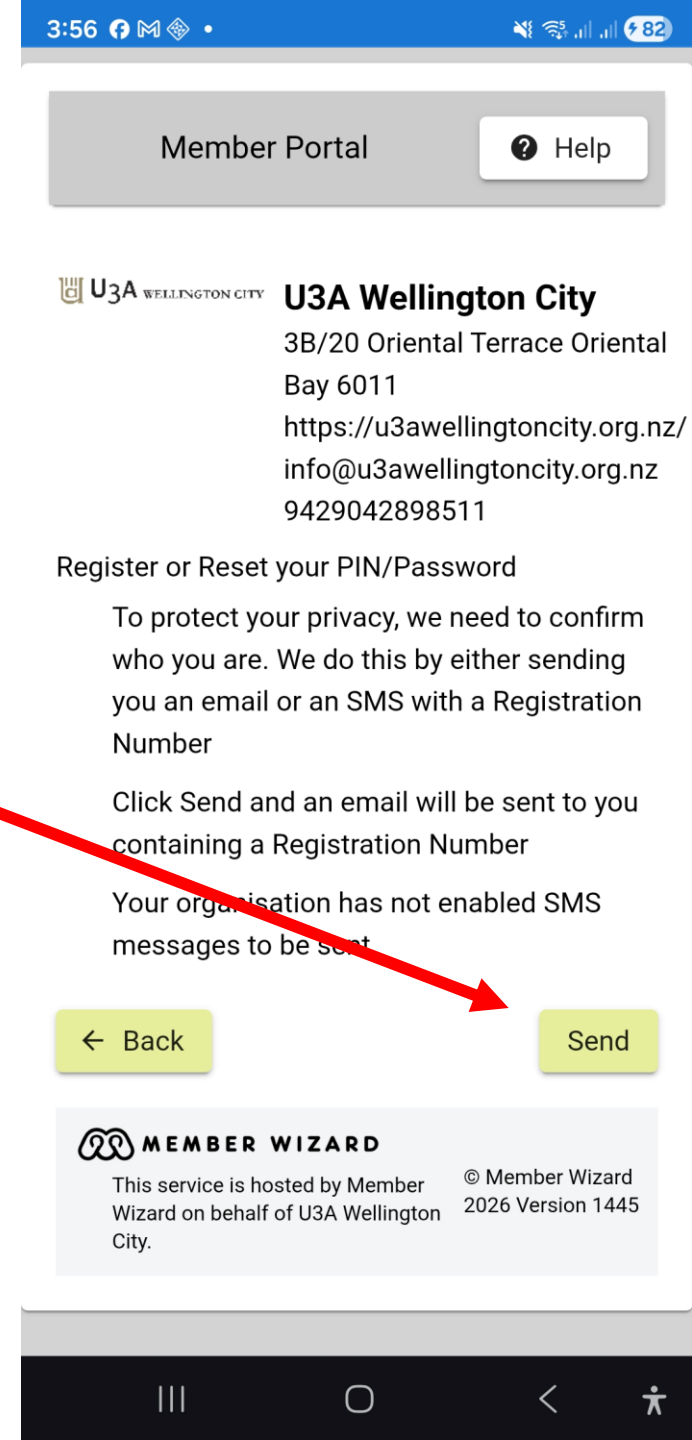
© Member Wizard
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Confirming who you are

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.

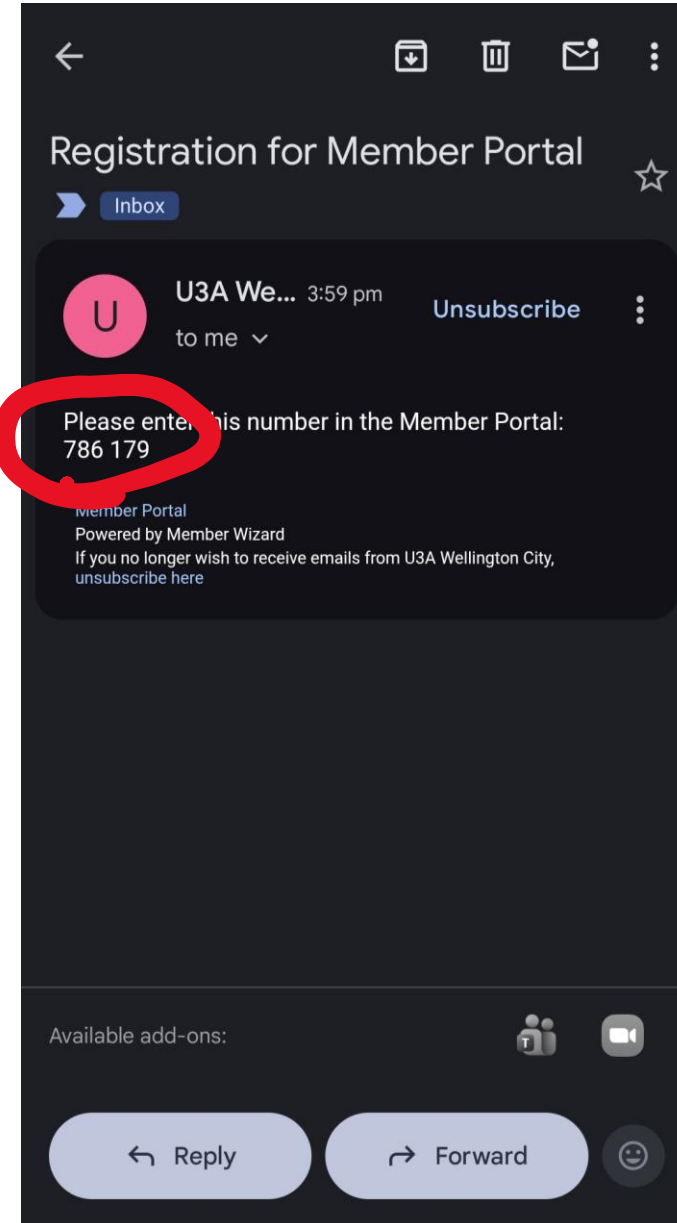


Confirming who you are - email

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



Member Portal

Help

U3A Wellington City
3B/20 Oriental Terrace Oriental Bay 6011
<https://u3awellingtoncity.org.nz/>
info@u3awellingtoncity.org.nz
9429042898511

Register or Reset your PIN/Password

When you receive the Registration Number, please enter it below

Registration Number

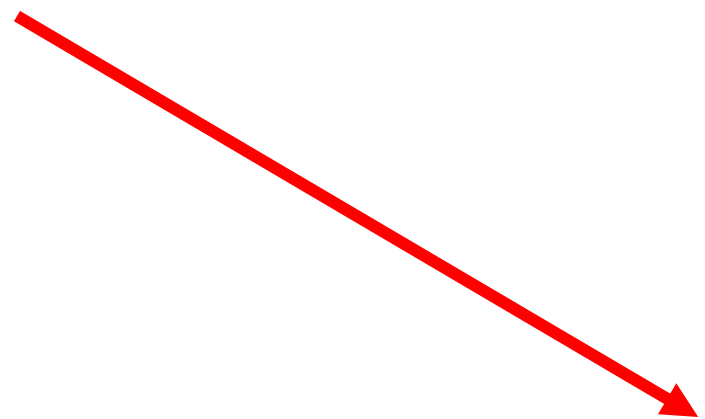
786179

← Back

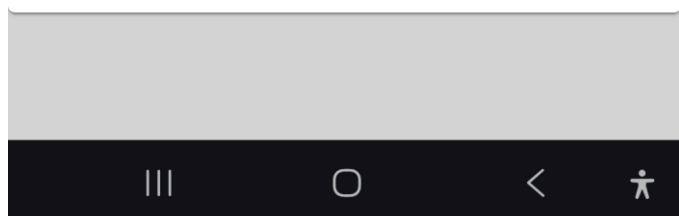
Confirm Registration Number

MEMBER WIZARD
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Enter the number from your email

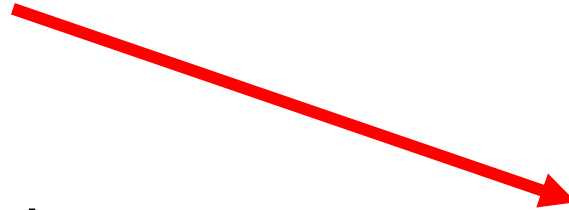


Then click Confirm Registration Number



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

You will have to use that password or phrase to get into your portal



4:05 M F • 86

Member Portal Help

U3A WELLINGTON CITY **U3A Wellington City**
3B/20 Oriental Terrace Oriental Bay 6011
<https://u3awellingtoncity.org.nz/>
info@u3awellingtoncity.org.nz
9429042898511

Register or Reset your PIN/Password

Thank you, your registration number is correct.

Please enter the password you would like to use to access your account.

[Learn about secure passphrases](#)
[Learn about password managers](#)

Password

← Back Save Password

MEMBER WIZARD
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You are then in your
Member Portal

Scroll further down



4:11 M f .

Member Portal Help

 **U3A Wellington City**
3B/20 Oriental Terrace Oriental
Bay 6011
<https://u3awellingtoncity.org.nz/>
info@u3awellingtoncity.org.nz
9429042898511

Home


Name
John Marwick

Member Number
3786

Paid To
30 Jun 2027

Membership Type
Full

Group
Not in any groups.

Last Refreshed
02 Jun 2026 16:10 

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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

