

How To Renew Your Membership Online

1. CREATING YOUR BEACON ACCOUNT:

If you have never renewed or joined online before, then you first need to create a Beacon Account.
If you have previously created your Beacon account skip to step 2.

- Open your renewal email that you have received from the membership team
- Click on the link in your email: “Renew Now”
- At the screen shown, enter your email address as given in your email we sent
- Then click on “Confirm Identity”

- At the next screen, enter the following pieces of information in the boxes shown, exactly as we have it recorded in the email, we sent you (**note: if you don't enter these exactly matching the records we have, the registration will fall over**)

- Your membership number
- Your forename
- Your surname
- Your Postcode
- Your Email address

- Now click “Confirm Identity”
- You will now be asked to create a password; the screen will tell you the format to use. *You may want to make a note of it temporarily*
- Now click on “Update Account”

- The next screen will then confirm your Beacon account is set up and that you need to access your account through an email link that has just been sent to you, for the first time. This email link only stays valid for 1 hour, so it's best to click to it immediately.

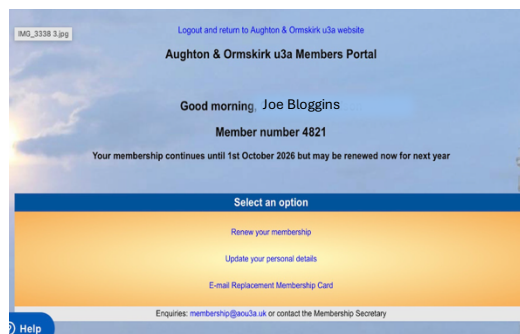
- Once you receive the email, click on the link provided to go to the **Beacon “Members Portal”** sign in screen
- At the “Members Portal” sign in screen, enter your password **exactly**, that you've just created, and click on “Confirm Identity” (*and destroy any temporary note you made of it*)

- l. The Beacon **“Members Portal”** screen will now appear. Here you can simply click on following options:

- renew your membership
- change your own personal details to keep them up to date
- request a replacement membership card at any time.

PLEASE NOTE:

- **You do NOT need to remember your password to Beacon.** At any time, you can go into any link to access the Beacon “Members Portal” sign in screen, and there simply click on **“Forgotten Password”**. You’ll get an email to reset it.
- If, at any point in above process, you get a system error message, it will be because you are not entering your information as an **exact** match to what we recorded in Beacon when you joined. Try again, making sure you use the **exact** details given in your renewal email. If that fails again contact the Membership Team (link on the U3A web page under “contacts”) and we’ll help you resolve the issues.



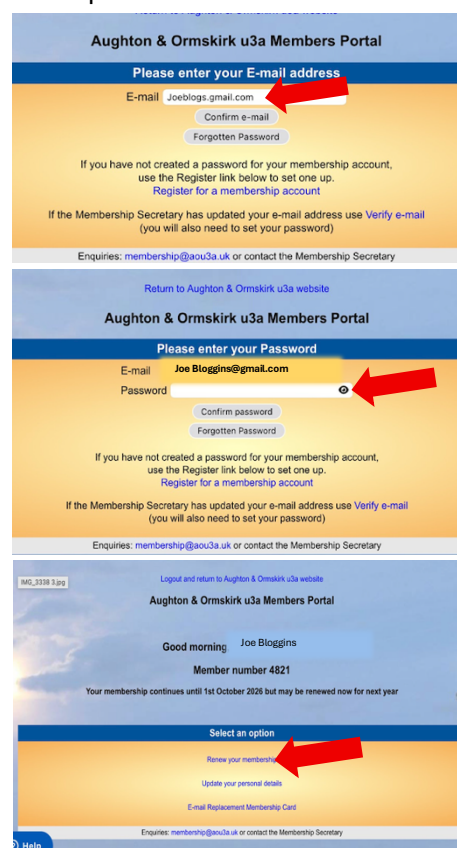
2. RENEWING ONLINE IN BEACON:

Once you have created your Beacon Account, you are now ready to renew

NOTE: You can pay with a debit or credit card. Alternatively, you can pay through a PayPal account, if you have one and choose that option. Please note that all online renewal payment transactions are processed through PayPal, but **you do not need to go into PayPal or have an account to make your payment.**

- a. Open your renewal email that you have received from the membership team

- 1) Click on the link **“Renew Now”** which will take you to the Beacon “Members Portal” sign in screen
- 2) Enter your email address **exactly** as shown in your renewal email we sent you
- 3) Click on **“Confirm email”** option
- 4) Now enter the Password you created **exactly**, including upper and lower case; *click on eye symbol on the right, to see what you’re typing*
- 5) Click on **“Confirm Password”** Option



- b. The **Members Portal** options will now appear. If you are in the period to renew, you will see the option **“Renew your membership”**. Click on this option. *If you are outside of the renewal period, your membership has “lapsed” and you won’t see the option to renew. You will need to contact the Membership Team to reinstate your membership first.*

- c. At the next screen, you will either appear as an “Individual” member or as a “Joint” member. If you are a Joint Member it will default to you paying to renew **both** members **at the same time** and will show you the total amount due for both members. *Contact the Membership Desk if you do not want to pay both Joint members at same time.*

Payment

Your membership class is Individual

Renewal fee is £10.00

Amount to pay: £10.00

Press the button below to proceed to PayPal to make payment
You may pay by credit or debit card or use

Make Payment

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

- d. Check the amount, and click on “**Make a Payment**”

Payment

Your membership class is System Tester Joint

Renewal fee for yourself and Maria Zorro is £20.00

If you only wish to renew for yourself, you must contact the membership secretary

Amount to pay: £20.00

Press the button below to proceed to PayPal to make payment
You may pay by credit or debit card or use

Make Payment

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal

- e. The payment screen will now show. Click on the “**Debit or Credit Card**” Option

NOTE: You *can* opt to go into PayPal, if you have a PayPal account already, that you want to use. You will be taken to PayPal and prompted through that by PayPal

Return to RC258 - Demotion u3a website

Complete Your Payment

You are about to pay for:

Individual membership

Amount to pay: £10.00

PayPal

Debit or Credit Card

Powered by PayPal

- f. Now enter your own Card details in the Payment screen, like this example. *You are required to provide this information for banking reasons, and your Email address is used by PayPal to send your payment confirmation or notify you of any payment issues. Our systems, and PayPal, do NOT store this information.*
- g. Now click on the “**Pay £**” button at bottom of this screen
- h. Your Payment will now be processed. Your own bank may now ask you to verify the payment, follow their instructions to confirm the payment
- i. Beacon will confirm your payment has been made and you have renewed. It may take a little while; do not refresh or stop your screen, until it has confirmed payment is complete.
- j. You will then receive 2 emails once the payment is processed fully:

Debit or Credit Card

Card number: 1234 1234 1234 1234

Expires 07 / 31 Security code 123

Billing address

First name Last name

Postcode

Mobile +44

Email

You acknowledge the terms of the service PayPal provides to the seller and agree to the Privacy Statement. No PayPal account required.

Pay £10.00

- 1) From the U3A Membership Team confirming your membership is renewed. **This email has an electronic image of your personal membership card for this year.** You can print it out from the email or take a photo on your mobile device to save it.
- 2) A separate payment confirmation from PayPal.

If you have any issues, at any point, with the process, please do contact the Membership Secretary. You can send an email direct to us from the link in the Aughton & Ormskirk u3a Web Site, under “Contacts” section.

The Membership Team would like to thank you for renewing online, as this saves us unnecessary administration work at a busy time