

MEMBERS' PORTAL – INITIAL REGISTRATION

The first time you access the Portal you will need to register using your email address (the one we hold on your membership record). You only need to do this once.

Make sure that you have your membership number to hand.

There is an online video of the process [here](#) (the screens won't be identical to ours as it is a demo video)

Go to the Portal web page : <https://u3abeacon.org.uk/u3aportal.php?u3a=101&sc=ZHOX>

Ignore the email field

At the bottom of the window, click **Register for a membership account**

Another window will open where you will enter the personal details we hold for you. When you have entered all of the information, click **Confirm identity**

The information must match exactly what is in your membership record – if it does not you will receive a prompt to try again.

Once you have correctly entered your personal information you need to create a password, then click **Update Account**.

A message will display to confirm that you have successfully signed up.

Check your emails for an email from Beacon and click the link to complete the registration process.

(If you can't see the message, do remember to check your Spam/Junk folder – if it's there please mark it as Not Spam/Not Junk to ensure future messages go straight to your normal Inbox).

After clicking the link, a new Portal page will open where you enter the password you created earlier, then click **Confirm Identity** to take you to your records.

The main screen will give you up to two options – **Update your personal details** and **Renew your membership**. The renewal option will only be visible when renewals are open and we have not yet received or processed your subscription.