

MEMBERS' PORTAL – RENEWING YOUR MEMBERSHIP

Renewing your membership via the Portal offers payment via debit card, credit card or PayPal account (if you have one) – the payment is processed BY PayPal but there is no obligation or need to have or to set up a PayPal account – see the notes further on. You do not need to access online banking and the process automatically updates your membership and finance records.

If you have not done so already, you will first need to register for access to the Portal – follow the instructions [here](#) – you only need to do this once. Make sure that you have your membership number to hand.

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

The image shows two screenshots of the login process. The first screenshot is titled 'Please enter your E-mail address' and features a text input field for the email, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Below this, it says 'If you have not created a password for your membership account, use the Register link below to set one up' with a 'Register for a membership account' link. The second screenshot is titled 'Please enter your Password' and shows the same email address 'wu3a.chapman@proton.me' entered, a password input field with an eye icon, and 'Confirm password' and 'Forgotten Password' buttons.

Enter your email address in the white box and click **Confirm e-mail**

Enter your password and click **Confirm password**

The main screen will appear, giving 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.

The screenshot shows a blue header with 'Good afternoon, [name]' and 'Member number [number]'. Below this, it states 'Your membership continues until 1st July 2026 but may be renewed now for next year'. A blue bar contains the text 'Select an option'. Below the bar are two buttons: 'Renew your membership' (highlighted in yellow) and 'Update your personal details'.

If any of your personal details have changed, first click **Update your personal details** and make the necessary changes.

To proceed to renew your membership click **Renew your membership**

Read the Gift Aid information that appears and tick the relevant box :

The screenshot shows a 'Gift Aid' declaration form. It explains that Gift Aid can make each £1 of a subscription worth 25p more. It states that £7.50 of a £10.00 subscription qualifies for Gift Aid. There are two radio button options: 'I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demoton u3a, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.' (which is selected with a red arrow) and 'I do not wish to Gift Aid my subscriptions and donations.' Below this, it asks to notify if the user wants to cancel, change address, or no longer pay sufficient tax. At the bottom, it notes that higher rate taxpayers must include all Gift Aid donations on their tax return.

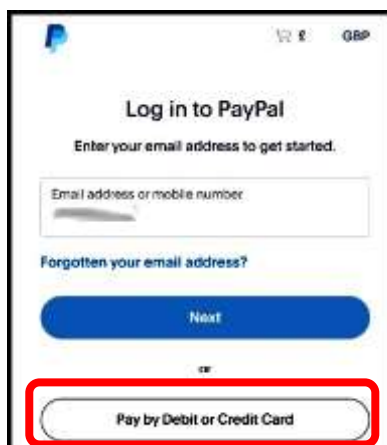
The next screen (not shown here) will confirm your membership class (Individual or Joint) and the amount to pay. Joint members please note – you will be presented with various options to pay just for one or both members

The screenshot shows a 'Payment' screen with the heading 'Amount to pay: £'. It says 'Press the button below to make payment' and 'You may pay by credit or debit card or use a PayPal account'. A red arrow points to the 'Make Payment' button.

Click **Make payment**

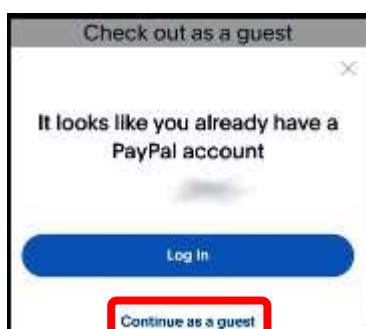
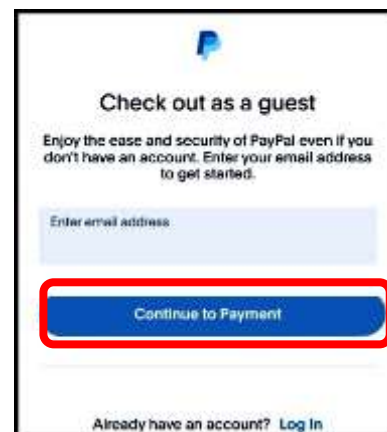
You will be taken to the PayPal site to process your payment – again, there is NO OBLIGATION OR NEED to have or create a PayPal account. Payment options will be Debit Card, Credit Card or PayPal account.

You are now presented with the PayPal screens in order to process your payment.



IGNORE the email address field and click **Pay by Debit or Credit Card**

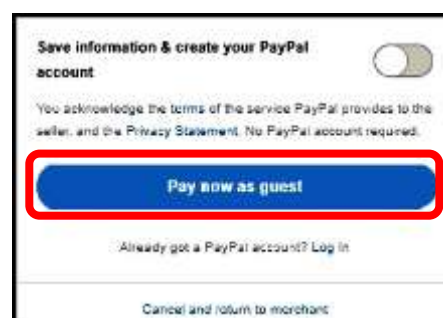
On the *Check out as a guest* screen, enter your email address (for a payment receipt to be sent to you) and click **Continue to Payment**



IGNORE the request to login to a PayPal account (unless you want to use that method) and click **Continue as a guest**



The *Pay with debit or credit card* screen appears – enter the card and security details requested then click **Pay now as a guest**



NOTE : at this point there is an option for you to pay via an existing PayPal account or to create one.



The button defaults to pay via a PayPal account, switch this button to OFF – unless you want to pay via an existing or new PayPal account, in which case leave it ON and follow the onscreen instructions.



At the payment confirmation screen, click **Return to seller** to take you back to the Members' Portal where you will see that your membership expiry has been updated.

You will receive two emails – one from PayPal confirming your payment and another from Waterlooville u3a confirming that your membership has been renewed for another year.