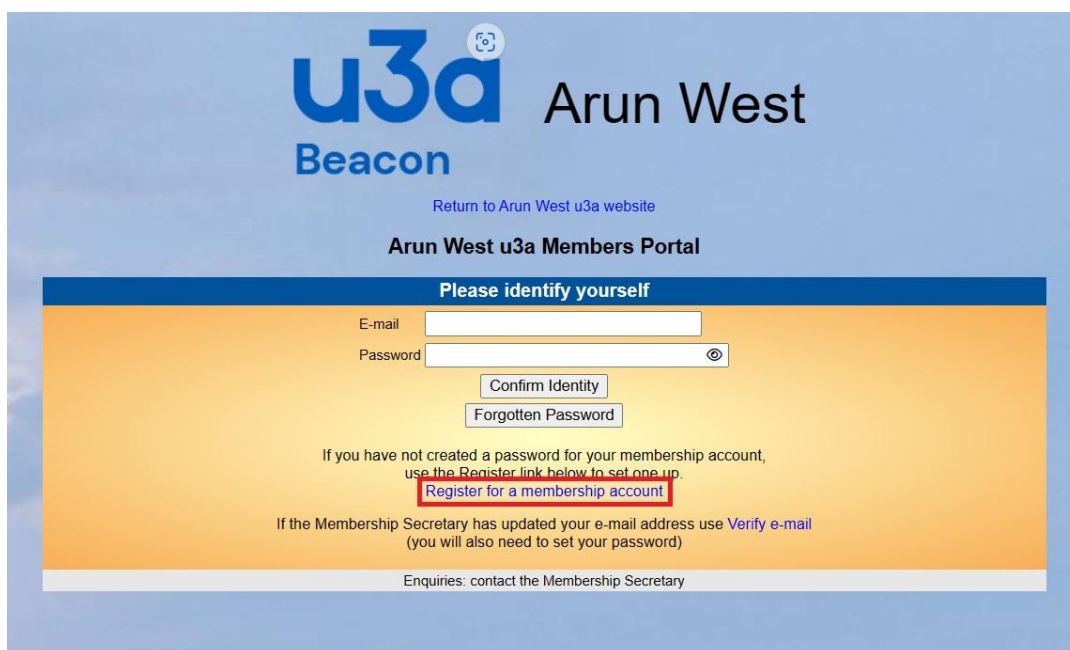


Setting your password in the Beacon Members Portal and Renewing your membership online.

Following the introduction of the Beacon Members Management system last year you will need to set up your account and password in the Arun West u3a Members' Portal. This is to ensure that your data remains safe when renewing or updating your membership.

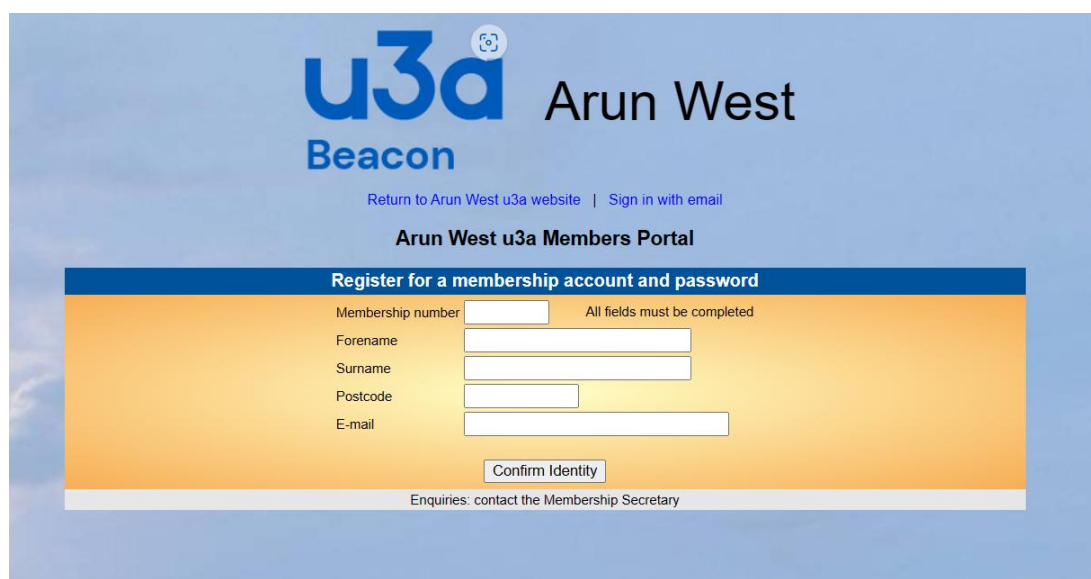
The portal login can be found here - <https://u3abeacon.org.uk/u3aportal.php?u3a=96&sc=GBXS>

When you first click on the link this page opens up – click on 'Register for a membership account' :-



The screenshot shows the login page of the Arun West u3a Members Portal. At the top, the logo for u3a Beacon is displayed next to the text 'Arun West'. Below the logo, there is a link 'Return to Arun West u3a website'. The main heading is 'Arun West u3a Members Portal'. The login section is titled 'Please identify yourself' and contains two input fields: 'E-mail' and 'Password'. Below these fields are two buttons: 'Confirm Identity' and 'Forgotten Password'. A message states: 'If you have not created a password for your membership account, use the Register link below to set one up.' The link 'Register for a membership account' is highlighted with a red box. Another message states: 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, it says 'Enquiries: contact the Membership Secretary'.

You will be then see this page :-

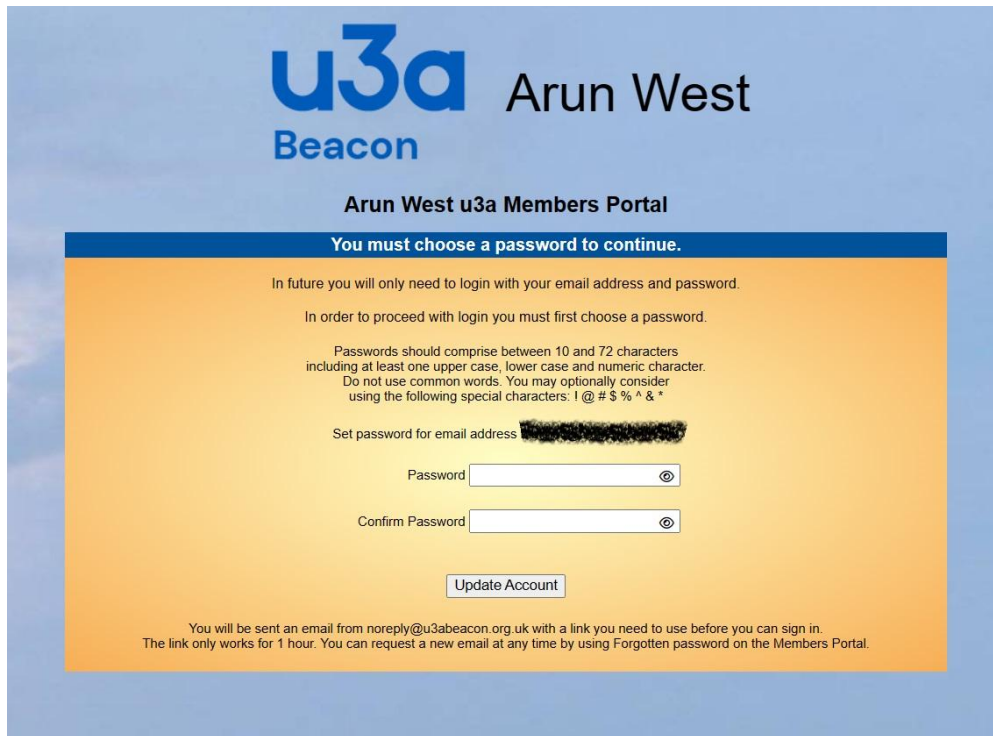


The screenshot shows the registration page of the Arun West u3a Members Portal. At the top, the logo for u3a Beacon is displayed next to the text 'Arun West'. Below the logo, there is a link 'Return to Arun West u3a website' and a link 'Sign in with email'. The main heading is 'Arun West u3a Members Portal'. The registration section is titled 'Register for a membership account and password' and contains five input fields: 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A message states: 'All fields must be completed'. Below these fields is a button 'Confirm Identity'. At the bottom, it says 'Enquiries: contact the Membership Secretary'.

Please note that it is important that you enter your details as originally given to Arun West u3a.

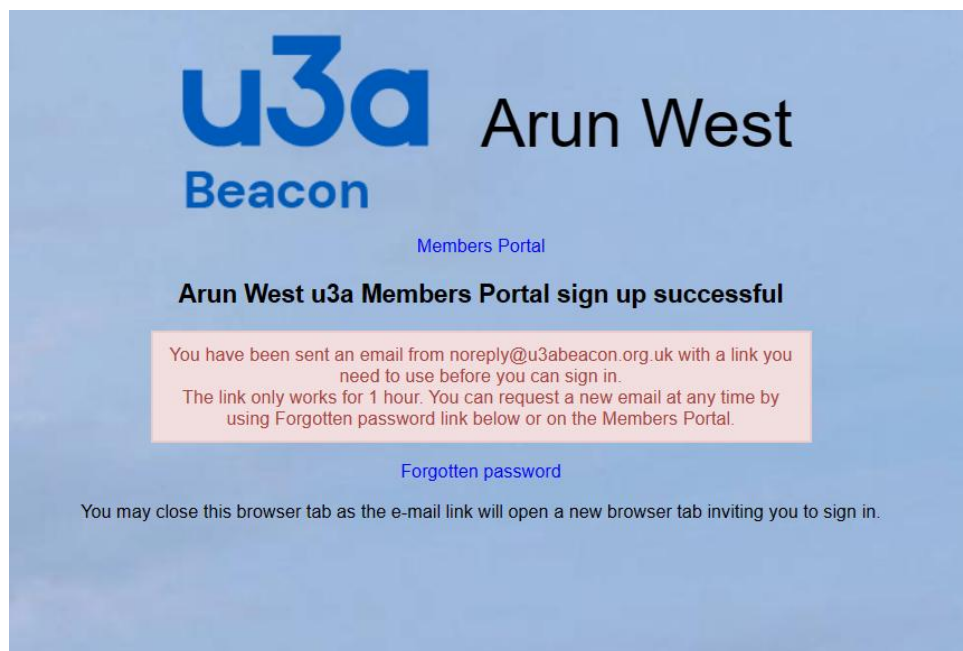
If you have any problems then please contact memsec.arunwestu3a@gmail.com

After completing this you will then be taken to the page where you can create your password. Please note the instructions showing which characters you can use :-



The screenshot shows the 'Arun West u3a Members Portal' with a blue header. Below the header, a blue bar states 'You must choose a password to continue.' The main content area is orange and contains instructions: 'In future you will only need to login with your email address and password. In order to proceed with login you must first choose a password. Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *'. Below this, it says 'Set password for email address' followed by a redacted email address. There are two password input fields labeled 'Password' and 'Confirm Password', each with an eye icon for toggling visibility. An 'Update Account' button is at the bottom. A footer note states: 'You will be sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password on the Members Portal.'

Upon completion of this you will be sent an email with a link for you to use and this page will inform you of that :-



The screenshot shows the 'Arun West u3a Members Portal sign up successful' page. It has a blue header with the 'u3a Arun West Beacon' logo. Below the header, it says 'Members Portal' in blue. The main heading is 'Arun West u3a Members Portal sign up successful'. A pink box contains the message: 'You have been sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password link below or on the Members Portal.' Below the pink box is a blue link 'Forgotten password'. At the bottom, it says 'You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.'

Please click on the link in your email and you will then be able to login by entering your email and password and clicking on **'Confirm Identity'**.

The screenshot shows the 'Arun West u3a Members Portal' login interface. At the top, the 'u3a Beacon' logo is on the left and 'Arun West' is on the right. Below the logo is a link 'Return to Arun West u3a website'. The main heading is 'Arun West u3a Members Portal'. A blue bar contains the text 'Please identify yourself'. Below this is a login form with fields for 'E-mail' and 'Password'. The 'Confirm Identity' button is highlighted with a red box. Below the button is a 'Forgotten Password' link. Further down, there is text about creating a password and a link 'Register for a membership account'. Below that, there is text about verifying an email address and a link 'Verify e-mail'. At the bottom, there is a link 'Enquiries: contact the Membership Secretary'.

u3a Beacon Arun West

[Return to Arun West u3a website](#)

Arun West u3a Members Portal

Please identify yourself

E-mail

Password

Confirm Identity

[Forgotten Password](#)

If you have not created a password for your membership account, use the Register link below to set one up.
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Enquiries: contact the Membership Secretary

You will then be successfully registered and logged in.

At this point you can either logout or choose to Renew your membership online. Click on **'Renew your membership'** to do the latter.

The screenshot shows the 'Arun West u3a Members Portal' dashboard. At the top, the 'u3a Beacon' logo is on the left and 'Arun West' is on the right. Below the logo is a link 'Logout and return to Arun West u3a website'. The main heading is 'Arun West u3a Members Portal'. Below this is a greeting 'Good afternoon, [redacted]' and a message 'Your membership continues until 1st March 2024 but may be renewed now for next year'. A blue bar contains the text 'Select an option'. Below this is a button 'Renew your membership' which is highlighted with a red box. Below the button is a link 'E-mail Replacement Membership Card'. At the bottom, there is a link 'Enquiries: contact the Membership Secretary'.

u3a Beacon Arun West

[Logout and return to Arun West u3a website](#)

Arun West u3a Members Portal

Good afternoon, [redacted]

Your membership continues until 1st March 2024 but may be renewed now for next year

Select an option


Renew your membership

[E-mail Replacement Membership Card](#)

Enquiries: contact the Membership Secretary

The following page will then inform you of your membership details and the amount owing. You can also choose to allow Arun West u3a to claim Gift Aid, please tick the relevant box.

Arun West u3a Membership Renewal

 If you wish to change your class of membership, you cannot renew on-line.
Please contact the membership secretary

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Arun West u3a reclaims on your subscription and donations in a tax year.

☐ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Arun West 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. *

* Your membership record is missing "Title" information (mr, ms, etc), and thus we cannot proceed with renewing your membership if you wish to Gift Aid this and future subscriptions.

Title:

☐ I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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 a PayPal account

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Arun West U3A to confirm renewal
Problems?: or contact the Membership Secretary

To continue please click on **'Make Payment'**. You will then see the following page.

 Arun West

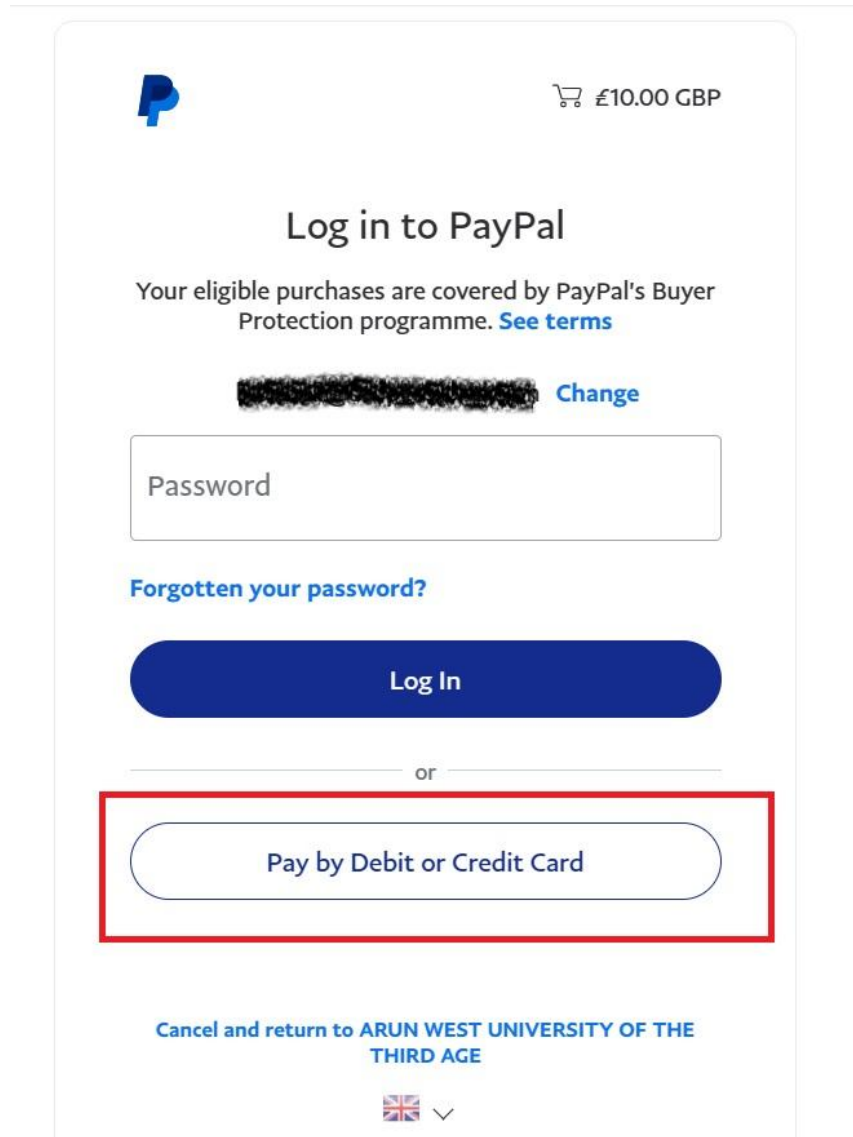
U3A Membership Renewal

Continue with payment

You are about to pay £10.00

You are then informed again of the amount owing, click on **'Continue to PayPal to complete payment'**

Important: You **do NOT** need to have, or to create a PayPal account in order to renew - simply use the credit/debit card option instead. If you do have an account then simply proceed as you normally do.



The image shows a PayPal payment interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". The main heading is "Log in to PayPal". Below this, it states "Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)". There is a masked email address followed by a "Change" link. Below that is a password input field labeled "Password". A link "Forgotten your password?" is positioned below the password field. A large blue "Log In" button is centered. Below the button is a horizontal line with the word "or" in the center. Underneath the line is a button labeled "Pay by Debit or Credit Card", which is highlighted with a red rectangular border. At the bottom, there is a link "Cancel and return to ARUN WEST UNIVERSITY OF THE THIRD AGE" and a small UK flag icon with a checkmark.

PayPal

£10.00 GBP

Log in to PayPal

Your eligible purchases are covered by PayPal's Buyer Protection programme. [See terms](#)

[Masked Email] [Change](#)

Password

[Forgotten your password?](#)

Log In

or

Pay by Debit or Credit Card

[Cancel and return to ARUN WEST UNIVERSITY OF THE THIRD AGE](#)

UK Flag

At this point you can choose to pay using PayPal if you have an account or by credit or debit card if not. **To do the latter click on 'Pay by Debit or Credit Card'**

Pay with debit or credit card

Your financial details won't be shared with the seller.



PayPal is the safer, easier way to pay

No matter where you shop, we help keep your financial information more secure.

Country/region
United Kingdom

Email address

Phone type
Mobile

Phone number
+44



Card number

Expiry date

Security code

Billing address

First name

Last name

Address line 1

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

We'll pre-authorise up to £10.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

Pay now as guest

Already got a PayPal account? [Log in](#)

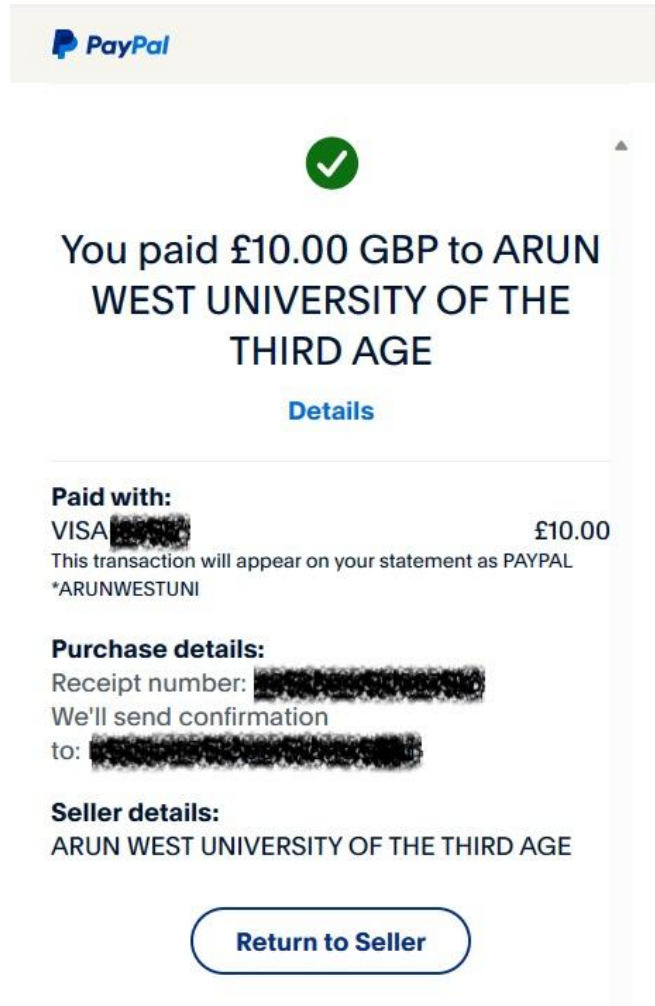
[Cancel and return to merchant](#)



Fill in your personal details. If you do not have a PayPal account the button asking you to 'Save information & create your PayPal account' will be blue – uncheck this if you don't wish to.

Now choose **'Pay Now as Guest'** to continue.

If successful you will get a positive confirmation of payment. This will confirm your personal details and give you a unique receipt number.



When you click on **'Return to Seller'** you will be taken to the following page :-



Note that your membership now continues until the 1st March 2025.

You will be sent two emails, one from PayPal confirming the transaction and one from Arun West u3a confirming your renewal which will also include a soft copy attachment of your new membership card.