

# Membership renewal online

1. Click the link on the website in Member Info/Online Renewal to enter the "Members Portal" of our Beacon management system.
2. Enter the requested data. \* Note: The first letter of your name must be upper case, the remainder lower case ie:  
  
Forename Surname ; and the postcode must have a single space between the 2 parts ie, PO99 8ZZ
3. If paying by credit or debit card make sure you have it to hand.
4. Click "Confirm Identity".
5. Once in the member's portal, click "Renew your membership".
6. You will be asked to confirm your gift aid status. If you are already registered with us for gift aid this box will have an "x" in it; if you are not registered but wish to be then click in the empty box. However, if your circumstances have changed and you are no longer eligible or do not wish to be registered for gift aid you may uncheck the box.
7. Once you are happy with this page, click the "Make Payment" button and you will be taken into PayPal where you can make the payment. Debit card, credit card or PayPal account are all acceptable means of paying.
8. If paying with a card then do so by clicking on the box "Pay with Debit or Credit Card", below the "Log In" box. The next page will show "PayPal Guest Checkout"
9. When the payment is complete you will be taken to our U3A web site.
10. You will then receive two emails, one from PayPal and one directly from the Beacon system.
  - **PayPal:** This will thank you for making the payment and let you know that we will also be sending you a confirmation of your renewal
  - **Beacon:** This email will confirm that you have renewed your membership and will tell you about your new membership card.