

Renewing Your u3a Membership Online Via Beacon

Login to the Members Portal and choose the option to **Renew Your Membership**

You will then see the following screen (1):-

1

Beacon

[Return to Belper & District u3a website](#) [Members Portal](#)

Belper & District u3a Membership Renewal

i 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 Belper & District 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 Belper & District 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

Make Payment ←

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Belper & District U3A to confirm renewal
Problems?: belpermembership@gmail.com or contact the Membership Secretary

You will need to choose one of the Gift Aid options before you can proceed; please refer to the email sent to you in December to see if you have previously opted to Gift Aid your membership fees. If you have and are still eligible, then please tick the first box.

If you haven't previously completed a declaration but would now like to Gift Aid, then please tick the box and send an email to the Membership Secretary (via the Contacts Page on our website) to request a Gift Aid Declaration Form.

If you are not eligible or do not wish to Gift Aid your subscriptions, please tick the appropriate box .

You can then click on '**Make Payment**' (indicated by red arrow above) and you will then see the following screen (2):-

2

U3A Membership Renewal

Continue with payment

You are about to pay £10.00

Continue to PayPal to complete payment

Click this box

Click on 'Continue to PayPal to complete Payment'. This will take you to the PayPal website as they are handling the transactions on behalf of Belper & District U3A.

After you click on the box you will see the following screen (3).

NB - You do not need a personal PayPal account – you can pay by Debit or Credit card. Click on the 'Pay by Debit or Credit Card' box as indicated by the red arrow (on screen 3 below).

If the **Pay by Debit or Credit Card** box is not visible on your screen, scroll down the page to see it and then click on it.

3

Log in to PayPal

Enter your email address to get started.

Email address or mobile number

[Forgotten your email address?](#)

Next

or

Pay by Debit or Credit Card

[Cancel and return to Belper & District U3A](#)

Click this box

You will then see the following screen (4) where you should enter your email address (so they can send you confirmation of payment) and then click on **'Continue to Payment'**

4

Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address

Continue to Payment

Already have an account? [Log In](#)

[Contact us](#) [Privacy](#) [Legal](#) [Worldwide](#)

You will then see a screen similar to the following (5) which is where you can enter your card details, address etc and complete the payment by following the instructions on the screen.

5

Belper & District U3A

PayPal Guest Checkout

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

Country/region
United Kingdom

Card type

Card number

Expiry date

Security code

First name

Last name

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional)

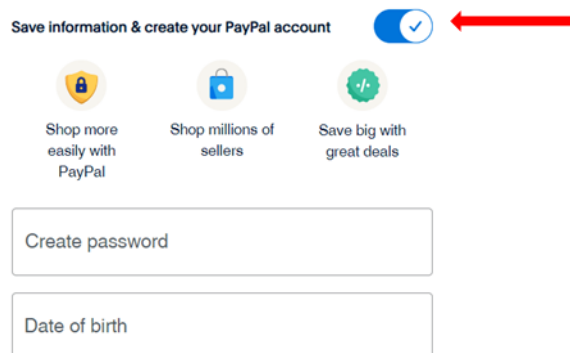
Postcode

PayPal is the safer, easier way to pay

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

You will need to scroll down the screen to complete the form and the transaction.

NB – if you do not wish to create a PayPal account, make sure that the option below the billing address (which defaults to save your details, as shown) is turned off by moving the slider to the left.



When the transaction is completed you will receive 2 emails, one from PayPal acknowledging payment and the other from the Beacon System acknowledging renewal of your membership, with your membership card as an attachment.

If you have not received these emails within an hour please check your spam/junk mail folder.

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