



Cardiff U3A : Beacon Administration System

HOW TO : RENEW YOUR MEMBERSHIP USING THE MEMBERS' PORTAL

This document is a brief guide for Members and covers how to access the Members' Portal and renew your membership. It takes you through each step of the process and shows you each screen you will see.

Payment System

Please note that even though the Cardiff U3A uses PayPal to collect subscriptions, **you do NOT have to have a PayPal account**. You may use an ordinary credit or debit card. If you do have a PayPal account, you may use that if you wish.

You will need:

You will need the following information to login to the Portal:

- Membership Number (from your Membership Card)
- Forename
- Surname
- Postcode
- Email Address

To make payment:

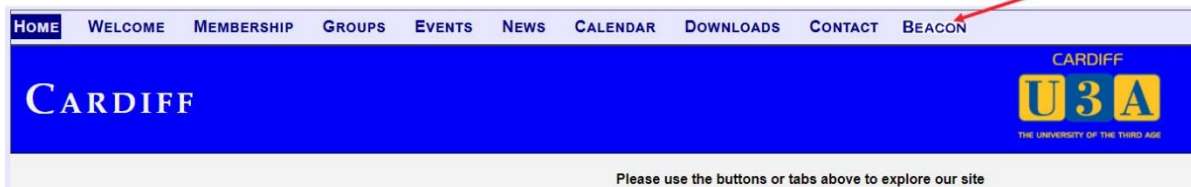
- Credit card or a Debit card

Accessing the Members' Portal

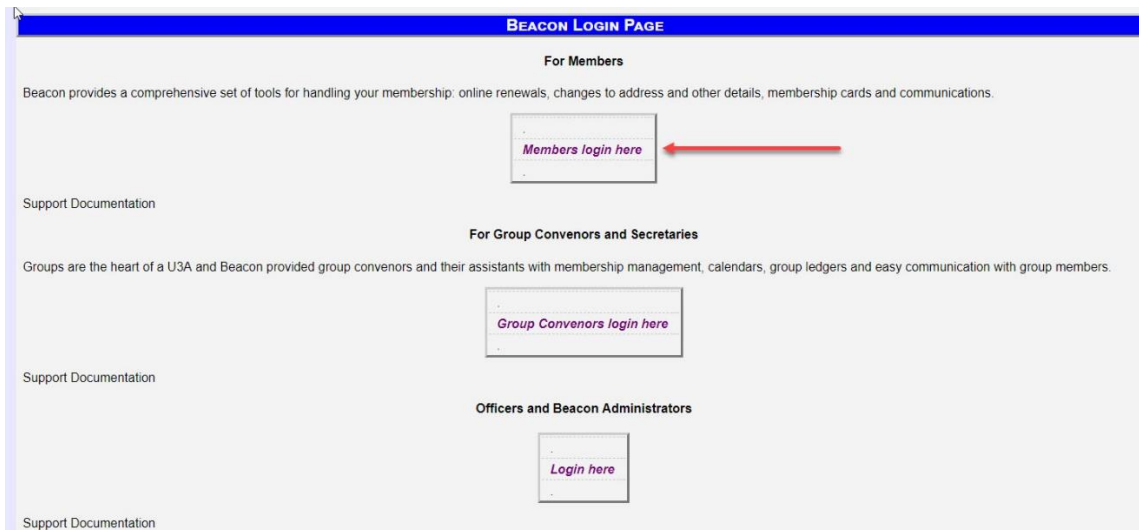
With your usual browser (Microsoft Internet Explorer or Edge, Google Chrome, Safari, Firefox etc), browse to the address for the Cardiff U3A website

<http://www.u3asites.org.uk/cardiff/home>

and select the **Beacon** option:



Now click on the button '**Members Login Here**'



Login to the Portal

You will see the following screen



Cardiff

[Return to Cardiff U3A website](#)

Cardiff U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary

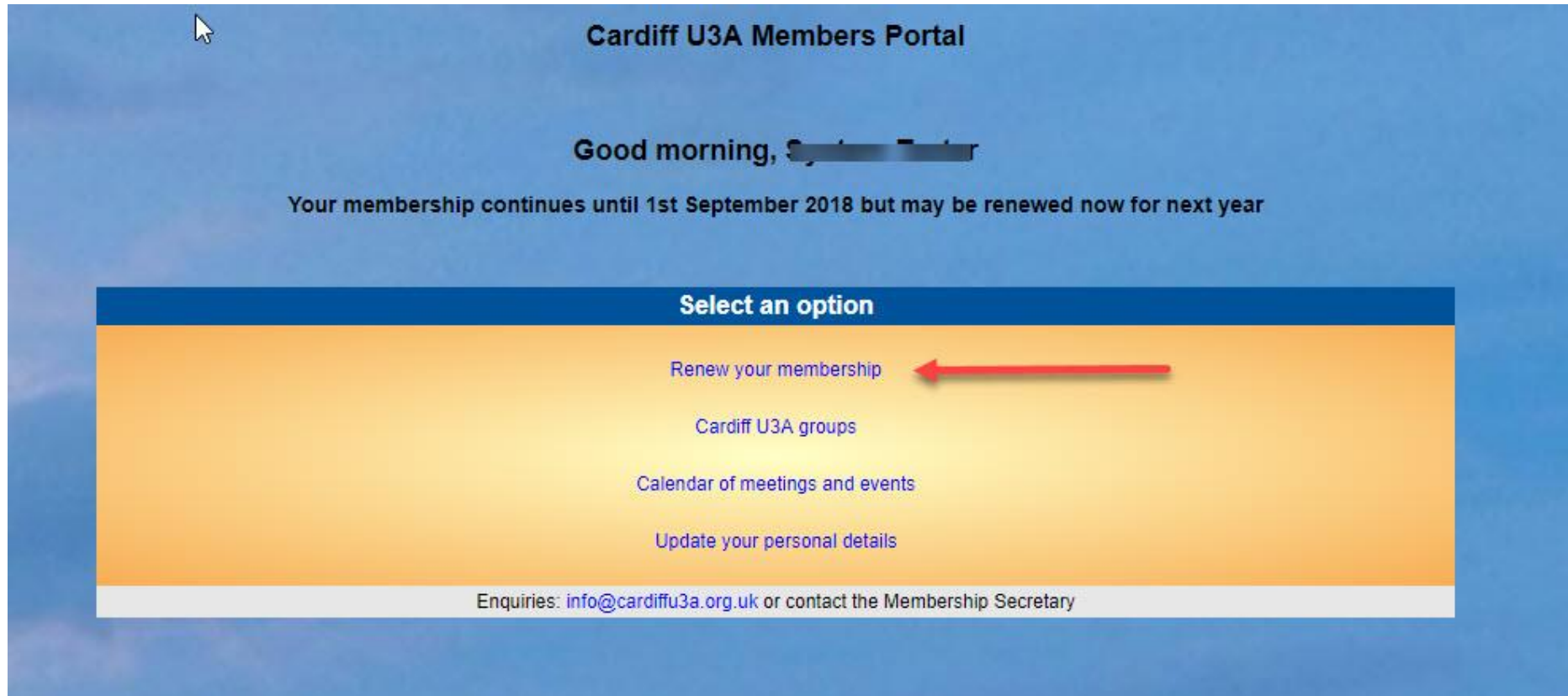
You should complete the form and click on the button marked **Confirm Identity**. Here is an example:



The screenshot shows the Cardiff U3A Members Portal. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE' below it. To the right of the logo is the word 'Cardiff'. Below the logo is a blue link that says 'Return to Cardiff U3A website'. The main heading is 'Cardiff U3A Members Portal'. Below this is a form titled 'Please identify yourself' with a blue header. The form has a light orange background and contains the following fields: 'Membership number' with the value '140', 'Forename' with 'Owen', 'Surname' with 'Parry', 'Postcode' with 'CF99 6LD', and 'E-mail' with 'owen.parry1402@gmail.com'. To the right of the membership number field is the text 'All fields must be completed'. At the bottom of the form is a button labeled 'Confirm Identity'. Below the form is a grey bar with the text 'Enquiries: info@cardiffu3a.org.uk or contact the Membership Secretary'.

You will then be taken to the Portal Home Page:

Members Portal Home Page



To renew your membership, select the first option as indicated.

- The other options are available, but this document only deals with renewal.
- You will only see the renewal option during the renewal period.

Membership Renewal

This is an example of the screen you will see. The amount for your renewal will be different and your membership class will be **Individual**.

Cardiff U3A Membership Renewal

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

Payment

Your membership class is System Tester

Renewal fee is £ 1.00

Gift Aid Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

Amount to pay: £ 1.00

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 Cardiff U3A to confirm renewal

Problems?: memsec@cardiffu3a.org.uk or contact the Membership Secretary

If you wish the U3A to claim Gift Aid on your subscription, please tick the check box as shown.

Please also note the text highlighted here. The Cardiff U3A uses PayPal to collect subscriptions but **you DO NOT have to have a PayPal account**. You may use an ordinary credit or debit card. If you do have a PayPal account, you may use that if you wish.

Please click on the button **Make Payment**

U3A Membership Renewal

Continue with payment

You are about to pay £ 1.00

[Continue to PayPal to complete payment](#)


and you will be taken to the PayPal screen. Fill in the details here – it is just like any online purchase.

Paying via PayPal

If you want to pay using PayPal

OR

Pay by Debit or Credit Card

 £1.00 GBP

Got a PayPal account? [Log In](#)

or

Country
United Kingdom

Card type

Card number

Expiry Date CSC

First name Last name

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional) Postcode

Contact information

Phone number type Mobile Mobile number +44

Email address

I have read, and I consent and agree to PayPal's [Privacy Policy](#) (including PayPal processing and disclosing my personal data). I understand I can change my communication preferences at any time. I also agree to the terms of [PayPal Account Optional](#).

[Pay Now](#)

Cancel and return to The Cardiff U3A [Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999-2018

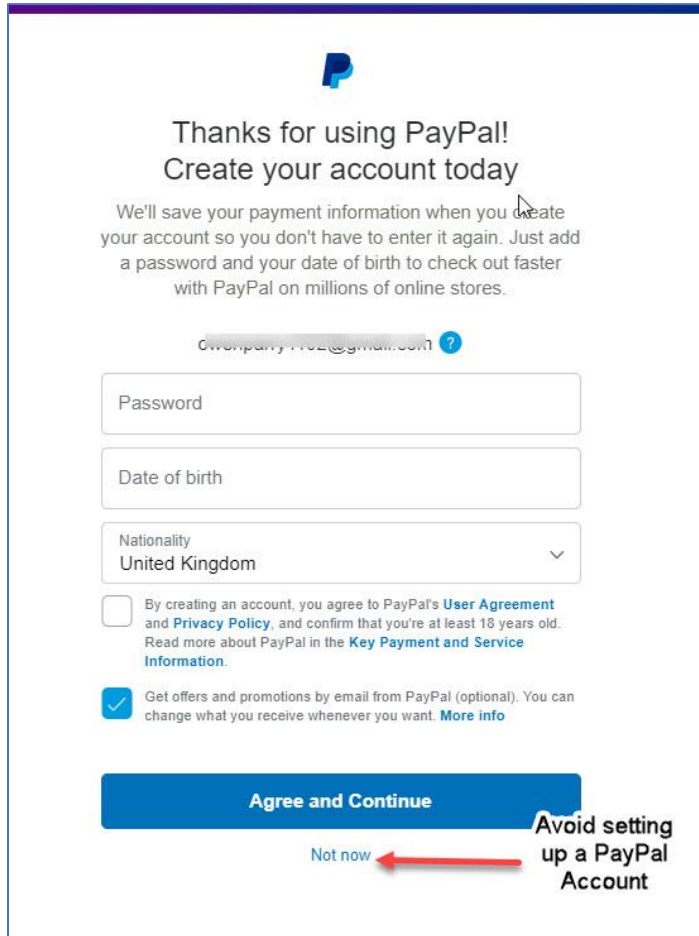
PayPal is the safer, easier way to pay

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

When you have filled in the form, remember to click on the blue **Pay Now** button.

Avoiding Creating a PayPal account

When you do so, PayPal will complete the transaction but prompt you to create an account. You do **NOT** have to do this. Click on the words in blue right at the bottom of the screen **Not Now**

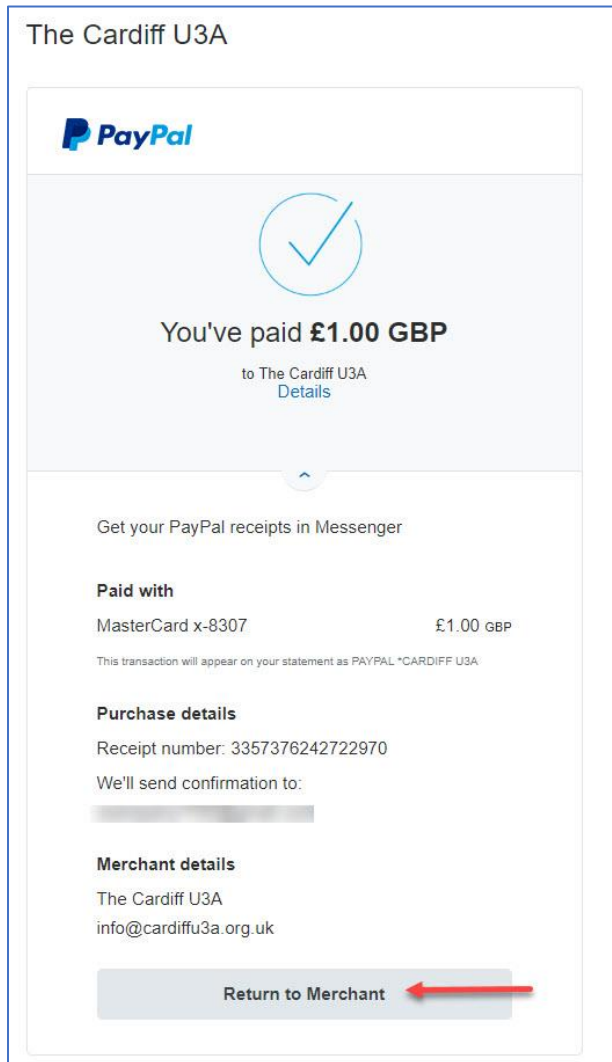


The screenshot shows the PayPal account creation interface. At the top is the PayPal logo. Below it, the text reads "Thanks for using PayPal! Create your account today". A message states: "We'll save your payment information when you create your account so you don't have to enter it again. Just add a password and your date of birth to check out faster with PayPal on millions of online stores." There is a text input field containing "Gwenperry1982@gmail.com" with a question mark icon. Below this are three input fields: "Password", "Date of birth", and a dropdown menu for "Nationality" set to "United Kingdom". Two checkboxes are present: the first is unchecked and relates to agreeing to terms; the second is checked and relates to receiving offers. At the bottom, there is a large blue "Agree and Continue" button and a smaller blue "Not now" link. A red arrow points from the text "Avoid setting up a PayPal Account" to the "Not now" link.

Confirmation of Payment

When you have avoided creating an account, you will see a screen confirming your subscription renewal. An email will be sent to your Inbox from PayPal.

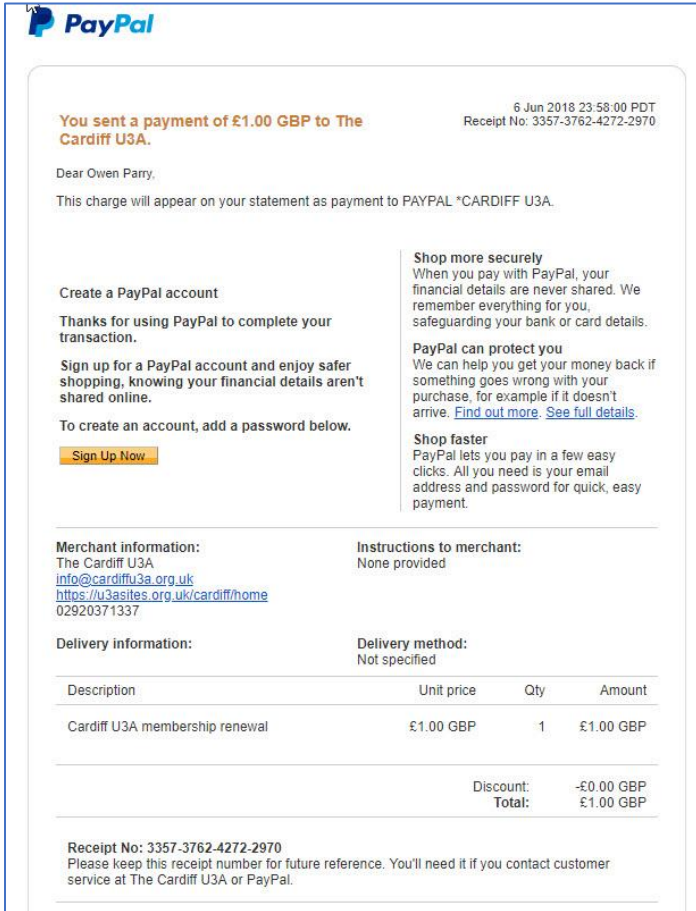
You should click on the button **Return to Merchant**.



You will be returned to the Members Portal page.

Confirmation Email

The process is now complete. You will receive an email from PayPal something like this:



The screenshot shows a PayPal confirmation email. At the top left is the PayPal logo. The main heading reads "You sent a payment of £1.00 GBP to The Cardiff U3A." To the right of this heading, the date and time "6 Jun 2018 23:58:00 PDT" and the receipt number "Receipt No: 3357-3762-4272-2970" are displayed. Below the heading, the recipient is addressed as "Dear Owen Parry," and it is noted that the charge will appear on their statement as payment to "PAYPAL *CARDIFF U3A." The email contains several promotional sections: "Create a PayPal account" with a "Sign Up Now" button, "Shop more securely" explaining that financial details are never shared, "PayPal can protect you" offering a money-back guarantee, and "Shop faster" highlighting the ease of payment. A table of merchant information, delivery information, and a transaction summary table are also present. The transaction summary table shows a single item: "Cardiff U3A membership renewal" for £1.00 GBP. The total amount is £1.00 GBP, with a discount of £0.00 GBP.

You sent a payment of £1.00 GBP to The Cardiff U3A. 6 Jun 2018 23:58:00 PDT
Receipt No: 3357-3762-4272-2970

Dear Owen Parry,

This charge will appear on your statement as payment to PAYPAL *CARDIFF U3A.

Create a PayPal account
Thanks for using PayPal to complete your transaction.
Sign up for a PayPal account and enjoy safer shopping, knowing your financial details aren't shared online.
To create an account, add a password below.
[Sign Up Now](#)

Shop more securely
When you pay with PayPal, your financial details are never shared. We remember everything for you, safeguarding your bank or card details.

PayPal can protect you
We can help you get your money back if something goes wrong with your purchase, for example if it doesn't arrive. [Find out more. See full details.](#)

Shop faster
PayPal lets you pay in a few easy clicks. All you need is your email address and password for quick, easy payment.

Merchant information:
The Cardiff U3A
info@cardiffu3a.org.uk
<https://u3asites.org.uk/cardiff/home>
02920371337

Instructions to merchant:
None provided

Delivery information:

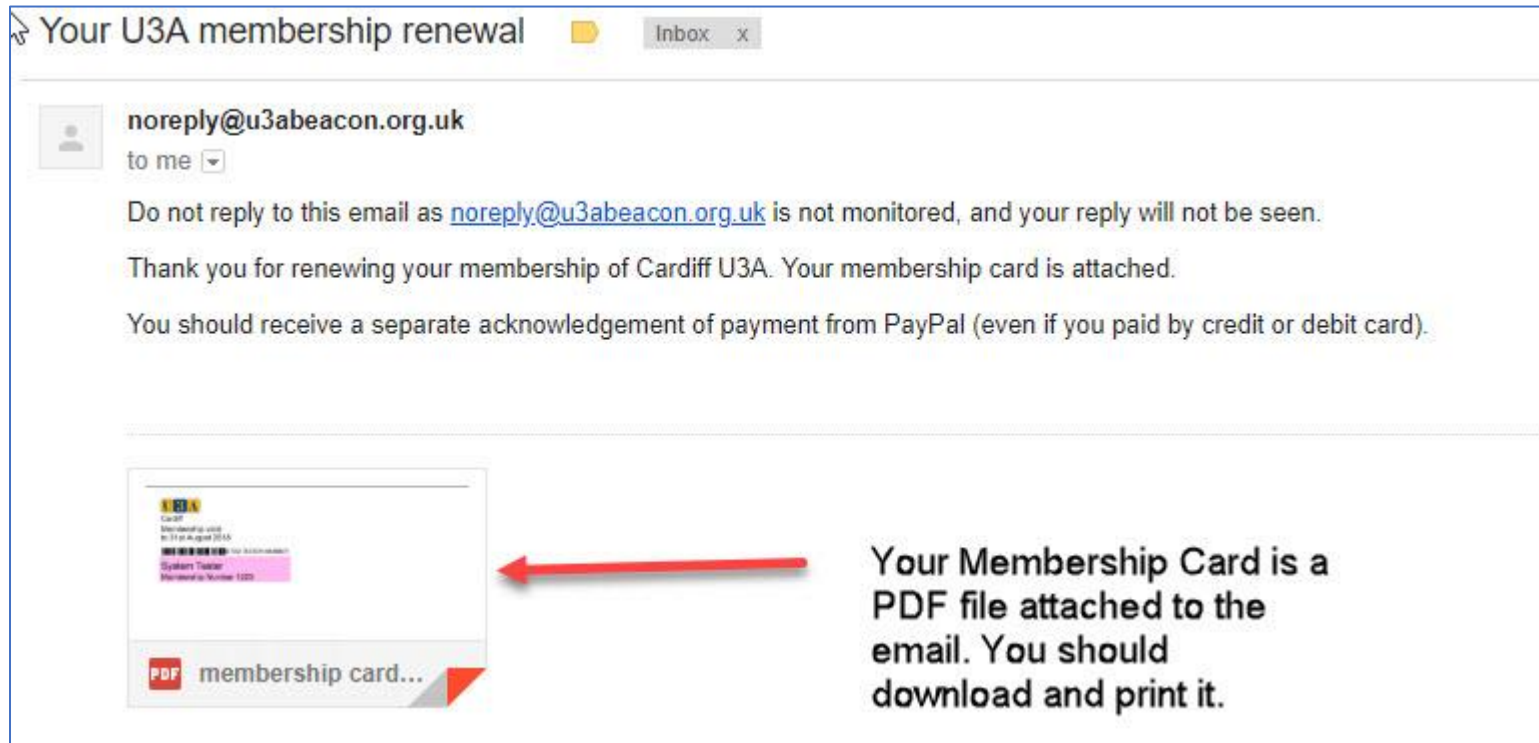
Delivery method:
Not specified

Description	Unit price	Qty	Amount
Cardiff U3A membership renewal	£1.00 GBP	1	£1.00 GBP


Discount: -£0.00 GBP
Total: £1.00 GBP

Receipt No: 3357-3762-4272-2970
Please keep this receipt number for future reference. You'll need it if you contact customer service at The Cardiff U3A or PayPal.

Email from Cardiff U3A and Your New Membership Card



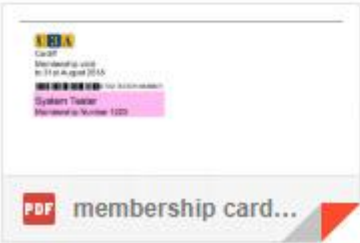
Your U3A membership renewal Inbox x

 noreply@u3abeacon.org.uk
to me ▾

Do not reply to this email as noreply@u3abeacon.org.uk is not monitored, and your reply will not be seen.

Thank you for renewing your membership of Cardiff U3A. Your membership card is attached.

You should receive a separate acknowledgement of payment from PayPal (even if you paid by credit or debit card).

 **PDF** membership card...

Your Membership Card is a PDF file attached to the email. You should download and print it.