<u>Introducing an enhancement to the Beacon Database</u>

We have introduced a new facility into the Beacon Database which enables you to view and update the details held about you on the system, **it will also enable you to renew your membership by direct payment (if you have a PayPal account) or credit card.**

To access this system, you need to create a u3a Beacon account (no charge is applied) and to do this you need to have your Membership Number, Forename, Surname, Post Code and e-mail address as stored on Beacon. The process is very simple and is set out below: -

Creating your personal u3a Membership Account:

- *Log into the following internet address -*https://u3abeacon.org.uk/u3aportal.php?u3a=289&sc=ZCXP

- *Ignore the e-mail address and Password Boxes but click **on "Register for a membership account".***

- *Enter **your Membership Number which is shown on the e-mail.***

- *Forename, Surname, Post Code and e-mail address*

- *If the system recognises you then you will be asked to create a password and confirm it. If it doesn't you will have two more attempts to correct the information.*

- *Click on Confirm Identity*

- *Enter a password of your choice and confirm it.*

- *Click on Update Account.*

- *You will be sent a confirming e-mail and when this is opened click on "confirm using this link"*

- *At the next screen enter your e-mail address and password and confirm. your identity*

- *You are now able to see your details as held on Beacon and can update them.*

- ***This is very similar to creating site accounts for most internet sites and you are guided through it.***

Paying by PayPal or guest credit card:

- *By clicking on renew your membership you can pay by using your Bank Account (if you have a Pay Pal account) or Credit Card. Pay Pal is the payment processor*

- ***PLEASE NOTE IF YOU PAY AS A GUEST IT IS JUST THE SAME AS PAYING BY CREDIT CARD AT A SHOP.***

- *Select whether you wish to permit Gift Aid and Click on Make Payment.*

- *Click on "Continue to Pay Pal to complete payment".*

- *You can either Log In if you have a Pay Pal account, create an account **or pay as a guest (no Pay Pal account needed).***

- ***Select Make Payment either as a guest or via your PayPal account.***

- *Once payment has been made you will receive a confirmation e-mail from Beacon and also from Pay Pal.*

If you have a problem with this please you can contact Andrew Harper (Beacon Co-ordinator)