

## Renewing Online

To renew membership online it is necessary to use the Member's Portal to enter a specific area of our Beacon database.

If you are involved in the running of one of our groups you may already have a Beacon log-in with a user name and a password. **Such a user name and password cannot be used to proceed through the Member's Portal** - they are only used when you wish to add members to your group or when you wish to email group members.

To access the Member's Portal please use this link - also available on the Membership Page of our website: [Member's Portal](#)

The first screen asks you to **Please identify yourself** with boxes for Email and Password. (Please remember you cannot proceed here by using any Beacon password you already have for group admin.)

The great majority of members have not yet created a membership account. Therefore on this first screen you will need to look further down the screen for [Register for a membership account](#) and Click on the link.



This next screen asks you to identify yourself by entering Membership Number, Forename, Surname, Postcode and Email address. These details must match those stored on our Beacon database and were included in your invitation to renew email.



Please remember your Forename and Surname need initial capitals and your Postcode needs a space in the middle. After entering your details select **Confirm Identity**.

In the following screen you can create and confirm your password. The password needs to be between 10 and 72 characters long and needs to include at least one uppercase letter, one lowercase letter and a numeric character. To make passwords easier to remember we would suggest your password could be Mawdesley followed by your membership number and # No spaces in your password.

After creating and confirming your password select **Update Account**.

**Please make a note of this password. You will probably not use it again until you renew next year.**

You will now see the following screen confirming that you have been sent an email with a link.

If the email doesn't arrive in your Inbox within a few minutes, check your **Spam** folder. Click the link in the email and you will be taken again to the Member's Portal with the first screen for entering Email and Password. As you have now created your membership account, this time you can enter your email address and your newly created password, select **Confirm Identity** and you will be presented with options including **Renew Your Membership**.

Creating the Membership Account is a one-off. From now on each year to renew online you will be able to proceed through the Member's Portal with your email and this newly created password.