

User Guide to Members Portal

Overview

Using the portal, you will be able to:

- View information about your u3a's Interest Groups and add or remove yourself to/from Groups.
- View and update your Personal Details.

Beacon Members Portal

The link is found on the Membership page of the Tiptree u3a website.

Before you start make sure you have your membership number to hand, it is shown on your Membership Card.

The first time that you access the Portal after 18th April 2023 you see the following screen. Do not enter an email address or password initially. Click **Sign In with membership details**.

Demoton u3a Members Portal

Please identify yourself

E-mail

Password

[Confirm Identity](#)

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.

[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

- Type in your Membership number, Forename, Surname, Post Code, and email address, then press **Confirm Identity**
- If you can't remember your Membership number, it is shown on your Membership Card, or contact your Membership Secretary.
- The details entered must exactly match that held by your u3a.

- If you have previously supplied a familiar name (e.g., Ted, Liz), that is also accepted as a Forename.
- If you are unable to log in to the Members Portal, it may be due to not having JavaScript enabled in your browser. This can be remedied as described at <https://enable-javascript.com/>

Identity

Demoton u3a Members Portal

Please identify yourself


Membership number All fields must be completed

Forename

Surname

Postcode

E-mail



Note: if you have already set a password on a previous occasion and you enter the 5 pieces of information again you will get the Please identify yourself screen with a message prompting you to use the Forgotten password link.

Demoton u3a Members Portal

You already have a password setup for this e-mail address. If you are having problems use the [Forgotten password](#) link or contact the Membership Secretary if your e-mail address has changed.

After entering the required 5 pieces of data and pressing **Confirm Identify** you will be asked to create a password of between 10 and 72 characters including at least one upper case, lower case, and numeric character.

Enter and confirm your password and press **Update Account**

Demoton u3a Members Portal

You must choose a password to continue.

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Set password for email address
raeme.bunting@beacon.u3a.org.uk

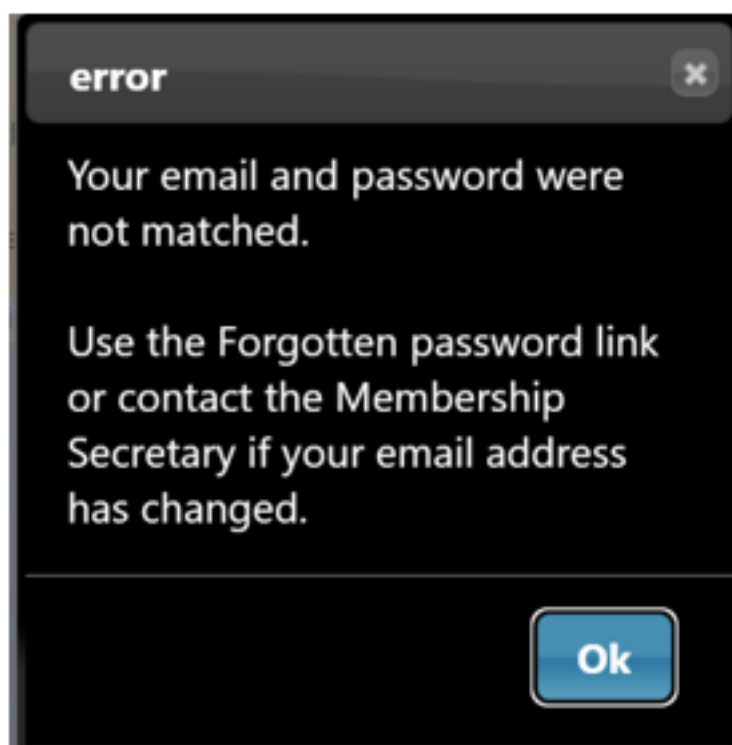
Password

Confirm Password



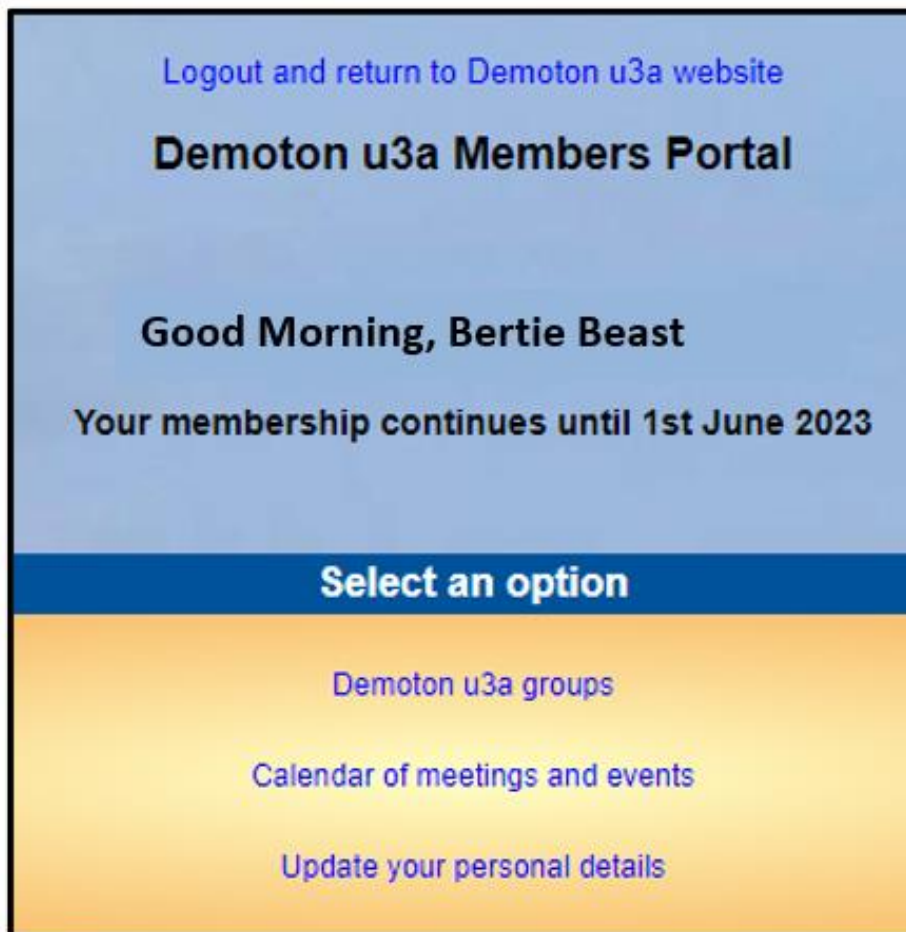
After entering your email address & password, press **Confirm Identity**

If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact your Membership Secretary.



Note that your Membership Secretary can neither see nor set your password.

After a successful sign-in you will be taken to the Members Portal Home page



Members that share an Email Address & Password

When 2 members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list

Note: it is not good practice to share a password from a security point of view, so it is recommended that when 2 members share an email address, they use different passwords when registering to use the Members Portal.

Demoton u3a Members Portal

Please identify yourself

Select member you want to proceed with 

-
-

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.
[Sign In with membership details](#)

Enquiries: onlinerenewals-email@youru3a.org.uk or contact the Membership Secretary



Changing your password

If you forget your password or wish to change it, click the **Forgotten password** link on the log-in page.

Demoton u3a Members Portal

Please identify yourself

E-mail

Password 

[Forgotten password](#) 

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.
[Sign In with membership details](#)

Enter your email address and click **Reset Password**

Reset or change password - Members Portal

Please enter your email to continue.

Email Address

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**

U3A Members Portal - Restore password

Choose a new password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Password

Confirm password

Changing your Email Address

If you wish to change your email address, you have 2 options:

- Sign into the Members Portal using your old email address, select **Update your personal details** and update the email **or** ask your Membership Secretary to update your details on the system.

With both options you will be sent an email with a link you will need to click to verify you have the correct email address. Your password will remain unchanged.