

STEP BY STEP SCREEN SHOTS OF THE ONLINE RENEWAL PROCEDURE

If you are *not familiar* with on-line transactions this presentation will take you through the steps you will need to take to renew your Membership of Southport U3A. Just follow the steps below.

If, on the other hand you *are comfortable with on-line transactions* and do not need to go through this presentation, you may go straight to the Beacon Members Portal by clicking [HERE](#)

Step 1 – Enter Members Portal

The Members Portal is the entry to Beacon for U3A members. In Beacon you can renew your membership, update your contact details, see a list of groups and inspect a calendar of forthcoming events. And, of course you can join many groups through the portal.

You can use the Portal on any PC, Tablet or Phone with Internet access.

Start by clicking the link to enter the Members Portal

The link can be found on the U3A website, via the Membership Tab or from the Beacon Tab

The screenshot shows the login interface for the Southport U3A Members Portal. At the top, the Southport U3A logo is displayed with 'u3a' in blue and 'Southport' and 'Beacon' in black. Below the logo is a blue button labeled 'Return to Southport U3A website'. The main title 'Southport U3A Members Portal' is centered above a form area. The form has a dark blue header bar with the text 'Please identify yourself'. The body of the form contains five input fields: 'Membership number' (with a note 'All fields must be completed'), 'Forename', 'Surname', 'Postcode', and 'E-mail'. Below these fields is a 'Confirm Identity' button. At the bottom of the form, there is a note: 'Enquiries: membership@southportU3A.org.uk or contact the Membership Secretary'.

2. Enter your credentials

Complete the form and click / press Confirm Identity

Return to Southport U3A website

Southport U3A Members Portal

Please identify yourself

Membership number	2883	All fields must be completed
Forename	Pansy	
Surname	Flower	
Postcode	PR1 1ED	
E-mail	Pansyf@gmail.com	

Confirm Identity

Enquiries: membership@southportU3A.org.uk or contact the Membership Secretary

Fill in the form being careful that the information is exactly the same as that held in Beacon. Then press Confirm Identity

If the fields in the screen ‘blank out’ it means that the information entered does not match the database. Check that you have accurately used capital letters and any spaces and that the postcode is correctly formatted. Most entries are case-sensitive.

If you cannot log on after several attempts, contact the Membership Secretary who can confirm the exact format of your details and send you an advice sheet on logging in.

3. - The Members Menu

The top item on the Menu is to Renew. This only appears if your membership is due within the coming couple of months, or is overdue.



This is the normal screen you will see.

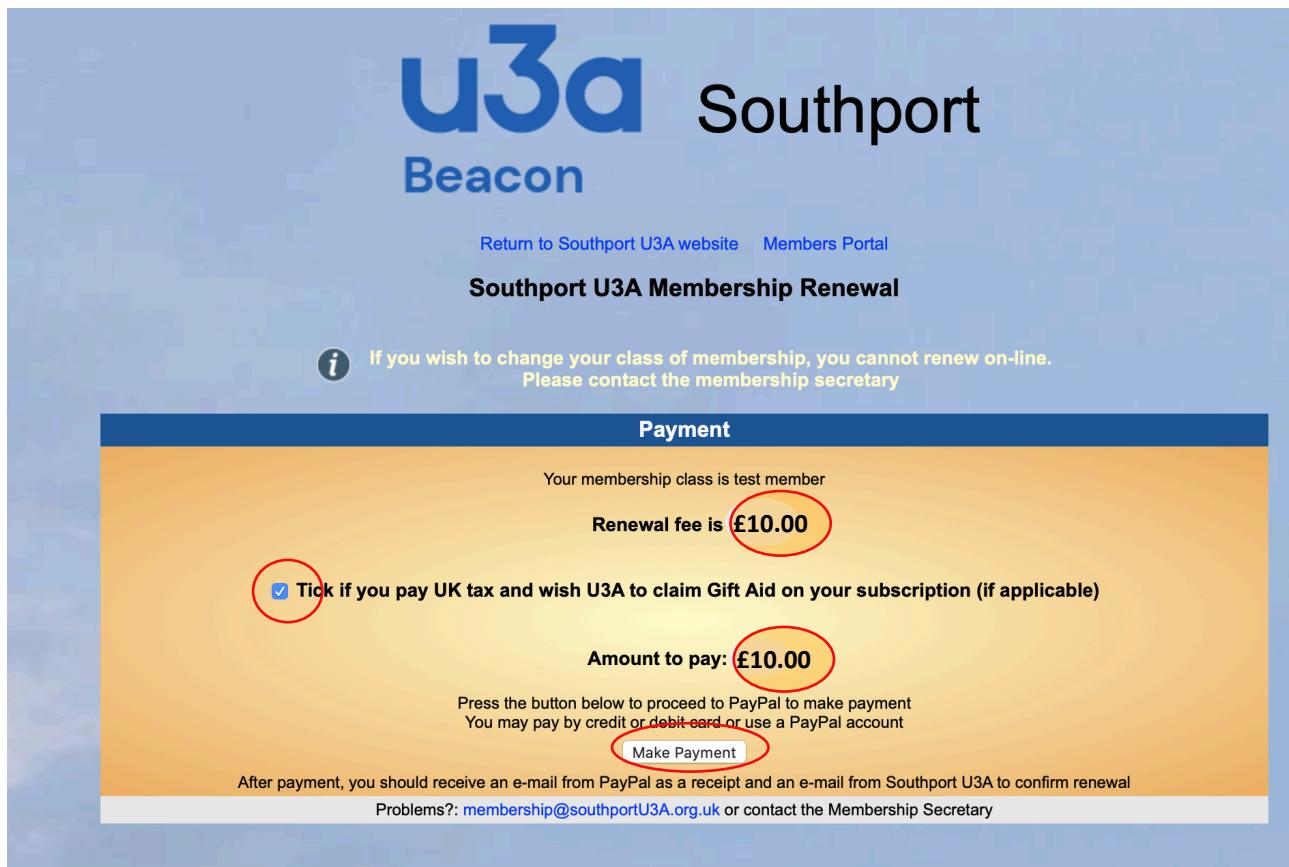
However, if your membership renewal is **overdue** you will only be given the one option to renew (see below)



In either case, Click on **Renew your membership**

4. Gift Aid Status

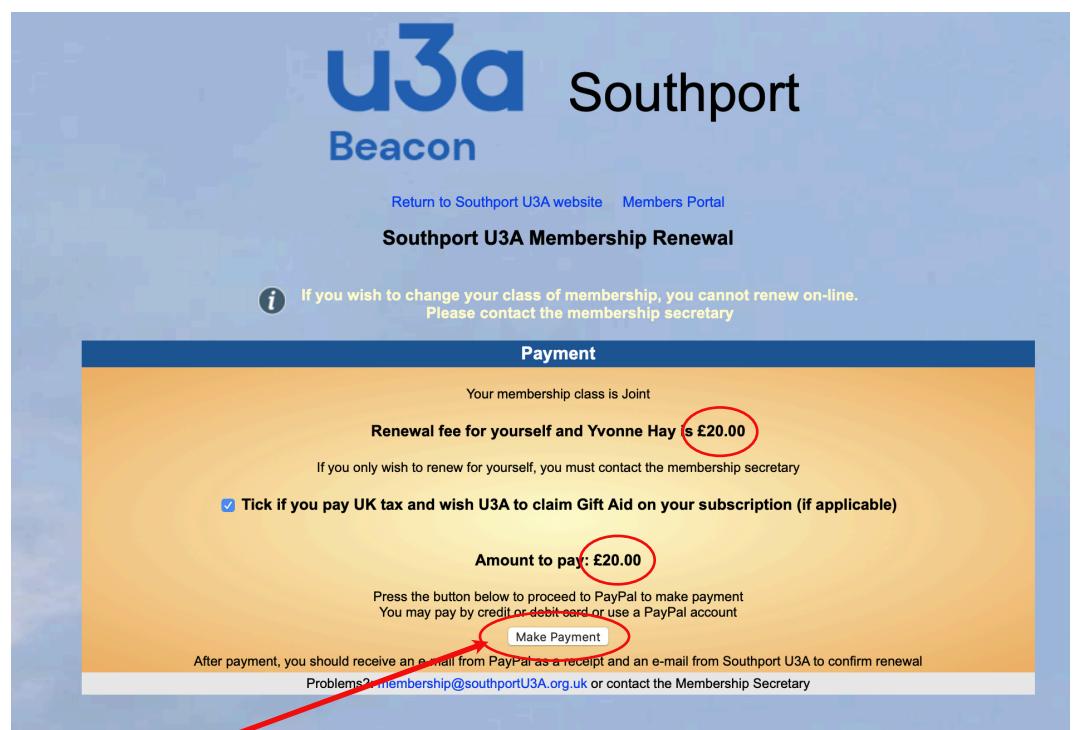
This form allows you to check the amount to be paid, and to confirm your Gift Aid Status before going to the payment process.



The screenshot shows the Southport U3A Membership Renewal page. At the top, the u3a logo is displayed with 'Southport' and 'Beacon' below it. Below the logo are links to 'Return to Southport U3A website' and 'Members Portal'. The main title is 'Southport U3A Membership Renewal'. A note in a blue circle states: 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. A section titled 'Payment' shows the membership class as 'test member' and the renewal fee as £10.00. A checkbox is checked, and the text says 'Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)'. The amount to pay is £10.00. Below this, instructions say to press the button to proceed to PayPal. A red circle highlights the 'Renewal fee is £10.00' text and the 'Make Payment' button. At the bottom, it says after payment, an email from PayPal will be received, and there is a link for membership issues.

If you are a Joint Member with your partner, the renewal screen is slightly different, in that one payment can cover two memberships.

Where only one of the Joint members is eligible for Gift Aid, that one should make the payment.



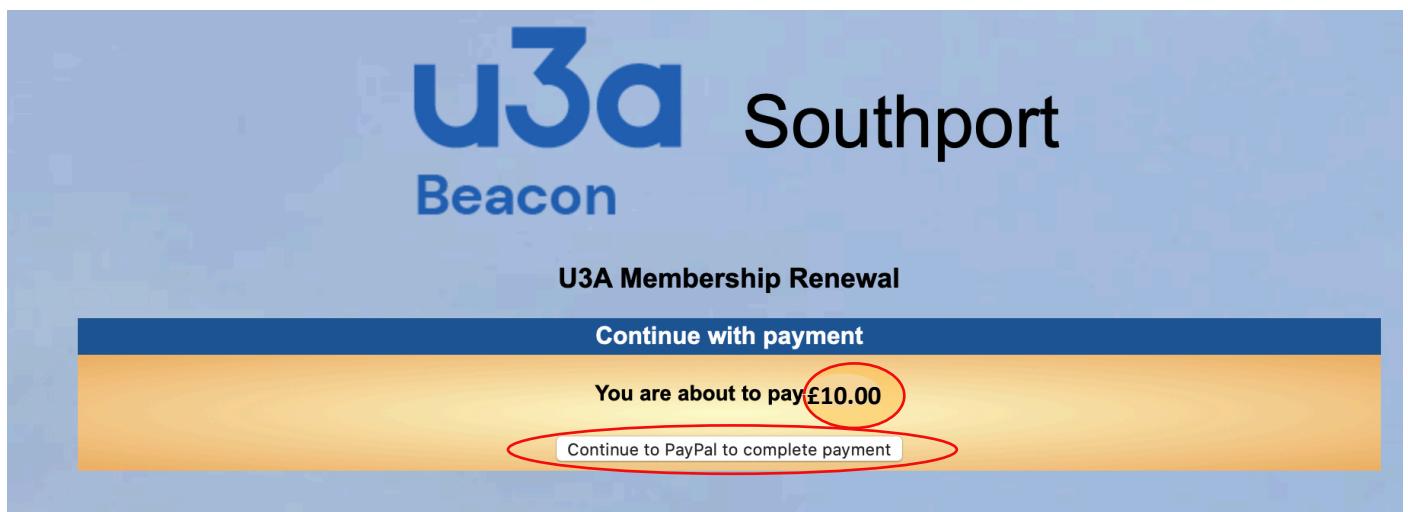
The screenshot shows the Southport U3A Membership Renewal page for a joint member. The layout is similar to the single member page but indicates 'Joint' membership. The renewal fee is listed as £20.00 for both members. A red circle highlights the 'Renewal fee for yourself and Yvonne Hay is £20.00' text and the 'Make Payment' button. The rest of the page content is identical to the single member version.

5. Accept Amount

Once you are happy with the Gift Aid declaration and the Amount Due, click **Make Payment**.

6 . Continue to PayPal

A final confirmation of the amount to be paid will be shown, then you can proceed to PayPal.
Click on the Continue to PayPal button.

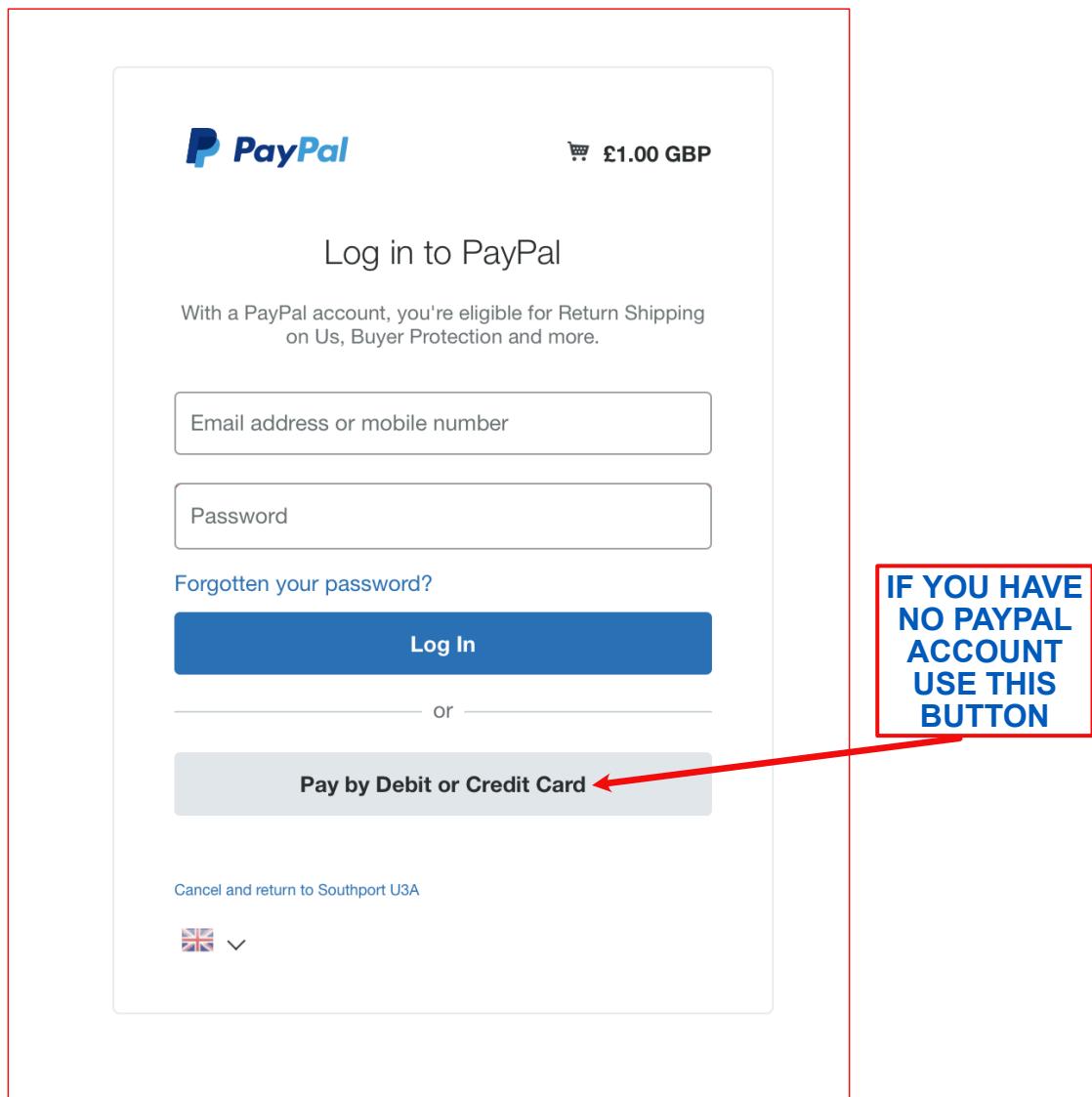


7. PayPal Options

PayPal will take your payment from your debit / credit card and pass the money on to the Southport U3A account.

If you already **have a PayPal account** (the normal personal one you use for on-line purchases) you can log on and make use of that. If so, **Please go to SECTION 12 and continue.....**

If you **do not** have an account, you can pay using any Debit or Credit card. Your card or account details are *never* passed on to anyone outside of Paypal, *including* Southport U3A.



The first example shows how you can pay using a Debit or Credit Card.

8. Debit / Credit Card

Enter the Credit Card and Billing Address and Contact details

£ 1.00 GBP

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

Contact information

Phone number type
Mobile

Mobile number
+44

We'll text you a security code to confirm this number.

Email address

Why not create a PayPal account?
The protection you deserve.

Safeguard your eligible purchases and check out faster on millions of websites by signing up for a free PayPal account.

Create a PayPal account? (It only takes a moment)

Yes, I'd like to create a PayPal account.
 Password

No, I don't want an account now.

Pay Now

Cancel and return to Southport 13A Policies Terms Privacy © 1999-2021

9. Offer of PayPal account

If you have paid using a Debt / Credit Card, PayPal will offer you the chance to open an account. If you **do not** want to open an account, Click on **Not Now** to carry on **without** opening an account

10. Pay Now

Then click on this Button to make the payment

11. PayPal Receipt

You will then receive a normal PayPal receipt for your payment through your nominated credit card.

Southport U3A

 You've paid £1.00 GBP

to Southport U3A
[Details](#)

Get your PayPal receipts in Messenger

Paid with

MasterCard x-7492 £1.00 GBP

This transaction will appear on your statement as PAYPAL "SOUTHPORTU3"

Purchase details

Receipt number: 3331244127742045
We'll send confirmation to:
jimyvonne262@gmail.com

Merchant details

Southport U3A

[Return to Merchant](#)

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CLICK HERE TO RETURN TO BEACON LOG-IN PAGE

From this screen you can return to the U3A website.

12. Payment with PayPal Account

If you have an existing PayPal account, enter your account details onto the PayPal screen as normal and press Log In

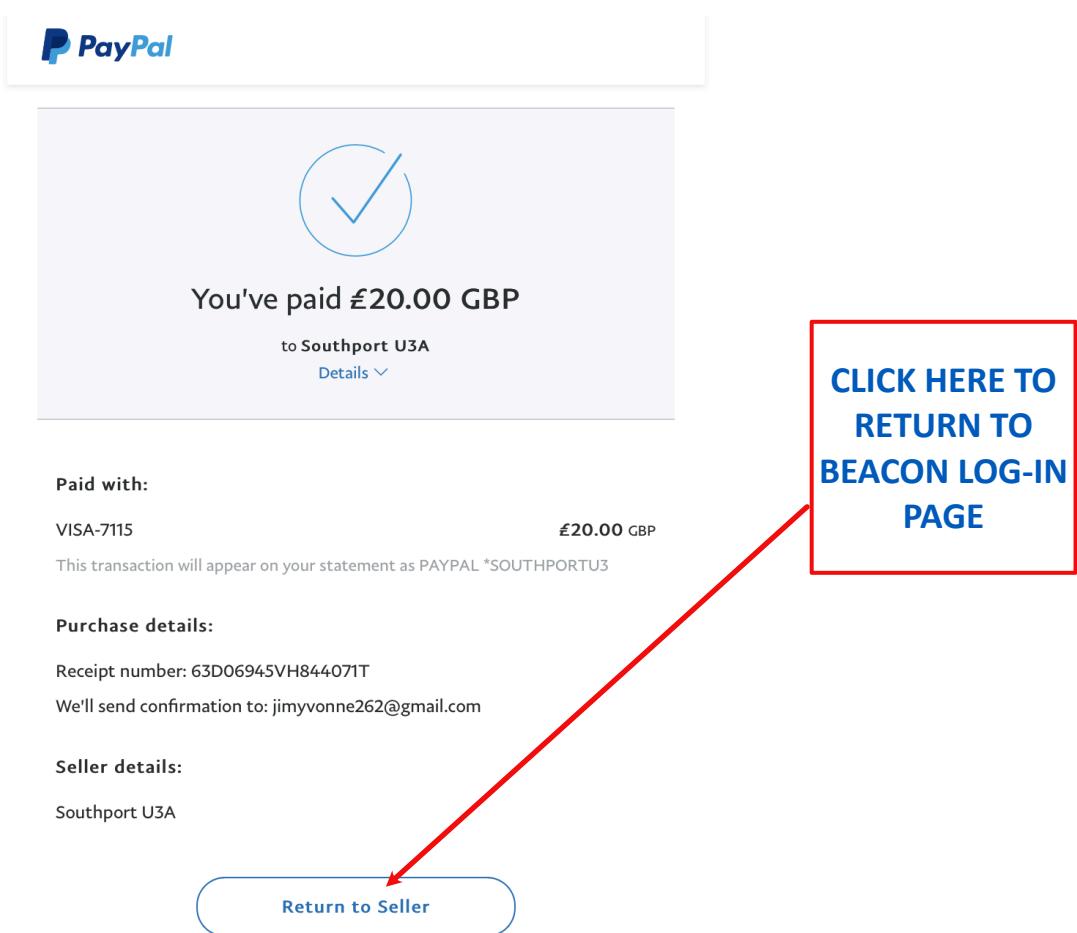
**YOUR
NORMAL
LOG-IN
PROCEDURE**

13. PayPal Payment

Paying your membership fee with PayPal is the same procedure as *any other* online purchase. Click on **Continue** to make the payment.

Check again that the amount is correct, and click **Pay Now** in the normal way

You will then receive a PayPal receipt



14. Acknowledgements

1. You will then receive **two** emails, one from PayPal and one directly from the Beacon system

1. PayPal: This will thank you for making the payment and let you know that we will also be sending you a confirmation of your renewal



2. Beacon: This email will:-

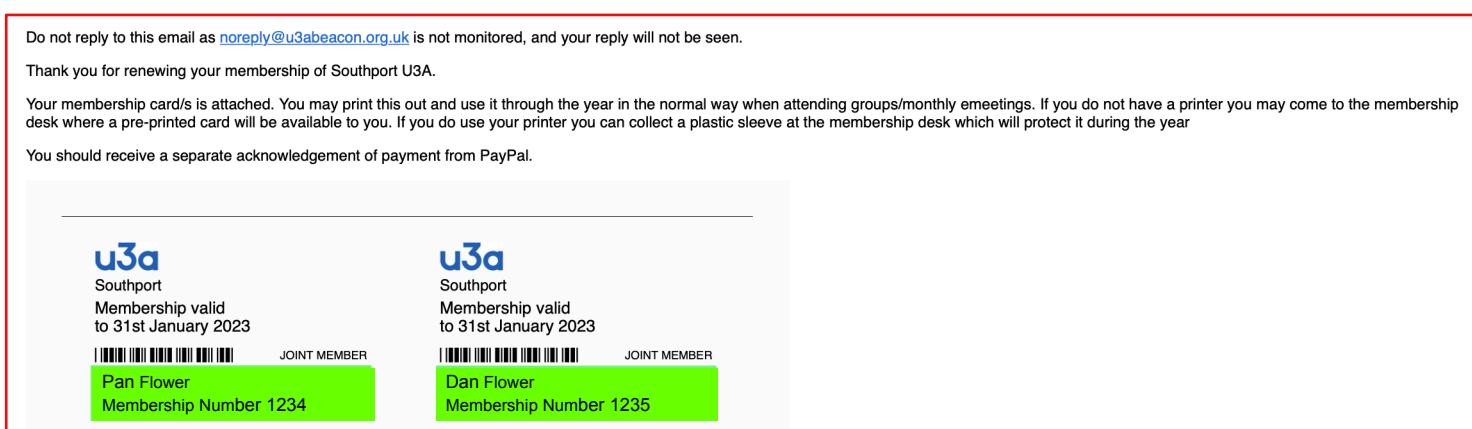
1. Confirm that you have renewed.
2. Contain an attachment showing your membership card(s). This will contain your name(s) and membership number(s).

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 Southport U3A.

Your membership card/s is attached. You may print this out and use it through the year in the normal way when attending groups/monthly meetings. If you do not have a printer you may come to the membership desk where a pre-printed card will be available to you. If you do use your printer you can collect a plastic sleeve at the membership desk which will protect it during the year

You should receive a separate acknowledgement of payment from PayPal.



3. You may print the email, **print the membership card(s)** or store them on a mobile phone or tablet. This should be used to confirm your membership.

If you wish a plastic sleeve to put them in, these will be available at the Thursday meeting. Alternatively, you can swap them for an actual printed card at the Membership Desk. If you *don't have* printing facilities, come to the Membership Desk for your new printed card.

YOU ARE NOW READY TO START YOUR ONLINE RENEWAL, CLICK [HERE](#) TO GO THROUGH TO THE MEMBERS PORTAL