

# 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 'Southport U3A Beacon' logo at the top. Below it is a link 'Return to Southport U3A website'. The main heading is 'Southport U3A Members Portal'. A blue bar contains the text 'Please identify yourself'. Below this is a form with the following fields: 'Membership number' (with a small white box), 'Forename', 'Surname', 'Postcode', and 'E-mail'. To the right of the 'Membership number' field is the text 'All fields must be completed'. At the bottom of the form is a 'Confirm Identity' button. Below the form is a footer with the text 'Enquiries: [membership@southportU3A.org.uk](mailto:membership@southportU3A.org.uk) or contact the Membership Secretary'.

**u3a Southport Beacon**

[Return to Southport U3A website](#)

**Southport U3A Members Portal**

**Please identify yourself**

Membership number  All fields must be completed

Forename

Surname

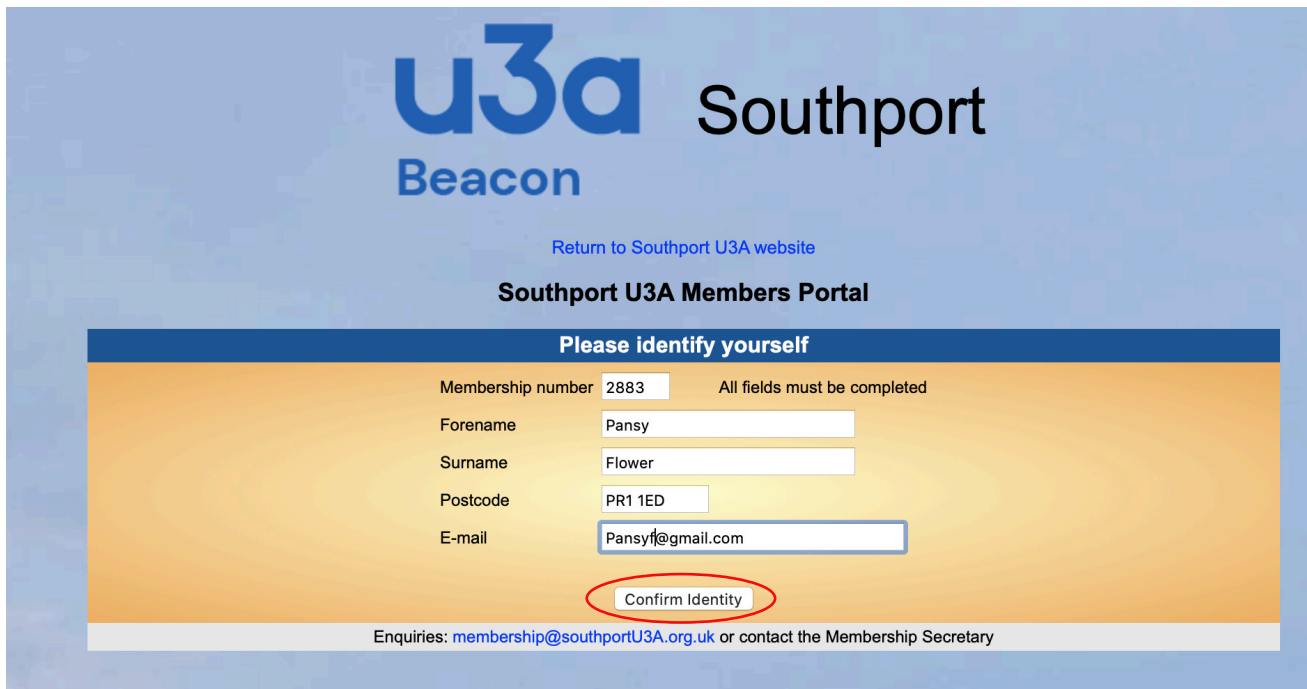
Postcode

E-mail

Enquiries: [membership@southportU3A.org.uk](mailto:membership@southportU3A.org.uk) or contact the Membership Secretary

## 2. Enter your credentials

Complete the form and click / press Confirm Identity



The screenshot shows the 'Southport U3A Members Portal' login page. At the top, the 'u3a Southport Beacon' logo is displayed. Below the logo is a link 'Return to Southport U3A website'. The main heading is 'Southport U3A Members Portal'. The form itself is titled 'Please identify yourself' and contains the following fields: 'Membership number' (2883), 'Forename' (Pansy), 'Surname' (Flower), 'Postcode' (PR1 1ED), and 'E-mail' (Pansyfl@gmail.com). A note 'All fields must be completed' is present. The 'Confirm Identity' button is circled in red. At the bottom, there is a footer with the text 'Enquiries: [membership@southportU3A.org.uk](mailto:membership@southportU3A.org.uk) or contact the Membership Secretary'.

u3a Southport Beacon

[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 Pansyfl@gmail.com

**Confirm Identity**

Enquiries: [membership@southportU3A.org.uk](mailto:membership@southportU3A.org.uk) or contact the Membership Secretary

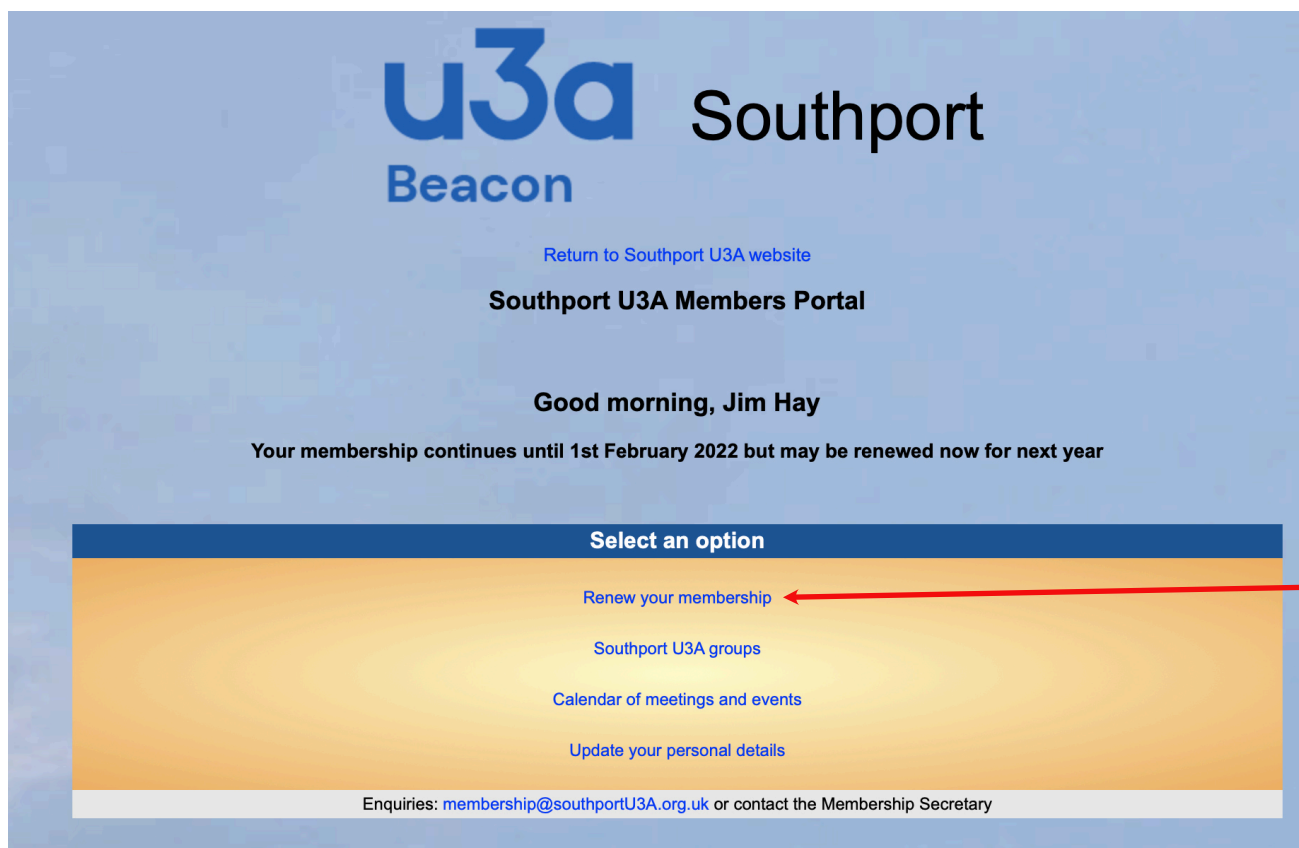
Fill in the form being careful that the information is exactly the same as that held in Beacon. Then press Confirm Identity

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.

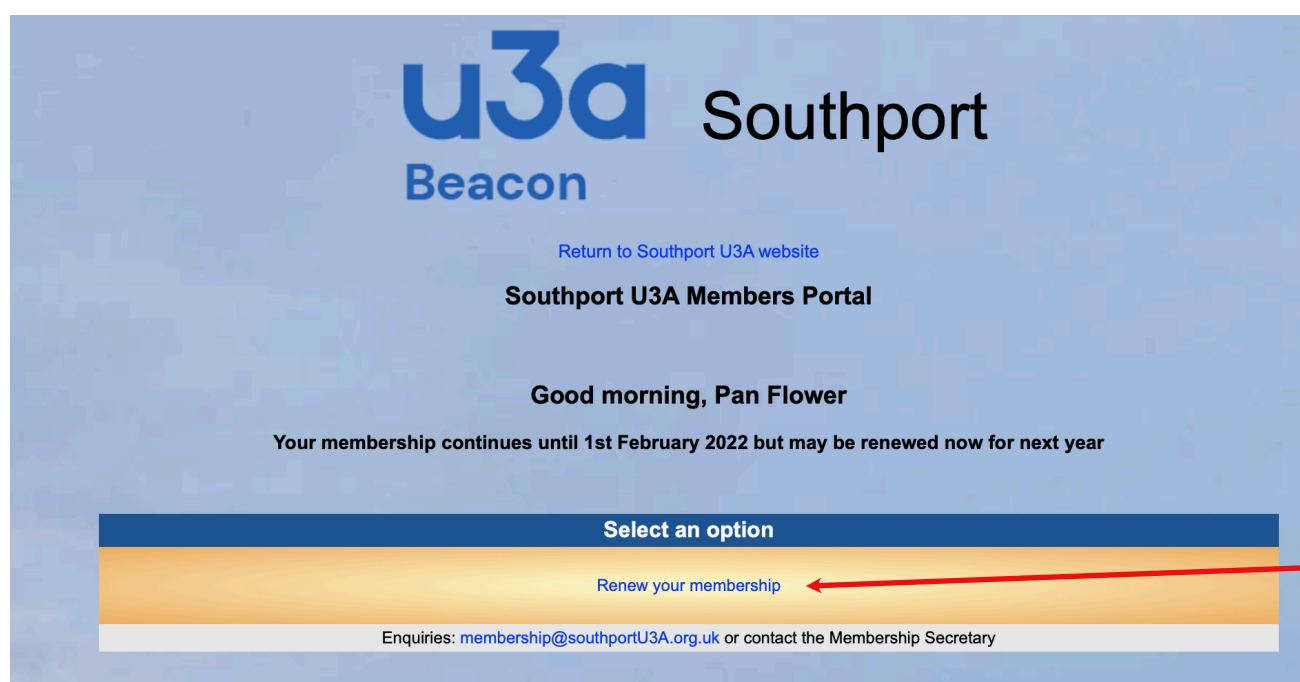
### 3. - The Members Menu

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 is the 'u3a Southport Beacon' logo. Below it are links for 'Return to Southport U3A website' and 'Members Portal'. The title 'Southport U3A Membership Renewal' is centered. An information icon and text state: 'If you wish to change your class of membership, you cannot renew on-line. Please contact the membership secretary'. The 'Payment' section has a blue header. It shows 'Your membership class is test member'. The 'Renewal fee is £10.00' is circled in red. Below it, a checkbox is checked and circled in red, with the text 'Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)'. The 'Amount to pay: £10.00' is also circled in red. Instructions say to press the button to proceed to PayPal, with options for credit/debit card or PayPal account. The 'Make Payment' button is circled in red. A note at the bottom says: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Southport U3A to confirm renewal. Problems?: [membership@southportU3A.org.uk](mailto:membership@southportU3A.org.uk) or contact the Membership Secretary'.

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.

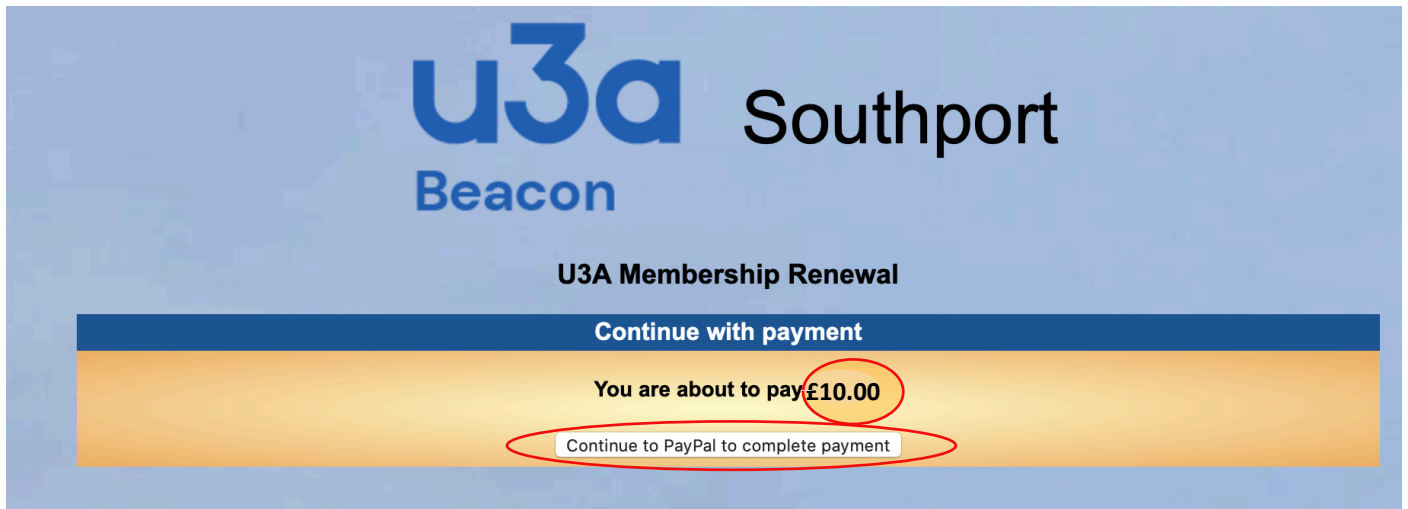
This screenshot shows the 'Southport U3A Membership Renewal' page for a Joint member. The layout is similar to the previous one, but the membership class is 'Joint'. The 'Renewal fee for yourself and Yvonne Hay is £20.00' is circled in red. The checkbox for Gift Aid is checked and circled in red. The 'Amount to pay: £20.00' is circled in red. The 'Make Payment' button is circled in red. The bottom note is identical to the first screenshot.

## 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.

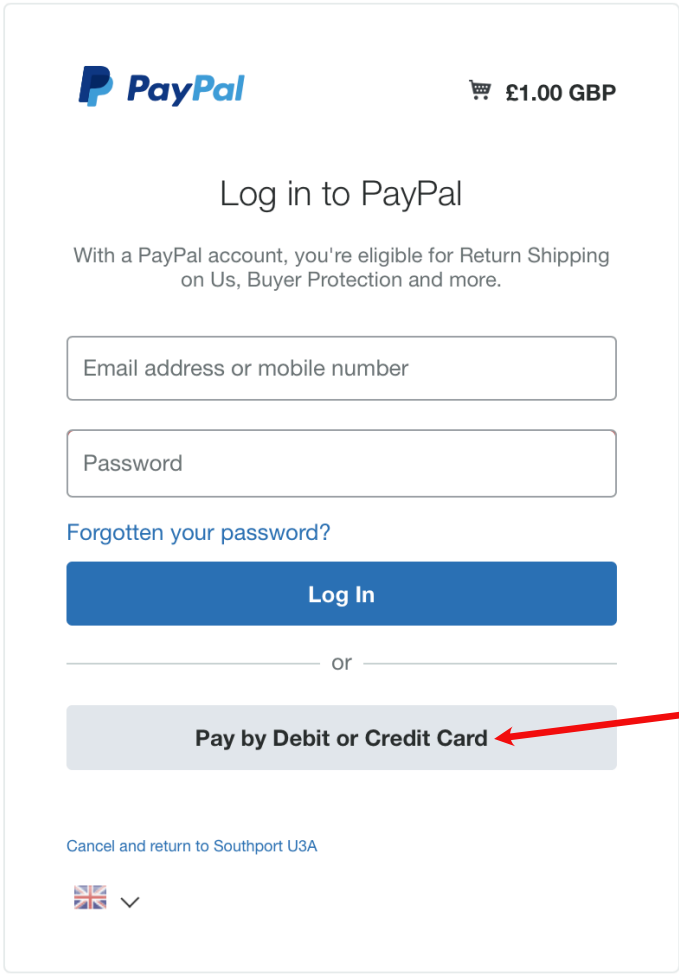


## 7. PayPal Options

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 image shows the PayPal login and payment options screen. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£1.00 GBP". The main heading is "Log in to PayPal". Below this is a sub-heading: "With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more." There are two input fields: "Email address or mobile number" and "Password". Below these is a link: "Forgotten your password?". There is a blue "Log In" button. Below the button is a horizontal line with the word "or" in the center. Below the line is a grey button labeled "Pay by Debit or Credit Card". At the bottom left is a link: "Cancel and return to Southport U3A". At the bottom left is a small flag icon (UK) followed by a checkmark. A red box on the right contains the text "IF YOU HAVE NO PAYPAL ACCOUNT USE THIS BUTTON" with a red arrow pointing to the "Pay by Debit or Credit Card" button.

PayPal

£1.00 GBP

Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

Email address or mobile number

Password

Forgotten your password?

Log In

or

Pay by Debit or Credit Card

Cancel and return to Southport U3A

IF YOU HAVE NO PAYPAL ACCOUNT USE THIS BUTTON

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

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

PayPal is the safer, easier way to pay

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

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 18A

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## 9. Offer of PayPal account

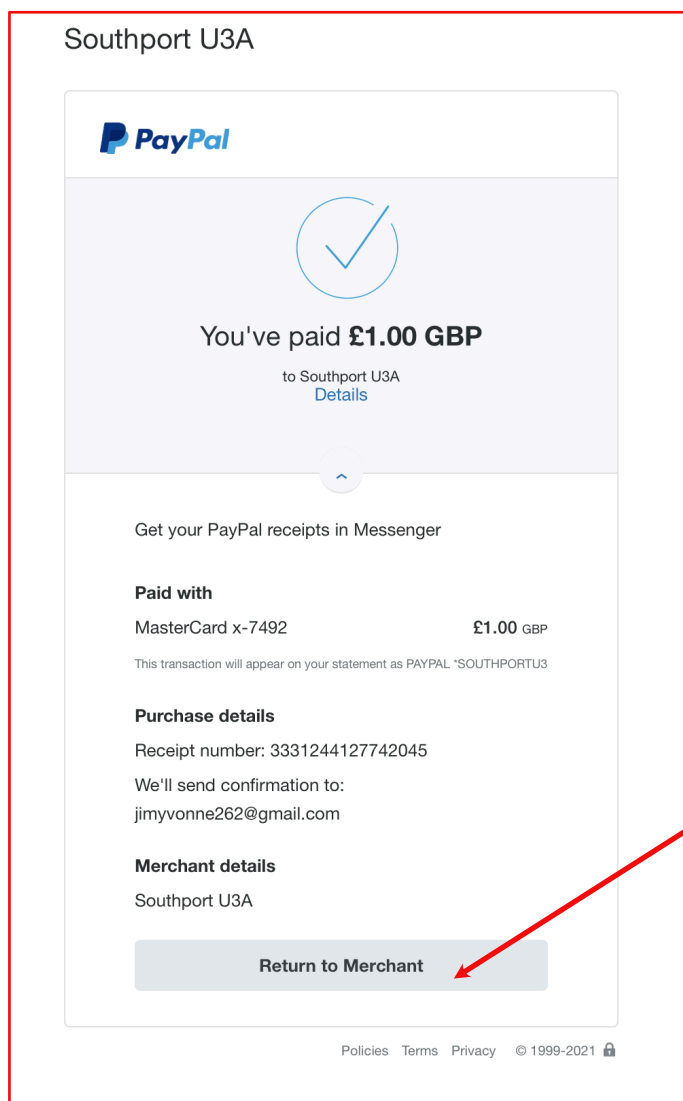
If you have paid using a Debt / Credit Card, PayPal will offer you the chance to open an account. If you **do not** want to open an account, Click on **Not Now** to carry on **without** opening an account

## 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.



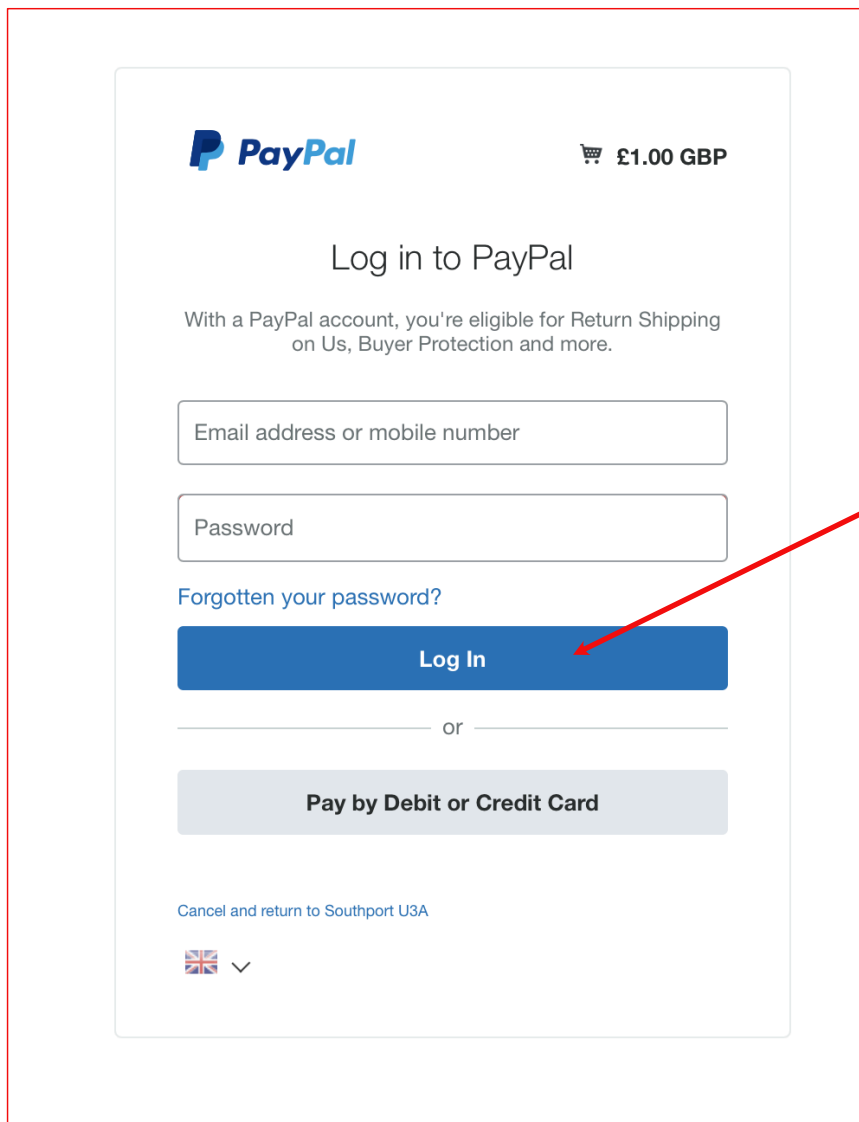
**CLICK HERE TO  
RETURN TO  
BEACON LOG-IN  
PAGE**

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



The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£1.00 GBP". The main heading is "Log in to PayPal". Below this is a subtext: "With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more." There are two input fields: "Email address or mobile number" and "Password". Below the password field is a link "Forgotten your password?". A prominent blue "Log In" button is centered. Below the button is a horizontal line with "or" in the middle. Underneath is a grey button labeled "Pay by Debit or Credit Card". At the bottom, there is a link "Cancel and return to Southport U3A" and a small flag icon (UK) with a dropdown arrow.

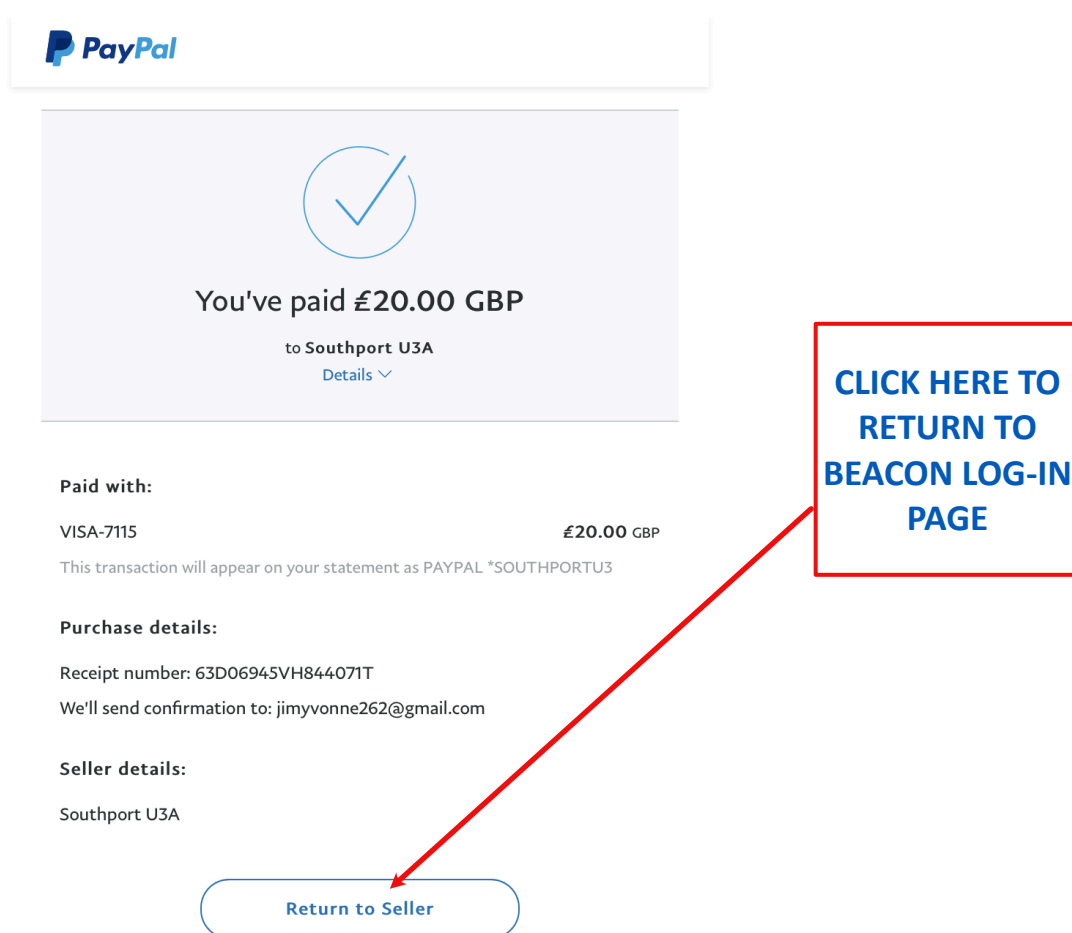
**YOUR  
NORMAL  
LOG-IN  
PROCEDURE**

## 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

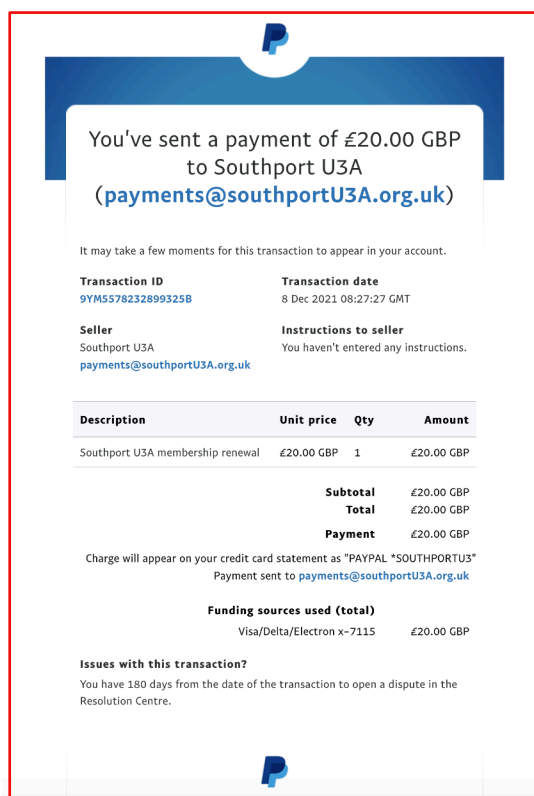
You will then receive a PayPal receipt



## 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:-

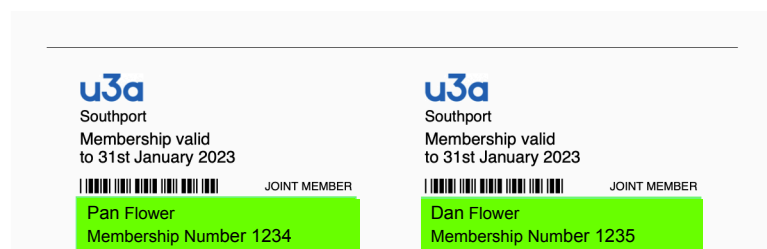
1. Confirm that you have renewed.
2. Contain an attachment showing your membership card(s). This will contain your name(s) and membership number(s).

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto: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 swop 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**