

# Membership renewal online

Your membership renewal for 2022-2023 may be done online **from 1<sup>st</sup> November 2022** using our Beacon Management System and paying with a debit card, credit card **or**, if you have one, a PayPal account. Please note that neither u3a nor Beacon has any access to your debit or credit card details.

Payment is made through the PayPal website directly from your card, or from your own PayPal account, to our u3a bank account. If you have any concerns about this, we have prepared some [screen shots link \(click this link\)](#) so that you will know in advance what to expect.

***We do hope that you will renew online as it will greatly reduce our administration time, paper membership forms and the number of trips to the bank.***

## Renewing online

**If you are renewing as a couple and only one is registered for gift aid** then please use the details of that member to gain access to the system.

You may wish to [go straight to the Beacon Members Portal](#) or you could first read the procedure outlined in the yellow box below. If you experience difficulty there are a few notes at the bottom of this page.

Another feature of this link is that you can update your personal details including emergency contact, email address etc.

## Procedure

1. Click this [link to enter the Members Portal](#) of our Beacon management system
2. Enter the requested data which includes membership number, name etc.
3. Click **"Confirm Identity"**
4. If this returns you to an empty form then please see the NOTES paragraphs below.
5. Once in the member's portal, click **"Renew your membership"**.
6. You will be asked to confirm your gift aid status.
7. Once you are happy with this page, click the **"Make Payment"** button.
8. On the next screen, click the **"Continue to PayPal to complete payment"** button. **(This does not mean you have to open a PayPal account. You can pay by debit or credit card.)** Continue to the next screen.
9. To pay from your own PayPal account, enter your login details. To pay by debit or credit card click the **"Pay by Debit or Credit Card"** button near the bottom of the screen.

10. Enter your email address so PayPal can send you a confirmation receipt, then select “Continue to Payment” to check out as a guest and pay by Debit or Credit card.
11. Enter your Debit or Credit card and Address details to make your payment by card; to avoid creating a PayPal account, select “No, I don’t want an account now” then click “**Pay Now**”.
12. When the payment is complete you will be shown the PayPal Receipt screen. Click “**Return to Merchant**” (i.e. u3a).
13. You will be taken back to the Beacon Members Portal showing an updated membership renewal date. You can now close your browser.

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

**PayPal:** This will confirm your payment to Bourne u3a (and once more try to get you to create a PayPal account)

**Beacon:** This email will Confirm that you have renewed.

## NOTES

### Unsuccessful in getting into the renewal system?

Something you have entered into the form is different from what we have recorded in our Beacon system. The most likely explanation is that it is connected with how you are known e.g. did you give us a nickname or full name, first and second forename, etc.

Another explanation could be not leaving a space in your post code or just a simple typing error.

Try again and if you remain unable to access the system then please contact the membership team by email using this [link](#) or if still unsuccessful, renew by one of the previous methods.