

## If you are already a member and want to Renew

Please note that you can only renew your **existing** membership details online so if you want to change them, for example from Joint to Individual, to not receive the u3a (TAM) magazine, or if you have changed address or email, you will need to email Anna at [treasurer.honitonu3a@gmail.com](mailto:treasurer.honitonu3a@gmail.com) to request the change and she will update your record accordingly so that you can go ahead and renew online.

## Before you can renew your membership, you must register to use the Member's Portal for the first time

To do this click on the link at the bottom of the page

- 1) Type in your email address and click "confirm your identity".
- 2) Enter your membership number, name, postcode and email address then click "confirm identity" again.
- 3) Create a password and enter it twice and click "Update Account".  
(computer generated passwords do not always work use the suggested format)
- 4) Beacon will then send you an email with a **link** that lasts for an hour. (Check your spam folder if you don't get one.)
- 5) Click on the link and you will be asked to identify yourself. Enter the password you have just registered and click on "Confirm Identity".
- 6) You will then be taken to your personal Membership Portal page where you can renew your membership.

In future, you will be able to sign in to the portal simply with your email address and password.

## Renewing Your Membership

Please note: PayPal are keen for you to open an account with them but you **don't need to**, you can **pay as a guest of Honiton u3a**. You should NOT click on "open" or "log into" a new PayPal account at any part of the transaction. When it asks if you want to "Save information and open an account" you need to UNTICK the question. If you already have a PayPal account, feel free to use it. After signing in to the Member's Portal, as above, click on the "Renew Membership" option. When you get to the PayPal page:

- 1) Click on the option to "Pay by debit or with credit card" then enter your card details and email address a couple of times when asked.
- 2) Click on "Pay now as a guest".
- 3) Authorise your payment with your bank as usual and click on "Return to seller"
- 4) You will be sent two emails. One from the u3aBeacon site confirming your renewal and attaching your membership card. The other from PayPal confirming your payment. Ignore the button asking you to create a PayPal account and just close the email.

<https://u3abeacon.org.uk/u3aportal.php?u3a=915&sc=MTSV>

It's not as complicated as it sounds, so please don't be put off renewing online. If you cannot renew online please print the new members form and use that.