

## Knutsford u3a – A Guide to On-line Renewals

The Beacon Member's Portal is a useful web page, where you can Renew your Membership.

To get onto the Member's Portal, you will first need to go the Knutsford u3a website: [knutsfordu3a.co.uk](http://knutsfordu3a.co.uk), then click on 'Membership' in the index on the left-hand side of the web page. You will then see a page similar to that shown below.

### Knutsford and District U3A Membership

Membership is for those in their third age, after full employment and usually with retirement and senior citizen status.

The annual subscription is £10. Existing members of other branches of U3A may join as Associate Members at the reduced rate of £5.

### Apply to be a Member

For an application form for new members, excluding Associate members, which can be printed off, click [Membership Application Form](#)

For an application form for new Associate members, which can be printed off, click [Associate Membership Application Form](#)

### Renewal your Membership

Existing members can renew on-line by PayPal or Credit / Debit Card by clicking here, [Beacon Membership Renewal](#). A guide to renewing on-line can be found [here](#)

Click on 'Beacon Membership Renewal' in the Renew your Membership section. You should now see the webpage below. This is the Beacon Members Portal login page.

**u3a** Knutsford  
**Beacon**

[Return to Knutsford U3A website](#)

**Knutsford U3A Members Portal**

**Please identify yourself**

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Enquiries: [info@knutsfordu3a.co.uk](mailto:info@knutsfordu3a.co.uk) or contact the Membership Secretary

It is essential that you fill in the fields accurately and with the information sent to you by the membership secretary. Even if the information is incorrect, you must still use it since that is what is stored in the Beacon database. If the information you enter does not match what is stored, the screen will clear and you will have to start again.

Common errors:

- Using autofill to complete the fields. Type in the data by hand.
- Not matching the upper and lower case characters e.g., typing “richard” instead of “Richard”
- Typing spaces after an entry e.g., typing “Richard “ instead of “Richard”
- You see that the postcode in the database is incorrect, so you type your correct one. If the data is incorrect contact the membership secretary to amend it for you.

Once you are in the portal, there are various options that are always available for you:



**Good afternoon, Tony Roberts**

Your membership continues until 1st April 2021 but may be renewed now for next year

**Select an option**

- Renew your membership
- Knutsford U3A groups
- Calendar of meetings and events
- Update your personal details

To continue to the renewals page click on ‘Renew your membership’. The screen below is typical of what you will see next. Please note that the amounts shown are an example only.



**Payment**

Your membership class is Individual

**Renewal fee is £10.00**

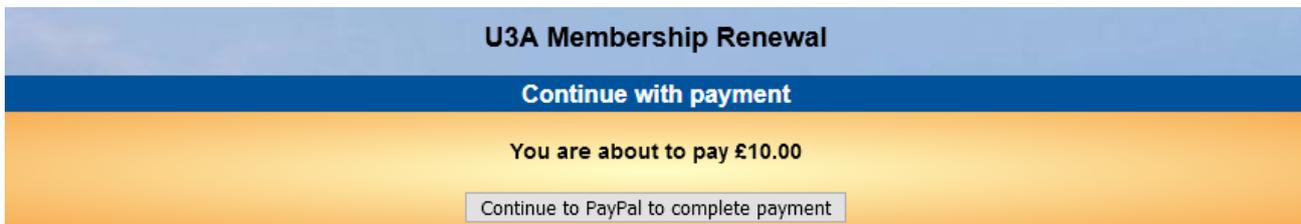
**Amount to pay: £10.00**

Press the button below to proceed to PayPal to make payment  
You may pay by credit or debit card or use a PayPal account

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Knutsford U3A to confirm renewal

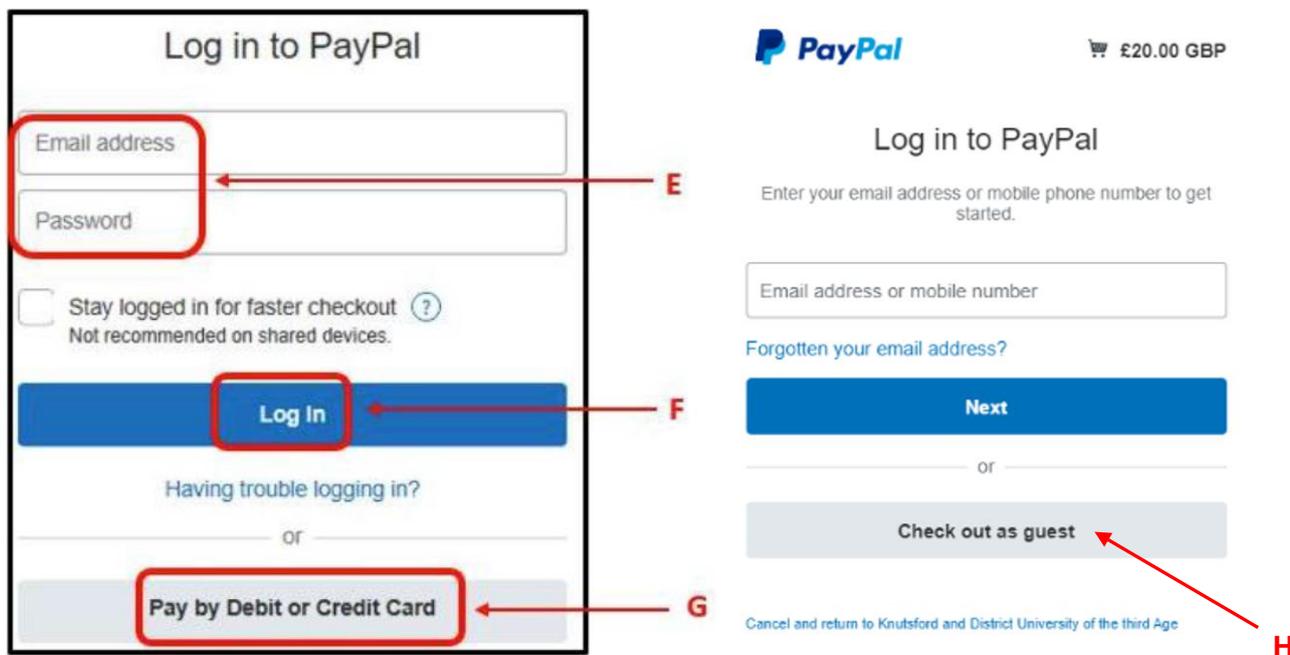
Problems?: [info@knutsfordu3a.co.uk](mailto:info@knutsfordu3a.co.uk) or contact the Membership Secretary

After clicking the Make Payment button you will be asked to confirm by clicking 'Continue to PayPal to complete the payment'.



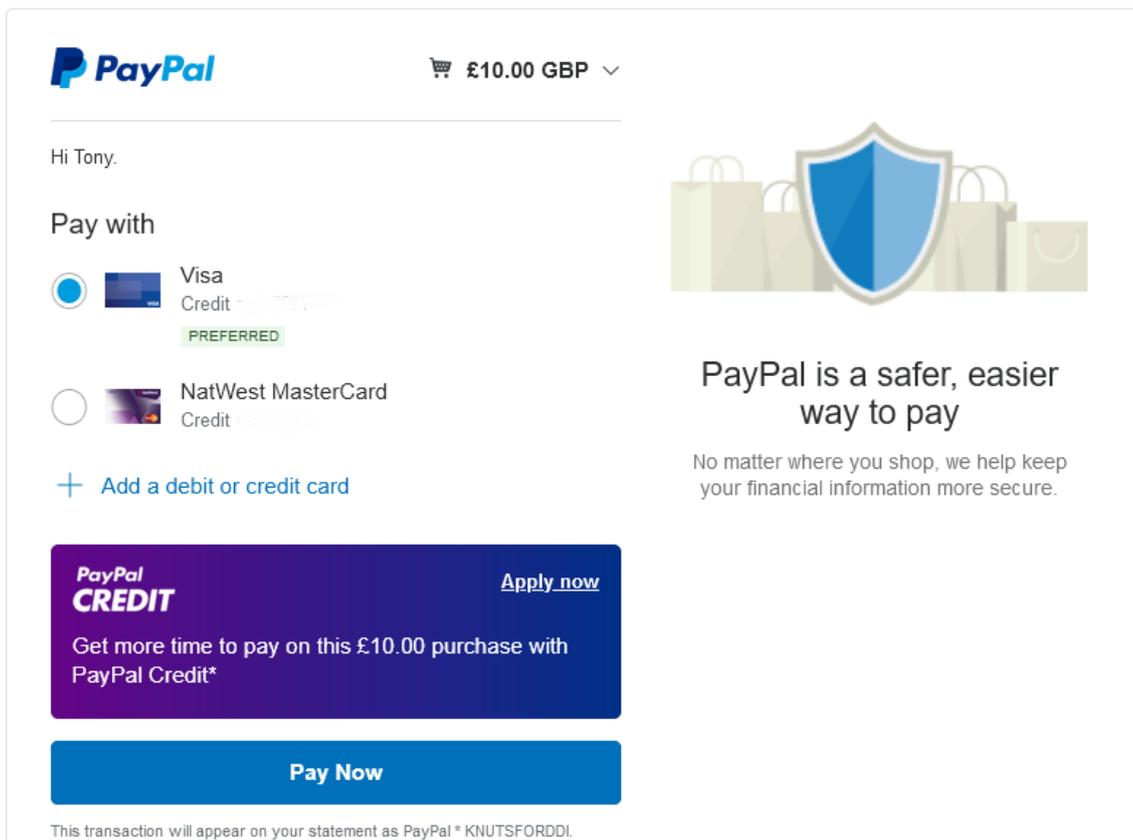
There will be two payment options presented:

- If you have a PayPal account you may login to your PayPal account by entering your email address and password [E] and clicking 'Log In' [F]
- Alternatively, if you wish to pay by card, click 'Pay with Debit or Credit Card' [G] or 'Check out as guest' [H]. **Either of the screens below could appear at this stage.**



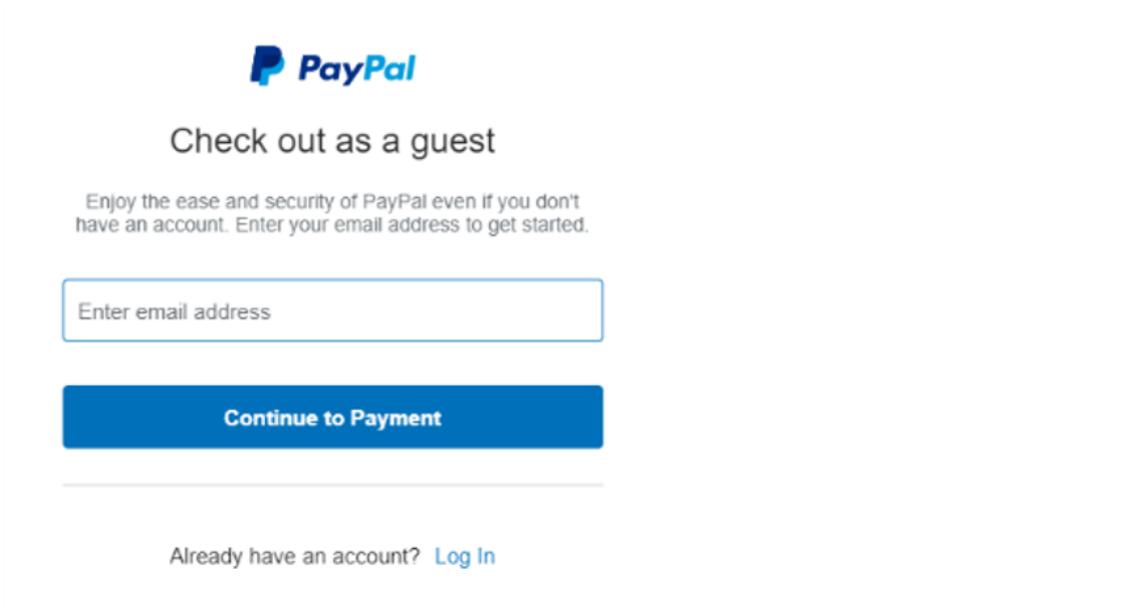
If you are paying by PayPal you will see a screen similar to this. Click 'Pay Now' to proceed.

## Knutsford and District University of the third Age



The screenshot shows the PayPal checkout interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£10.00 GBP". Below the logo, it says "Hi Tony." and "Pay with". There are two payment options: "Visa Credit" (marked as "PREFERRED") and "NatWest MasterCard Credit". A plus sign and the text "Add a debit or credit card" are also visible. On the right side, there is an illustration of shopping bags and a shield, with the text "PayPal is a safer, easier way to pay" and "No matter where you shop, we help keep your financial information more secure." At the bottom left, there is a purple box for "PayPal CREDIT" with an "Apply now" link and the text "Get more time to pay on this £10.00 purchase with PayPal Credit\*". A large blue "Pay Now" button is at the bottom center. At the very bottom, a small note states "This transaction will appear on your statement as PayPal \* KNUTSFORDDI."

If you selected the 'Check out as guest' option you will see a screen like this. Enter your email address, then click 'Continue to Payment'.



The screenshot shows the "Check out as a guest" screen. At the top is the PayPal logo. Below it is the heading "Check out as a guest" and the text "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started." There is a text input field with the placeholder "Enter email address". Below the input field is a large blue "Continue to Payment" button. At the bottom, there is a link that says "Already have an account? Log In".

When paying by Debit or Credit card or 'Check out as guest', fill in your card and contact details. Please ensure that the Country/region is 'United Kingdom' to ensure you pay in GB pounds.

**PayPal** £10.00 GBP

**PayPal Guest Checkout**  
Your financial details won't be shared with the seller.

Country/region  
United Kingdom

Card number

Expiry date Security code

**Billing address**

First name Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

**Contact information**

Phone type Mobile Phone 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 more quickly 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 sign up for a PayPal account.

Create password

No, I don't want an account now.

We'll pre-authorise up to £10.00 GBP on your card, then send you back to the seller to complete your purchase.

**Pay Now**

Already got a PayPal account? [Log In](#)

If you choose not to complete your purchase or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.



**PayPal is the safer, easier way to pay**

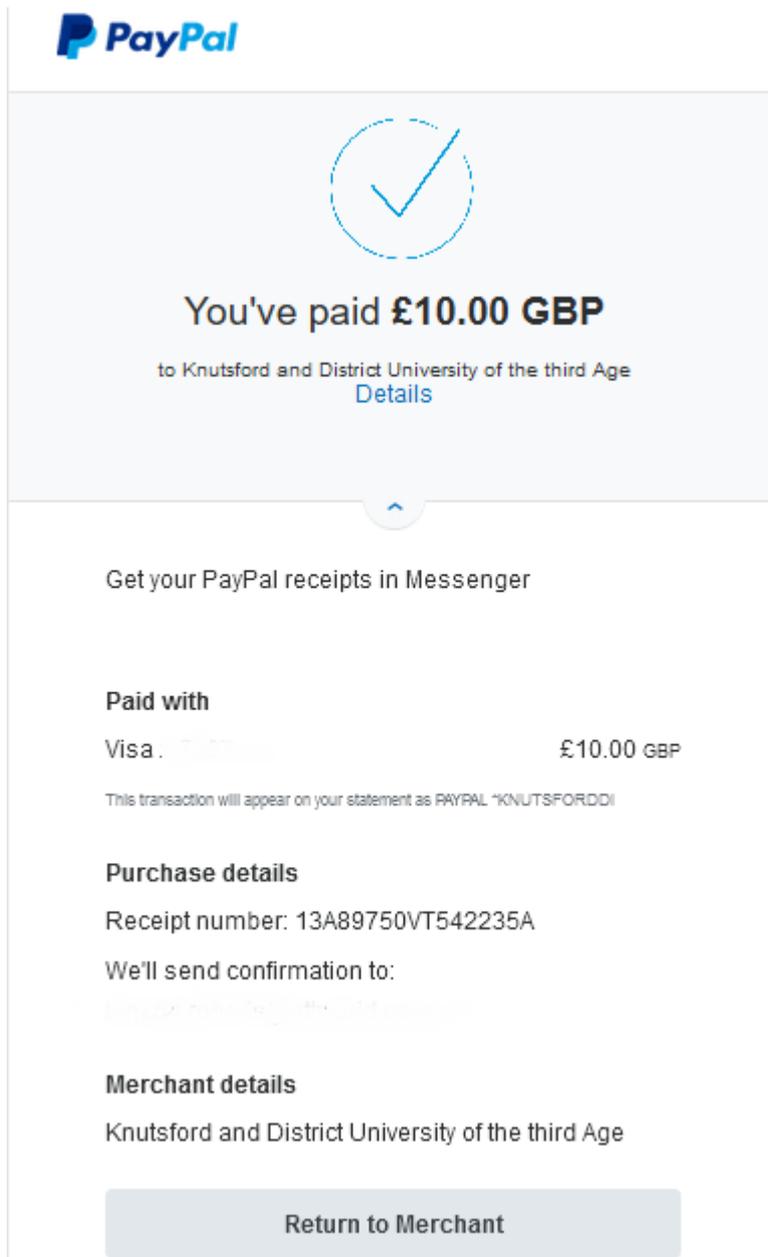
No matter where you shop, we help keep your financial information more secure.

Click 'Pay Now' to complete the transaction.

**Note that even though it says PayPal Guest Checkout, you are NOT going to have to create a PayPal account.**

**If you don't want a PayPal Account click the "No, I don't want an account now" box**

After the transaction has been completed (using PayPal or a card) you will see a confirmation on the screen something like this.



Click 'Return to Merchant' to return to the Beacon Members Portal screen.

You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation of renewal from Knutsford u3a that will also contain your membership card as an attachment.

Tony Roberts  
April 2021