

On-line Renewals

If Knutsford u3a has enabled On-line Membership Renewal you may renew and pay for your membership via the Members Portal.

If another member shares your address you may choose to renew both memberships at the same time. **Please do not use this option. Please renew each member separately.**

This is especially important if you both members wish to Gift aid their subscriptions.

For further information, please read the notes about Gift Aid claims below.

Note: The types of membership and membership fees shown in the pictures below are unlikely to be the same as you will see – they are for example only.

IMPORTANT: Notes about Gift Aid Claims

- *Claiming Gift Aid does not reduce the amount of your payment – it allows your u3a to claim money back from HMRC.*
- *If you have an **Individual** membership and you pay online for yourself and another member at the same address, only your subscription will be used for a Gift Aid claim. Therefore, if the other member is eligible to claim Gift Aid and wishes to allow a claim, they **MUST** renew their membership separately.*
- *You will not be charged for using online membership renewal, although you u3a will have a small commission fee deducted from your payment by PayPal.*

When can I renew my membership?

You can renew your membership any time from the start to the end of the membership year (and maybe a little earlier if your u3a has enabled an 'Advanced Renewals' period).

To get onto the Member's Portal, you will first need visit the 'Renew On-line' webpage within the Knutsford u3a website: www.knutsfordu3a.co.uk/membership/renew-on-line. This shows information related to your membership of Knutsford u3a.

If you agree to abide to the Terms and Conditions of Membership and accept the Privacy Statement then to continue please click on the link at the bottom of the page. You will then see the Beacon Members Portal login page.

[Return to Knutsford u3a website](#)

Knutsford u3a Members Portal

Please identify yourself

E-mail
Password

If you have not created a password for your membership account,
use the Register link below to set one up.

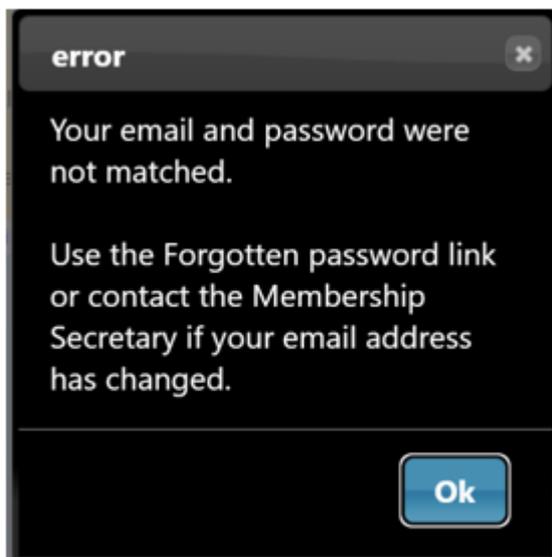
[Register for a membership account](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)
(you will also need to set your password)

Enquiries: info@knutsfordu3a.co.uk or contact the Membership Secretary

After entering your email address & password, press **Confirm Identity**

If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact your Membership Secretary.



Note that your Membership Secretary can neither see nor set your password.

After a successful sign-in you will be taken to the Members Portal Home page.

Depending on the time in the membership year, you will see a screen similar to one of the following when you have logged-in to the Members Portal:



Renewing Your Membership

1. Log-in to the Members Portal and click **Renew your membership**.
2. Read the information about Gift Aid before ticking one of the boxes to indicate whether or not you would like your u3a to claim tax relief on your subscription in the current year:

Gift Aid

Your subscription can make each £1 of your subscription worth 25p more and at no cost to yourself. To qualify for Gift Aid you must pay income tax or capital gains tax at least equal to the amount that Carlton & Gedling U3A reclaims on your subscription and donations in a tax year.

I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Carlton & Gedling U3A, unless I notify you otherwise. I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

I do not wish to Gift Aid my subscriptions and donations.

Please notify us if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

What you see next depends on the type of membership that you have. This is a typical screen that you will see if you are an **Individual** member:

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

[Make Payment](#)

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

If another u3a member lives at your address, you will usually be given the option to pay the other member's subscription at the same time. **Please do not use this option. Please renew each member separately:**

Payment

Your membership class is Individual

Renewal fee for yourself and Maria Zorro is £20.00

Untick if you do not wish to renew for Maria Zorro

Amount to pay: £20.00

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

[Make Payment](#)

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

If you don't wish to pay for the other member, untick the box and the amount to pay will update automatically:

Payment

Your membership class is Individual

Renewal fee for yourself only is £ 10.00

Untick if you do not wish to renew for Maria Zorro

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

[Make Payment](#)

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

3. Press the **Make Payment** button:

Amount to pay: £20.00

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

[Make Payment](#)

If you did not select a box in the Gift Aid section you will be prompted to do so:

Gift Aid ✕

Please complete the Gift Aid declaration (tick one box)

[Ok](#)

4. Confirm by pressing **Continue to PayPal to complete payment**.

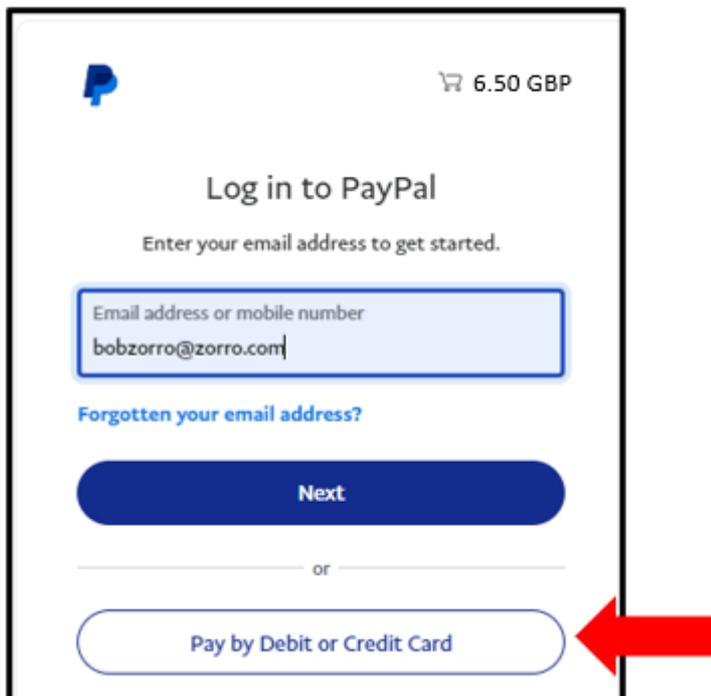


At this point you have 2 payment options:

- **Debit** or **Credit** card (see **A** below)
- **PayPal** (see **B** below)

A) Paying with your Debit/Credit Card

To pay with a Debit or Credit card, enter your email address and press **Pay by Debit or Credit Card**.



Enter your email address again at the next screen and press **Continue to Payment**

*(There is also an option to **Log in** and pay with a PayPal account)*

Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address
bobzorro@zorro.com

Continue to Payment

Already have an account? [Log In](#)

Enter the details of your payment card and your contact details.

PayPal 6.50 GBP

Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region
United Kingdom

Email address
bobzorro@zorro.com

Phone type
Mobile

Phone number
+44 07771 234567

Billing details

Card number
5289 3333 4444 5555

Expiry date
12 / 25

Security code
246

First name
Bob

Last name
Zorro

At this point you have the option of using the details that you have entered to create and pay with a new PayPal account by pressing **Create Account & Pay Now**.

Postcode
NG4 3ZZ

Save information & create your PayPal account

 Shop more easily with PayPal

 Shop millions of sellers

 Save big with great deals

Create password
.....

Date of birth
4/9/1950

Nationality
United Kingdom

You agree to PayPal's [User Agreement](#) and [Privacy Statement](#).
For more information, see your [Right of Withdrawal](#).

You agree to receive marketing communication. You can change this at any time in your settings.

Create Account & Pay Now

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

[Cancel and return to merchant](#)

If you still wish to pay by card, untick the **Save information & create your PayPal account** button and click **Pay now as guest**.

Postcode
NG4 3ZZ

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

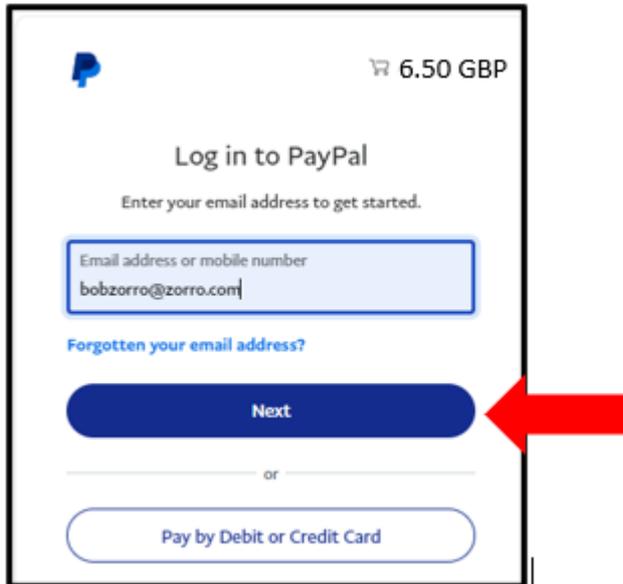
Already got a PayPal account? [Log In](#)

[Cancel and return to merchant](#)

Now skip **section B** and continue to **section C (Confirmation of Payment)** below.

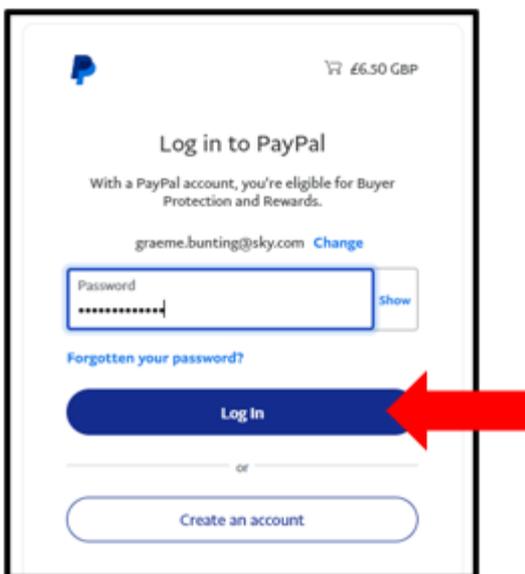
B) Paying with PayPal

To pay with an existing PayPal account, enter your email address and press **Next**.



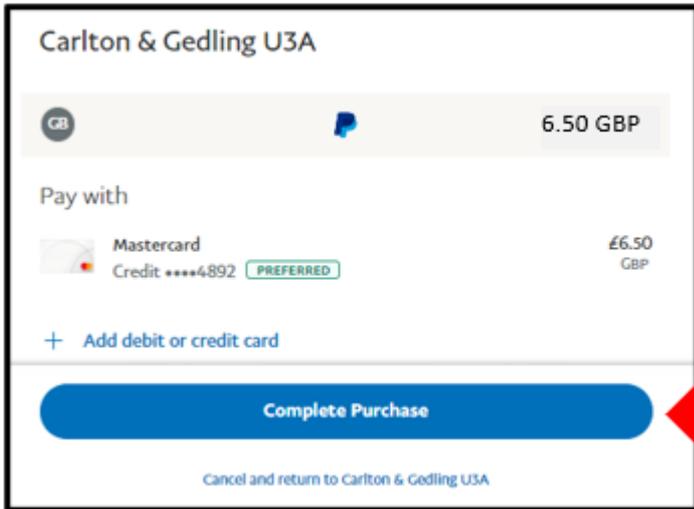
The screenshot shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is the amount '6.50 GBP'. The main heading is 'Log in to PayPal', followed by the instruction 'Enter your email address to get started.' Below this is a text input field containing the email address 'bobzorro@zorro.com'. A link for 'Forgotten your email address?' is positioned below the input field. A large blue button labeled 'Next' is highlighted with a red arrow pointing to it from the right. Below the 'Next' button is a horizontal line with the word 'or' centered underneath. At the bottom is a button labeled 'Pay by Debit or Credit Card'.

If PayPal recognises your email address, you will see a screen similar to this. Enter your PayPal password and press **Log in**.

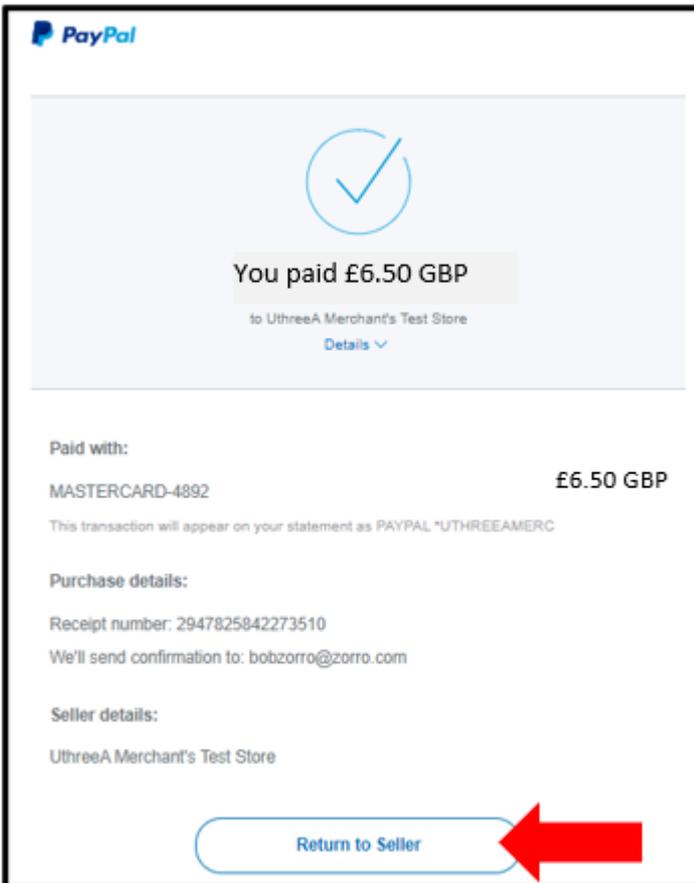


The screenshot shows the PayPal login interface after email verification. At the top left is the PayPal logo, and at the top right is the amount '£6.50 GBP'. The main heading is 'Log in to PayPal', followed by the text 'With a PayPal account, you're eligible for Buyer Protection and Rewards.' Below this is the email address 'graeme.bunting@sky.com' with a 'Change' link to its right. A password input field is shown with a 'Show' button to its right. A link for 'Forgotten your password?' is positioned below the password field. A large blue button labeled 'Log in' is highlighted with a red arrow pointing to it from the right. Below the 'Log in' button is a horizontal line with the word 'or' centered underneath. At the bottom is a button labeled 'Create an account'.

Select one of your stored credit cards or click **Add debit or credit card** if you wish to use a different card, before pressing **Complete Purchase**.



C) Confirmation of Payment



Press **Return to Seller** to return to the Members Portal screen, which will show your updated "membership continues to" date.

Your membership continues until 1st June 2021

Select an option

[Carlton & Gedling U3A groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

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.