

Members Portal

You will need to use the members portal to renew your membership online and to view and update your contact details.

The first time that you access the Portal after April 2023 you will need to register for a new Members Portal account. This is a one-off requirement - thereafter signing in will be entering your email address and a password.

Registering to use the Portal

Before you start make sure you have your membership number to hand - it is shown on your Membership Card or contact your Membership Secretary.

Your u3a should have provided a link to access the Members Portal sign-in page (probably on your u3a website or in an email to members).

The first time that you access the Portal you will see the following screen. Do not enter an email address or password initially. Click **Register for a membership account**.

Demoton 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)

Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**.

Demoton u3a Members Portal

Please identify yourself


Membership number All fields must be completed

Forename

Surname

Postcode

E-mail



- If you can't remember your Membership number, it is shown on your Membership Card, or contact your Membership Secretary.
- The details entered have to exactly match that held by your u3a. If in doubt, check your Membership Card or contact your Membership Secretary.
- If you have previously supplied a familiar name (e.g. Ted, Liz), that is also accepted as a Forename.
- If you are unable to sign in to the Members Portal, it may be due to not having JavaScript enabled in your browser. This can be remedied as described at <https://enable-javascript.com/>

*Note: if you have previously registered for an account and enter the 5 pieces of information again, you will get a message prompting you to use the **Forgotten password** link or contact your Membership Secretary:*

Demoton u3a Members Portal

You already have a password setup for this e-mail address. If you are having problems use the [Forgotten password](#) link or contact the Membership Secretary if your e-mail address has changed.

After entering the required 5 pieces of data and pressing **Confirm Identify** you will be asked to create a password of between 10 and 72 characters including at least one upper case, lower case and numeric character.

Enter and confirm your password and press **Update Account**.

Demoton u3a Members Portal

You must choose a password to continue.

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Set password for email address
aeme.bunting@beacon.u3a.org.uk

Password

Confirm Password

You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser.

Members Portal

Demoton u3a Members Portal sign up successful

You have been sent an email from noreply@u3abeacon.org.uk with a link you need to use before you can sign in. The link only works for 1 hour. You can request a new email at any time by using Forgotten password link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

If the email doesn't arrive within a few minutes, check your Spam folder.

The confirmation email will expire after 1 hour, although **Forgotten Password** can be used to request a new confirmation email.

Clicking the link in the email will take you back to the sign-in screen where there will be a message to say that your email address has been verified.

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

Demoton u3a Members Portal

Your email address has been verified. You can now use it to login to the members portal.

Please identify yourself

E-mail

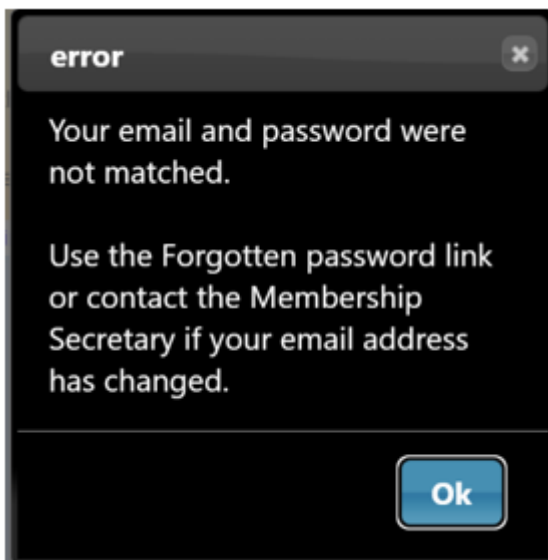
Password



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)

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.

[Logout and return to Demoton u3a website](#)

Demoton u3a Members Portal

Good Morning, Bertie Beast

Your membership continues until 1st June 2023

Select an option

- [Demoton U3A groups](#)
- [Calendar of meetings and events](#)
- [Update your personal details](#)
- [E-mail Replacement Membership Card](#)

Members that share an Email Address & Password

When two members share an email address and use the same password, they will be asked to identify which member is signing in by selecting from a drop-down list.

Demoton u3a Members Portal

Please identify yourself

Select member you want to proceed with

- 1272 - Beast, Bertie
- 1273 - Beast, Bessie

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.
[Sign In with membership details](#)

Enquiries: online renewals-email@youru3a.org.uk or contact the Membership Secretary

Note: it is not good practice to share a password from a security point of view, so it is recommended that when 2 members share an email address, they use different passwords when registering to use the Members Portal.

Changing your Password

If you forget your password or wish to change it, click **Forgotten Password** on the sign-in page

Demoton u3a Members Portal

Please identify yourself

E-mail

Password

Confirm Identity

Forgotten 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)

Enter your email address and click **Reset Password**.

Reset or change password - Members Portal

Please enter your email to continue.

Email Address

Reset password

You should receive an email asking you to click a link to re-set your password. If nothing arrives within a few minutes, check your Spam folder.

Clicking the link in the email will take you to a screen where you can specify a new password, before pressing **Change Password**.


U3A Members Portal - Restore password

Choose a new password.

Passwords should comprise between 10 and 72 characters including at least one upper case, lower case and numeric character. Do not use common words. You may optionally consider using the following special characters: ! @ # \$ % ^ & *

Password

Confirm password



Changing your Email Address

If you wish to change your email address you have 2 options:

- Sign in to the Members Portal using your old email address, select **Update your personal details** and update the email address. You will be sent an email with a link you will need to click to verify you have the correct email address. Your password will remain unchanged.
- Ask your Membership Secretary to update your details on the system. The next time that you wish to sign in to the Portal you will need to click the **Verify e-mail** link on the sign-in page.

Demoton 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) 

This will take you to a **Re-set password** screen and you will need to continue as described in section d) above.