



Signing in to the Portal and renewing your membership

Melton u3a provides access the Members Portal [sign-in page](#). If you have already registered for a Portal account, you can renew your membership there, otherwise you should first go to the [Members' Portal](#)

[Registration](#) page of our website.

1. Enter your email address and press **Confirm Identity**:

[Instructions below reference several sections of the *Beacon User Guide*.]

After signing in you will be able to:

- Renew and pay for your Membership, as described in [10.2.1](#),

NB: This option is only visible for renewal when your membership is, or soon will be, due for renewal. If your membership is up for renewal, this will be the only option that you see.

- View Interest groups
- View a calendar of meetings and events **[under development]**,
- View and update your Personal Details. Upload your photo (to be used on your membership card), as described in [10.2.4](#)
- Order a replacement Membership Card, as described in [10.2.5](#)

Online Renewals

You may renew and pay for your membership via the **Members Portal**.

If another member shares your address, you may have had a **Joint Membership** in the past. Please bear in mind that we are not currently offering Joint Membership. The other member of a Joint Membership will have to register on the Members' Portal in their own right, and renew their membership, as an Individual Member, but you can help them.

We apologise for any inconvenience. This should encourage more members to register on the portal. It also simplifies the conditions on **Gift Aid**, a Gift Aid can only be claimed against your own tax contributions.

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 claim it, their membership should be renewed separately.*
- *If you have a **Joint** membership with another member, you may claim Gift Aid on both subscriptions, even if the other member is not a UK taxpayer.*
- *You will not be charged for using the online membership renewal*

When can I renew my membership?

You can renew your membership in the period from the start of the advanced renewal period onwards.

Good afternoon, Jane Administrator
Member number 1054
Your membership continues until 1st September 2025 but may be renewed now for next year

Select an option

Renew your membership

Enquiries: admin@beacon.u3a.org.uk or contact the Membership Secretary

If you are in the time period when you can renew, you will see a screen like this:

Good afternoon, Jane Administrator
Member number 1054
Your membership continues until 1st September 2025

Select an option

Enquiries: admin@beacon.u3a.org.uk or contact the Membership Secretary

If you are not in this period when you can renew, you will see a screen like this one:

Good afternoon, Jane Administrator
Member number 1054
Your membership is not current - please contact the Membership Secretary

Enquiries: admin@beacon.u3a.org.uk or contact the Membership Secretary

If your membership has lapsed, then you cannot renew using this method and will need to contact the membership Secretary for your u3a.

Renewing Your Membership

1. Log in to the Members Portal as described above and click **Renew your membership**.

Gift Aid

Gift Aid 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 BT1851 - Demotun u3a reclaims on your subscription and donations in a tax year.
£7.50 of your £10.00 subscription qualifies for Gift Aid.

☒ I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to BT1851 - Demotun 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.

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:

2. What you see next depends on the type of membership that you have.

The screenshot shows a 'Payment' screen with a blue header. The background is orange. Text on the screen includes: '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', a 'Make Payment' button, and a footer note: 'After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Carlton & Gedling U3A to confirm renewal'.

This is a typical screen that you will see if you are an **Individual** member:

The screenshot shows a 'Payment' screen for a family membership. It includes the text: 'Your membership class is Individual', 'Renewal fee for yourself and Maria Zorro is £20.00', a checked checkbox with the label 'Untick if you do not wish to renew for Maria Zorro', 'Amount to pay: £20.00', and the same payment instructions and footer as the previous screen.

If another u3a member lives at your address, you have the option to pay the other member's subscription at the same time:

This screenshot is similar to the family membership screen but with the checkbox 'Untick if you do not wish to renew for Maria Zorro' unchecked. The 'Renewal fee for yourself only is £ 10.00' is highlighted with a red box, and the 'Amount to pay' is updated to '£ 10.00'.

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

If you don't wish to pay for the other member, you will need to contact your Membership Secretary and pay by other means.

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

The screenshot shows the 'Payment' screen with the 'Amount to pay: £ 10.00' displayed. A red arrow points to the 'Make Payment' button.

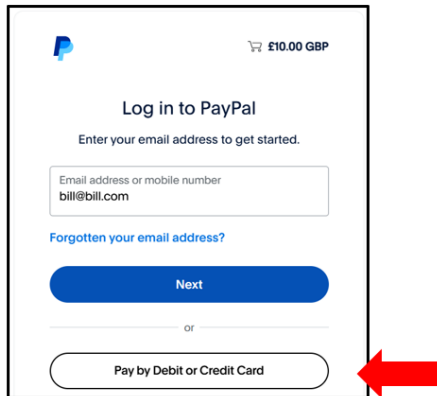
If you did not select a box in the Gift Aid section, you will be prompted to do so:

The screenshot shows a 'Gift Aid' declaration pop-up window with a dark background. It contains the text: 'Please complete the Gift Aid declaration (tick one box)' and an 'Ok' button.

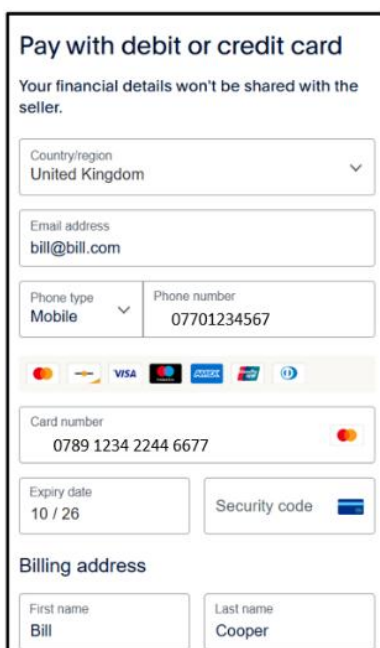
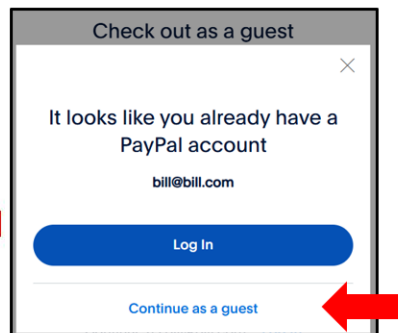
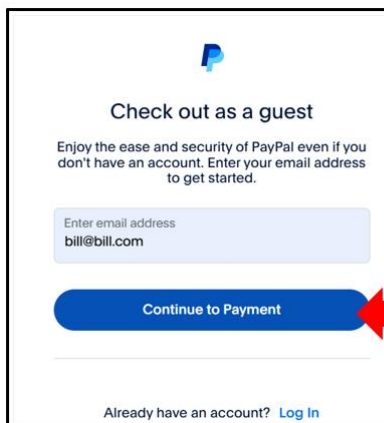
4. At this point you have 2 payment options:
Pay by **Debit** or **Credit** card (see **A** below), or
Pay by **PayPal** (see **B** below)

A) Paying with your Debit/Credit Card

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

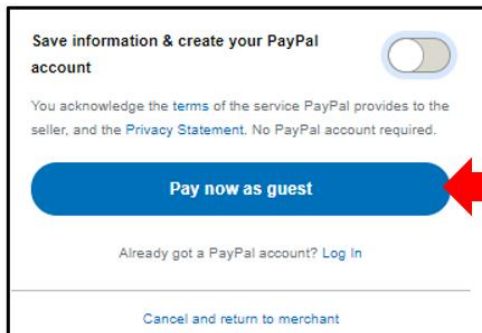


2. Enter your email address again at the next screen. Ignore the options to Log in to PayPal and press **Continue to Payment** followed by **Continue as a guest**



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

4. Press **Pay now as guest**



Save information & create your PayPal account

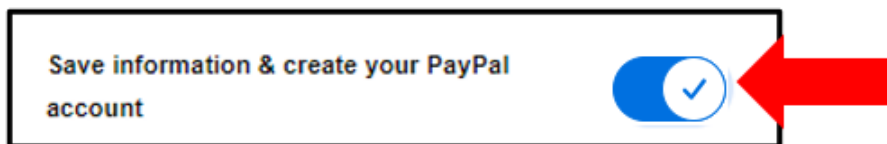
You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

Pay now as guest

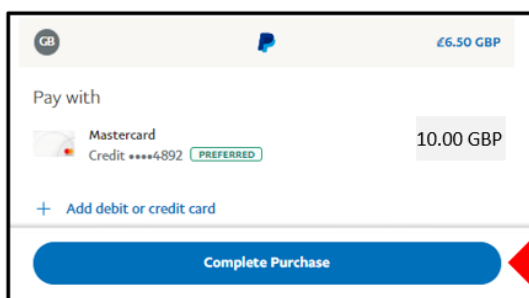
Already got a PayPal account? [Log in](#)

[Cancel and return to merchant](#)

Note: there is also the option of using the details that you have entered to create and pay with a new PayPal account by



Save information & create your PayPal account



GB £6.50 GBP

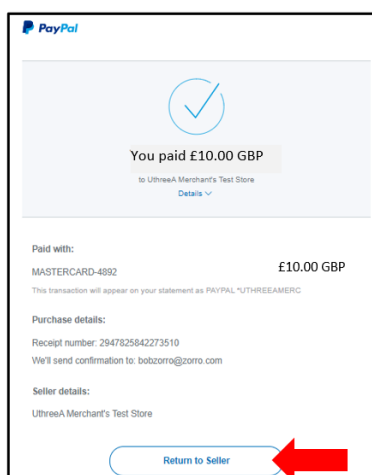
Pay with

Mastercard
Credit ****4892 **PREFERRED** 10.00 GBP

+ Add debit or credit card

Complete Purchase

5. 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**



PayPal

You paid £10.00 GBP
to Ultraea Merchant's Test Store
[Details](#)

Paid with: MASTERCARD-4892 £10.00 GBP
This transaction will appear on your statement as PAYPAL *UTHREEMERG

Purchase details:
Receipt number: 2947825842273510
We'll send confirmation to: bolzorro@zorro.com

Seller details:
Ultraea Merchant's Test Store

Return to Seller

C) Confirmation of Payment

Press **Return to Seller** to return to the Members Portal where you will see 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 from your u3a. This will include your membership card.