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 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.

u3 Beacon	Knutsford						
Return to Knutsford U3A website							
Knutsford U3A Members Portal							
Please identify yourself							
Membership number	All fields must be completed						
Forename							
Surname							
Postcode							
E-mail							
	Confirm Identity						
Enquiries: info@knutsto	rdu3a.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:



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 below are an example only.



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.

Log in to PayPal	PayPal	₩ £20.00 GBP
Email address	Log in to	o PayPal
Password	E Enter your email address or star	mobile phone number to get rled.
Stay logged in for faster checkout (?) Not recommended on shared devices.	Email address or mobile n Forgotten your email addres	umber ss?
Log In	F N	ext
Having trouble logging in?		n
or	Check ou	t as guest
Pay by Debit or Credit Card	G Cancel and return to Knutsford and Di	istrict University of the third Age

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

Knutsford and District University of the third Age



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'.



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.

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PayPal		`;;; £10.0	$0 \text{ GBP } \lor$		
PayPal Guest Chec	kout				
Your financial details	won't be sha	red with the sell	er.		
Country/region United Kingdom			~	PavP	al is the s
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Card number				No matter wh your financia	ere you shop, we al information mo
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Billing address					
First name		ast name			
Address line 1					
Address line 2 (op	tional)				
Town/City					
County (optional)			~		
Postcode					
Contact information	n				
Phone type Mobile	Phone numbe +44	r			
We'll text you a secu	rity code to co	onfirm this numb	ber.		
Email address			0		
Why not create a P	PayPal acco	unt?			
The protection yo	u deserve.				
Safeguard your eligit	pie purchases	and check out	more		
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within 1 working day.

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.

PayPal					
You've paid £10.00 GBP					
to Knutsford and District University of the third Age Details					
<u> </u>					
Get your PayPal receipts in Messenger					
Paid with					
Visa. £10.00 gBP					
This transaction will appear on your statement as RAYPAL *KNUTSFORDDI					
Purchase details					
Receipt number: 13A89750VT542235A					
We'll send confirmation to:					
Merchant details					
Knutsford and District University of the third Age					
Return to Merchant					

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 2022