

ONLINE MEMBERSHIP RENEWAL

Please read the whole document before starting your renewal:

1. Go to the **Membership** page of the Hucknall & District U3A website and click the **Online Renewal** link, which will take you to the **Members Portal log-in** page.
2. From April 2023, the Portal Login screen has changed to use your email address and password. If you have not yet registered select "Register for a membership account". If you have already registered, please log onto the Portal and proceed to item 3, below.

Return to Hucknall & District u3a website

Hucknall & District 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 email address use [Verify e-mail](#) (you will also need to set your password).

Enquiries: HucknallU3ABeacon@gmail.com or contact the Membership Secretary

Return to Hucknall & District u3a website | [Sign in with email](#)

Hucknall & District u3a Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

E-mail

[Confirm Identity](#)

Enquiries: HucknallU3ABeacon@gmail.com or contact the Membership Secretary

Enter your Membership number, Forename, Surname, Post Code and email address, then press the **Confirm Identity** button.

Note: Your Membership number appears on your renewal email.

Forename and Surname are case sensitive and have to be entered with the first letter of each in upper case and the rest in lower case. The Post Code and email fields are not case sensitive. Note: if you are using an ipad/iphone, beware of the device "helpfully" adding a trailing space after your input.

Hucknall & District 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 lyndajackson305@gmail.com

Password

Confirm Password

[Update Account](#)

You will be 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 on the Members Portal.

Members Portal

Hucknall & District 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.

You will receive an email with a link to confirm your identity. Follow the link to complete the registration.

Now you've set up the new log in, please proceed to enter email address and password

3. You may renew your membership from 8 weeks before the start of a new membership year, at which time the screen will look like this:

4. After clicking **Renew your membership**, you will be taken to the Membership Renewal page, including Gift Aid declaration:

Note: The renewal fees and dates shown in the images in this document are not necessarily the same as you will see – they are for example only.

Gift Aid is an important source of revenue for the U3A and helps to reduce subscription fees at no cost to the members. If you wish to Gift Aid your subscription, tick box A, otherwise tick the box below.

If you share your address with another current member, you have the option of paying the other member's subscription at the same time. If you don't wish to pay for the other member, untick the box [B] and the amount to pay will update.

If you renew online for yourself and another member living at the same address, only your subscription will be used for a Gift Aid claim, so if the other member is eligible for Gift Aid, please renew each membership separately.

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 Hucknall & District U3A reclaims on your subscription and donations in a tax year.

A I am a UK tax payer and wish to Gift Aid this and all future subscriptions and donations that I make to Hucknall & District 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.

Payment

Your membership class is Individual

Renewal fee for yourself and [redacted] is £

B Untick if you do not wish to renew for [redacted]

Amount to pay: £

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 Hucknall & District U3A to confirm renewal
Problems? HucknallU3ABeacon@gmail.com or contact the Membership Secretary

5. Press the Make Payment button to go to a confirmation screen. Although it says “Continue to PayPal..” you can still use this if you do not have a PayPal account and wish to pay by credit / debit card:

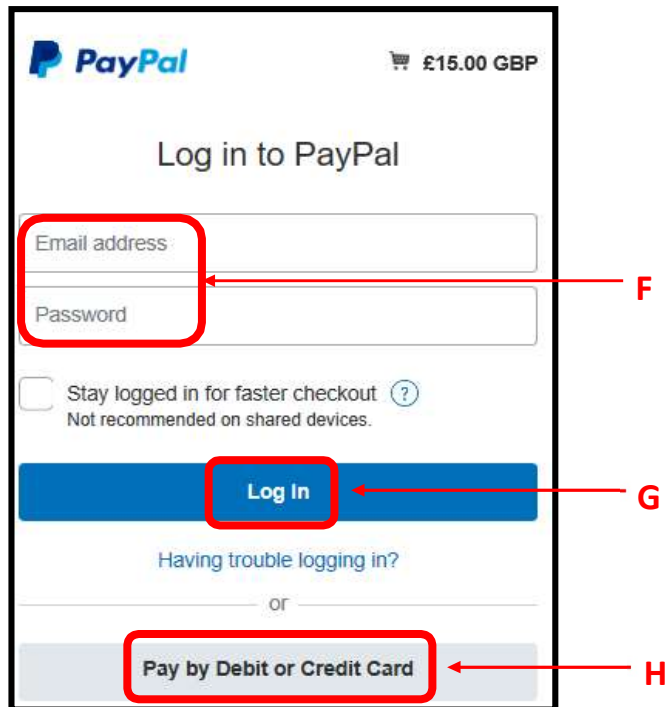
U3A Membership Renewal

Continue with payment

You are about to pay £

6. After pressing **Continue to PayPal to complete payment** there are 2 payment options:

- a) If you have a PayPal account you may log in to your PayPal account by entering your email address and password,
- b) If you wish to pay by card, click **Pay with Debit or Credit Card** and proceed to enter the card details.



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

7. You will receive 2 confirmation emails:

- A confirmation of payment from PayPal.
- A confirmation from Hucknall & District U3A (to you only, and not to any other member that you may have renewed at the same time)

Please check that your details shown in this email are correct. If any changes are required, please advise the Membership Secretary, or alternatively you can make the changes yourself from the Members Portal by pressing **Update your personal details**.