

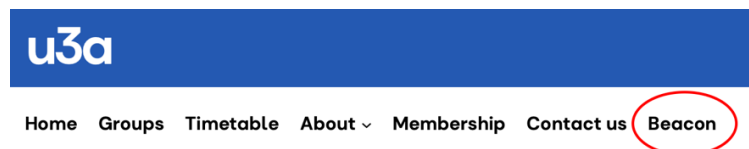


## How to renew your membership

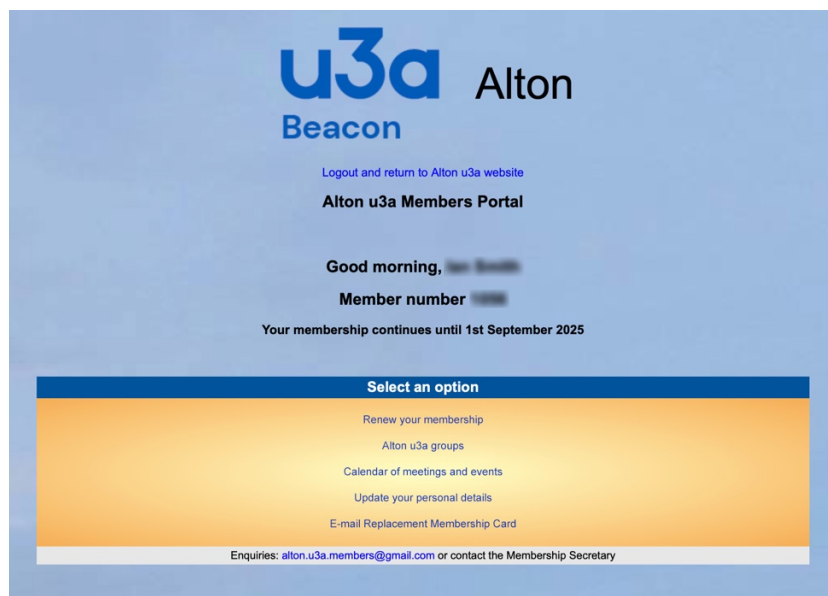
You must have registered for a Member Portal Account before you can renew your membership online.

### WHEN can I renew my membership?

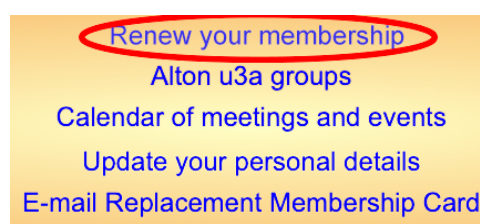
Renewals will normally commence in early July. The option will only appear on the Beacon menu if renewals are available. If it does not appear on the menu, please try at a later date.



Click on “**Beacon**” in the top menu, which leads to the Beacon Portal homepage, where you should **log in**, after which you will see the Alton u3a menu page...



From the menu, select **Renew your membership...**





You will be asked about Gift Aid, and must tick one of the boxes...

### 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.

...followed by payment details...

### Payment

**Amount to pay: £ 38.00**

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

Click on the Make Payment button.



The u3a Beacon system uses PayPal to process payments.

Whilst the PayPal screens ask you to sign in, **you do not need a PayPal account**, but if you have one, you can use it.

This guide assumes you wish to pay by Debit or Credit card.

You **DO** need to enter your email address (so that they can send you your receipt).

But **DO NOT** click “Next”.

Instead, click “**Pay with Debit or Credit Card**”.

Then click “**Continue to Payment**”

On the next screen, you will be able to enter your debit or credit card details...



PayPal

Pay with debit or credit card

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

Country/region  
United Kingdom

Email address  
joe.bloggs@gmail.com

Phone type  
Mobile

Phone number  
+44

Card number

Expiry date

Security code

Billing address

First name

Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Save information & create your PayPal account

Save information & create your PayPal account

Postcode

Save information & create your PayPal account

**NOTE:** Unless you actually want to create a PayPal account, **switch this button off...**

...which will change the bottom of the page to...

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 click on “**Pay now as guest**”.



The payment will be processed, and the following screen displayed...

✓

You paid £38.00 GBP to The Alton University of the Third Age

[Details](#)

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**Paid with:**  
MASTERCARD-6460 £38.00  
This transaction will appear on your statement as PAYPAL \*ALTONUNIVER

**Purchase details:**  
Receipt number: 778938148866552  
We'll send confirmation to: alton.u3a.siteadmin@u3a.org.uk

**Seller details:**  
The Alton University of the Third Age

[Return to Seller](#)

Click on “Return to Seller” to return to the u3a Beacon system.

You will receive 2 confirmation emails:

- A confirmation of payment from PayPal.
- A confirmation from your u3a. This will have your membership card attached.