

Screen shots for the
Aughton & Ormskirk U3A
Membership Renewal
Online Procedure 2020

Step - 1 – Click the link to enter the Members Portal

The link will be in

- either the email from the Membership Team
- or on the U3A website, via the [“Join Us/Membership renewal online”](#) page

**Extract from
Membership Secretary’s email**

***This link takes
you to the
Members Portal***

Renewing online

1. Click the link to enter the [Members Portal](#) of our Beacon management system.
2. Members Portal login screen
Enter the requested data which includes member number, name etc.
3. Click “Confirm Identity”.
4. If this returns you to an empty form then please see the NOTES paragraph below.

The Members Portal login screen

U3A
THE UNIVERSITY OF THE THIRD AGE

Aughton & Ormskirk

[Return to Aughton & Ormskirk U3A website](#)

Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

Surname

Postcode

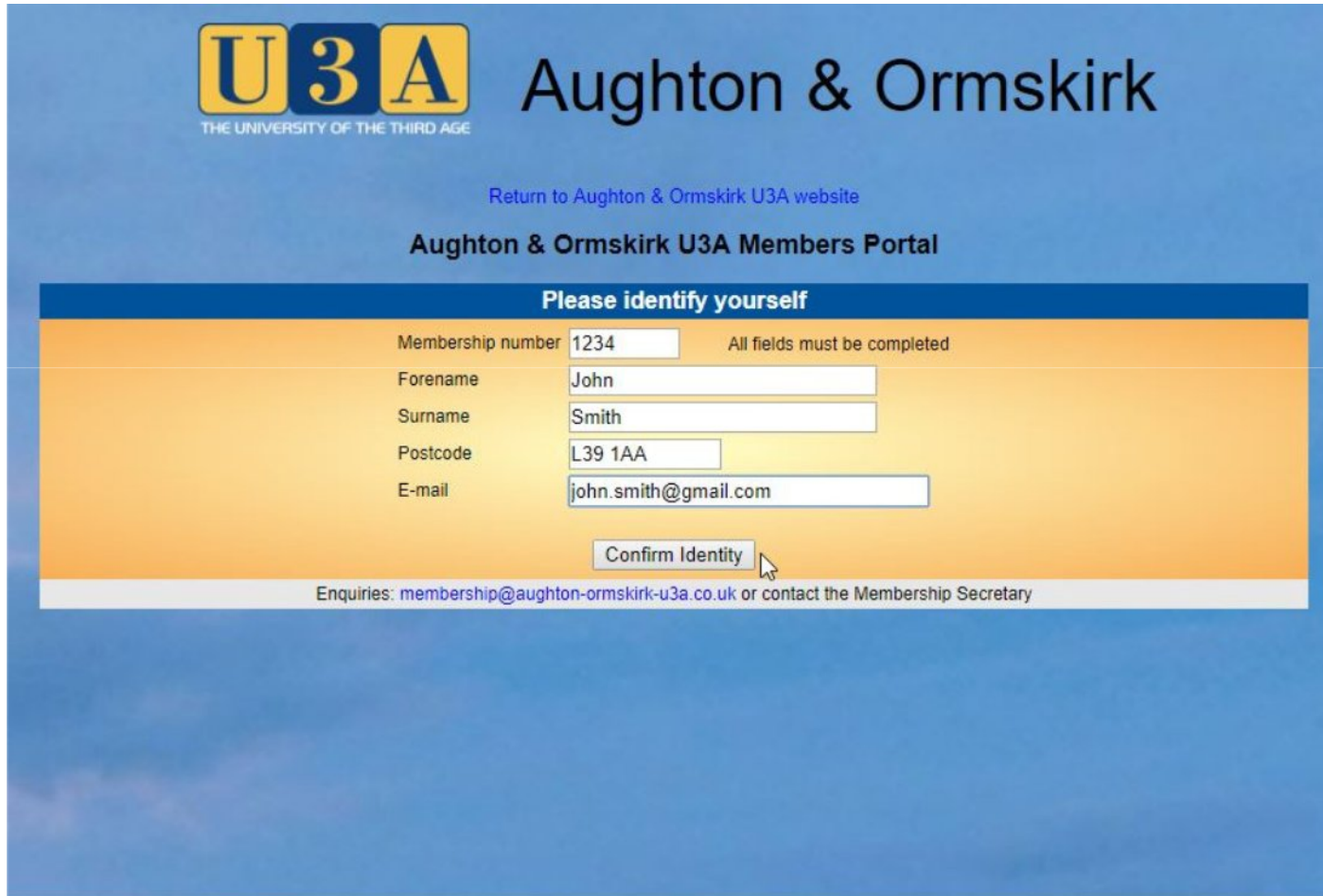
E-mail

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

If you have a problem logging in, please check the following:

- the Forename and Surname are case sensitive and must match the information held on your Member Record
- the Postcode and E-mail address are not case sensitive
- did you change Postcode or E-mail address during the year?

Steps 2,3 – complete and choose “Confirm Identity”



The screenshot shows the Aughton & Ormskirk U3A Members Portal. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. To the right is the text 'Aughton & Ormskirk'. Below this is a link 'Return to Aughton & Ormskirk U3A website'. The main heading is 'Aughton & Ormskirk U3A Members Portal'. The form area has a blue header 'Please identify yourself' and an orange background. It contains several input fields: 'Membership number' (1234), 'Forename' (John), 'Surname' (Smith), 'Postcode' (L39 1AA), and 'E-mail' (john.smith@gmail.com). A 'Confirm Identity' button is at the bottom of the form. A note says 'All fields must be completed'. At the bottom of the page, it says 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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[Return to Aughton & Ormskirk U3A website](#)

Aughton & Ormskirk U3A Members Portal

Please identify yourself

Membership number All fields must be completed

Forename

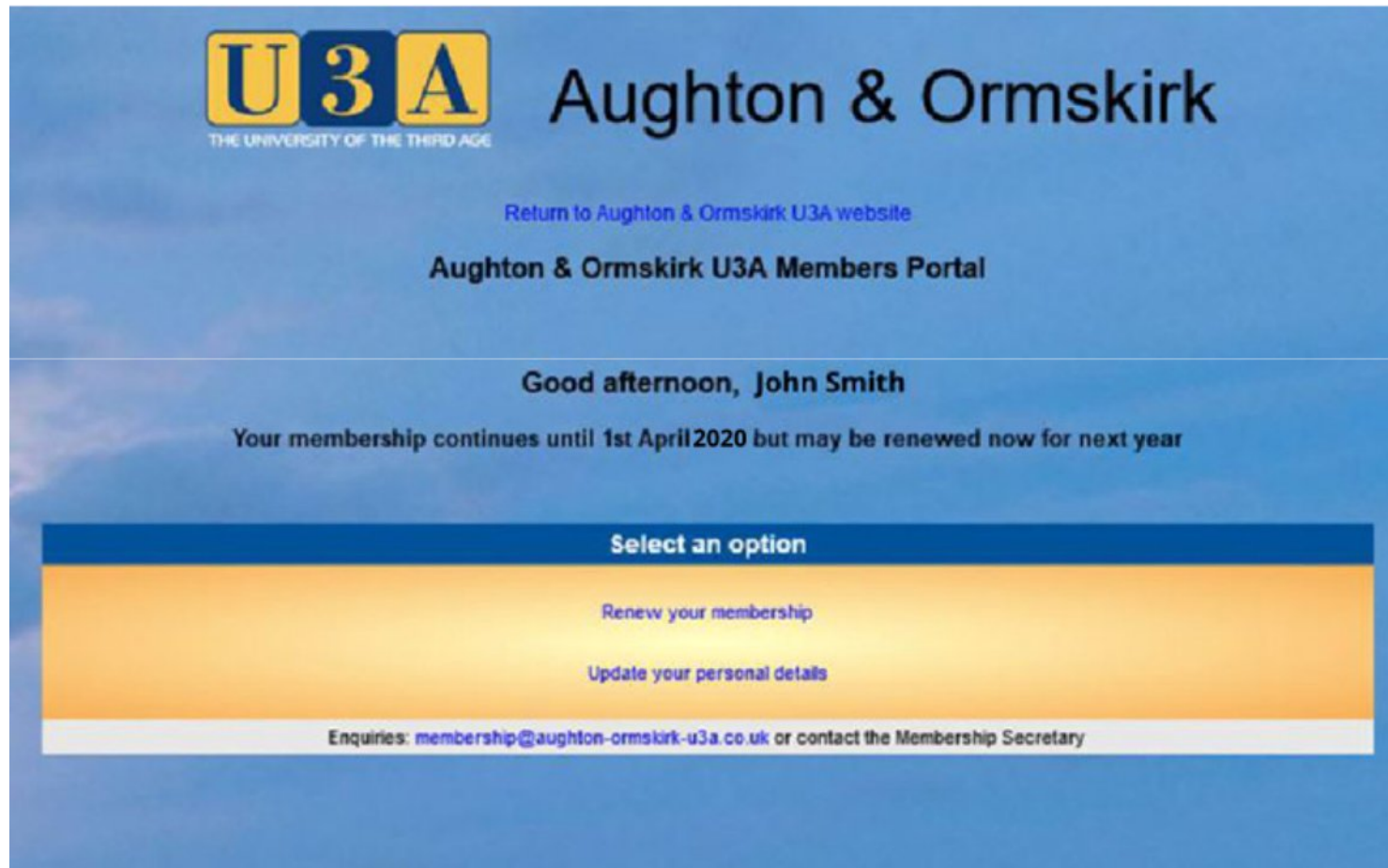
Surname

Postcode

E-mail

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Step 5 – choose “Renew your membership”



The screenshot displays the Aughton & Ormskirk U3A Members Portal. At the top left is the U3A logo, which consists of the letters 'U', '3', and 'A' in yellow on a blue background, with the text 'THE UNIVERSITY OF THE THIRD AGE' underneath. To the right of the logo is the text 'Aughton & Ormskirk'. Below this is a link: 'Return to Aughton & Ormskirk U3A website'. The main heading is 'Aughton & Ormskirk U3A Members Portal'. A personalized greeting reads 'Good afternoon, John Smith'. Below the greeting, a message states: 'Your membership continues until 1st April 2020 but may be renewed now for next year'. A dark blue bar contains the text 'Select an option'. Below this bar is a large orange button with the text 'Renew your membership'. Underneath the orange button is a smaller orange button with the text 'Update your personal details'. At the bottom of the page, a white bar contains the text: 'Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary'.

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[Return to Aughton & Ormskirk U3A website](#)

Aughton & Ormskirk U3A Members Portal

Good afternoon, John Smith

Your membership continues until 1st April 2020 but may be renewed now for next year

Select an option

[Renew your membership](#)

[Update your personal details](#)

Enquiries: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Step 6,7 – tick Gift Aid and choose “Make Payment

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[Return to Aughton & Ormskirk U3A website](#) [Members Portal](#)

Aughton & Ormskirk U3A Membership Renewal

i If you wish to change your class of membership, you cannot renew on-line.
Please contact the membership secretary

Payment

Your membership class is Joint

Renewal fee for yourself and is £ 30.00

If you only wish to renew for yourself, you must contact the membership secretary

Tick if you pay UK tax and wish U3A to claim Gift Aid on your subscription (if applicable)

Amount to pay: £ 30.00

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

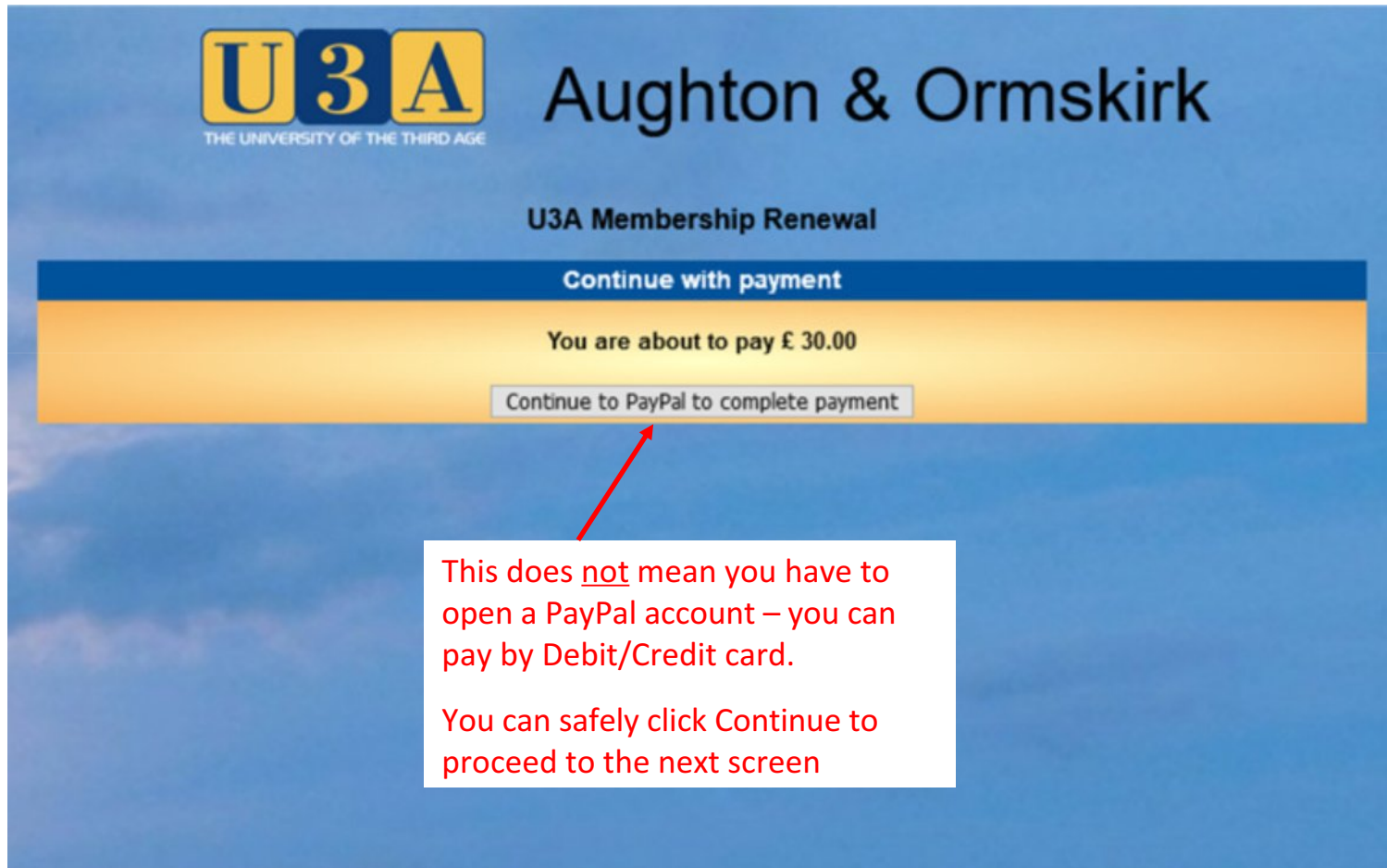
Make Payment

After payment, you should receive an e-mail from PayPal as a receipt and an e-mail from Aughton & Ormskirk U3A to confirm renewal

Problems?: membership@aughton-ormskirk-u3a.co.uk or contact the Membership Secretary

Please tick if you are registered for Gift Aid

Step 8 – Renewal amount advice screen

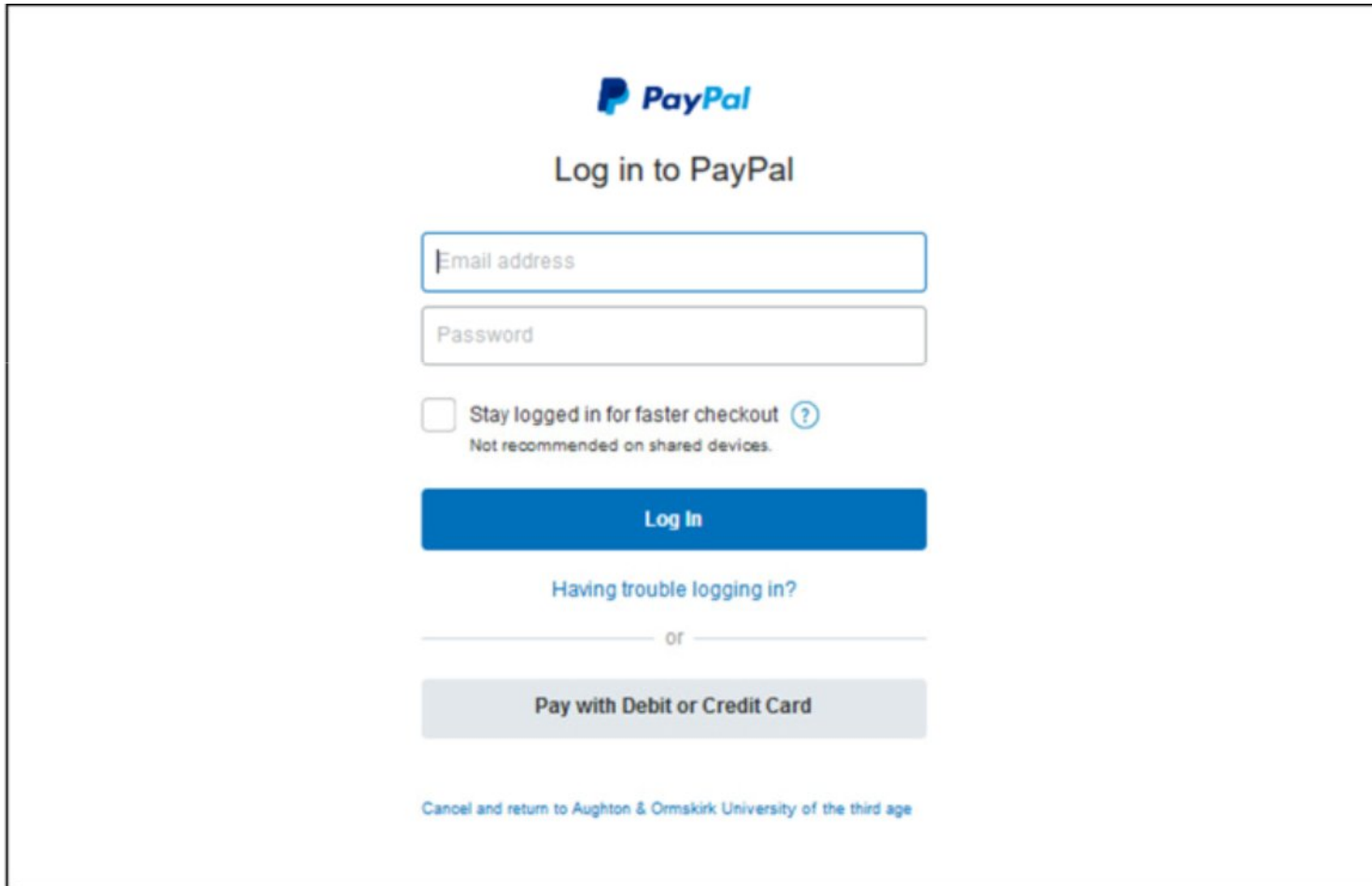


The screenshot shows the U3A Membership Renewal screen. At the top left is the U3A logo with the text 'THE UNIVERSITY OF THE THIRD AGE'. To the right of the logo is the text 'Aughton & Ormskirk'. Below this is the heading 'U3A Membership Renewal'. A dark blue bar contains the text 'Continue with payment'. Below that, a yellow bar contains the text 'You are about to pay £ 30.00'. At the bottom of the yellow bar is a button that says 'Continue to PayPal to complete payment'. A red arrow points from a text box below to this button.


This does not mean you have to open a PayPal account – you can pay by Debit/Credit card.

You can safely click Continue to proceed to the next screen

Step 9 - Optional PayPal login screen



The image shows a screenshot of the PayPal login interface. At the top center is the PayPal logo. Below it, the text "Log in to PayPal" is displayed. There are two input fields: "Email address" and "Password". Below the password field is a checkbox labeled "Stay logged in for faster checkout" with a help icon and a note "Not recommended on shared devices." A blue "Log In" button is positioned below the checkbox. Underneath the button is the text "Having trouble logging in?" followed by "or" and a horizontal line. Below this line is a grey button labeled "Pay with Debit or Credit Card". At the bottom of the screen, there is a link that says "Cancel and return to Aughton & Ormskirk University of the third age".

 **PayPal**

Log in to PayPal

Email address

Password

Stay logged in for faster checkout [?](#)
Not recommended on shared devices.

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

[Cancel and return to Aughton & Ormskirk University of the third age](#)

Step 9 – Choose Debit/Credit card via PayPal

The image shows a screenshot of the PayPal login page. At the top center is the PayPal logo. Below it, the text "Log in to PayPal" is displayed. The login form consists of three input fields: "Email address", "Password", and a checkbox labeled "Stay logged in for faster checkout" with a help icon and the text "Not recommended on shared devices." below it. A blue "Log In" button is positioned below the checkbox. Below the button, there is a link "Having trouble logging in?" followed by "or" and a grey button labeled "Pay with Debit or Credit Card". At the bottom of the page, there is a link "Cancel and return to Aughton & Ormskirk University of the third age".

To pay by PayPal

or

To pay by Debit or Credit card

PayPal

Log in to PayPal

Email address

Password

Stay logged in for faster checkout [?](#)
Not recommended on shared devices.

Log In

Having trouble logging in?


or

Pay with Debit or Credit Card

Cancel and return to Aughton & Ormskirk University of the third age

Steps 10,11 – paying by Debit or Credit card

Aughton & Ormskirk University of the third age

 £30.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant (i.e. Aughton & Ormskirk U3A)

Country:

Card type:

Card number:

Expiry Date: CSC:

First name: Last name:

Billing Address

Address line 1:

Address line 2 (optional):

Town/City:

County (optional): Postcode:

Contact information

Phone number type: Mobile number:


Email address:

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

Cancel and return to Aughton & Ormskirk University of the third age


[Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999-2019

Step 12 – Checking whether you want a PayPal account



Thanks for using PayPal! Create your account today

We'll save your payment information when you create your account – so you don't have to type it again. Just add a password and your date of birth to enjoy faster check out with PayPal at millions of online stores.

john.smith@gmail.com 

Password

Confirm password

Date of birth


I confirm that I have read, consent and agree to PayPal's [User Agreement](#) and [Privacy Policy](#) and I am over the age of 18. I understand I can change my communications preferences at any time in my PayPal Account. For more information about PayPal, see our [Key Payment and Service Information](#).

If you don't want to create a PayPal account, choose "Not now"

Agree and Continue

Not now

Step 13,14 – Receipt for payment



You paid £30.00 GBP
to Aughton & Ormskirk University of the third age
[Details](#)

Get your PayPal receipts in Messenger

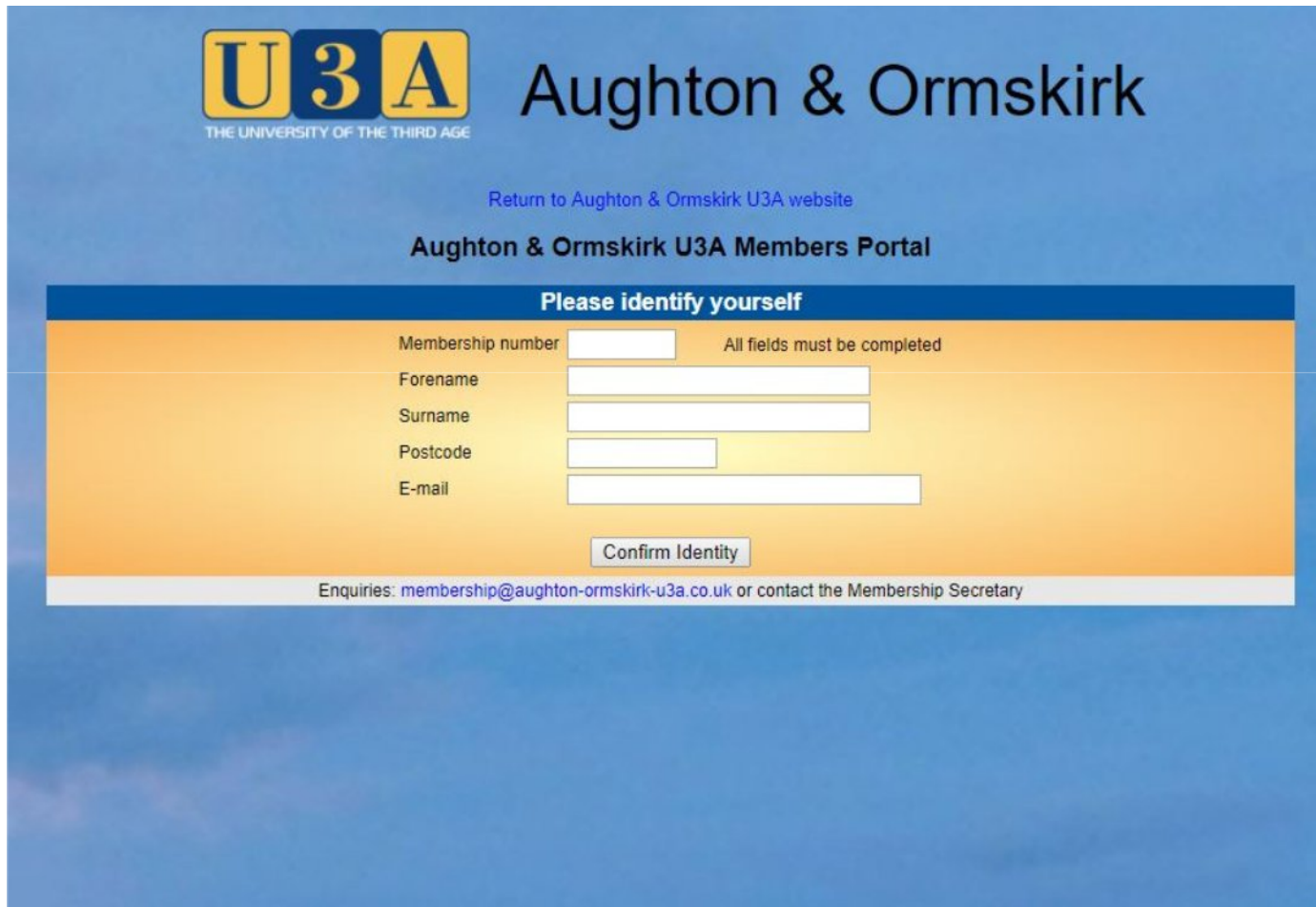
Paid with
Visa x-3030 £30.00 GBP

Purchase details
Receipt number: 1234567890123456
We'll send confirmation to:
john.smith@gmail.com

Merchant details
Aughton & Ormskirk University of the third age
john.smith@gmail.com

[Return to Merchant \(ie A&O U3A\)](#)

Step 14 – return to Members Portal



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Please identify yourself

Membership number All fields must be completed

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