

Dunmow u3a – Online Membership Renewal

Members of Dunmow u3a can use the Beacon Online Membership Renewal System to renew their membership. We continue to accept payments by bank transfer, cheque and cash though this online system avoids the Membership Secretary from dealing with renewals.

You can renew your membership any time after you have received a membership renewal reminder email from the Membership Secretary.

Registration for a membership account

To enable you to use the Portal to renew your membership you first have to Register. To access the Dunmow u3a Members Portal please click [here](#). The screen on the right will be displayed. Click on **‘Register for a membership account.’** Do Not enter an E-mail address. Registration is only required once and is simply used to confirm your identity.



The screenshot shows the 'Dunmow u3a Beacon' logo at the top. Below it is a link 'Return to Dunmow u3a website'. The main heading is 'Dunmow u3a Members Portal'. The primary instruction is 'Please enter your E-mail address'. There is an input field for 'E-mail', a 'Confirm e-mail' button, and a 'Forgotten Password' link. A note states: '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'. Another note says: 'If the Membership Secretary has updated your e-mail address use Verify e-mail (you will also need to set your password)'. At the bottom, it says 'Enquiries: membership@dunmowu3a.org.uk or contact the Membership Secretary'.

After clicking **‘Register for a membership account’** the membership details page as shown on the right will now be displayed.

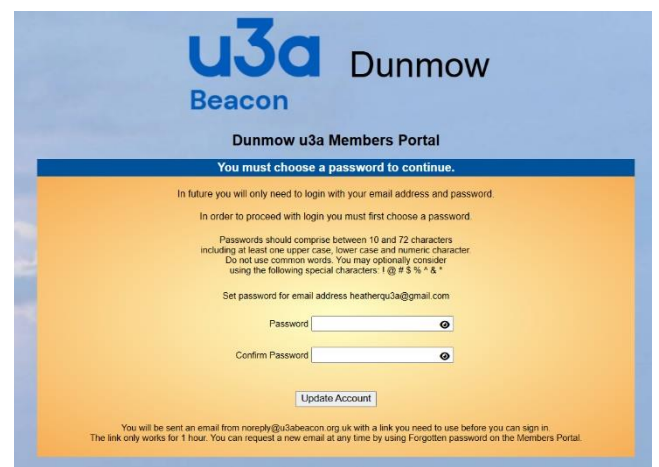
Enter the information that was sent to you in the membership renewal reminder. Then click **‘Confirm Identity’**.



The screenshot shows the 'Dunmow u3a Beacon' logo. Below it is a link 'Return to Dunmow u3a website' and a link 'Sign in with email'. The main heading is 'Dunmow u3a Members Portal'. The primary instruction is 'Register for a membership account and password'. There are input fields for 'Membership number', 'Forename', 'Surname', 'Postcode', and 'E-mail'. A note says 'All fields must be completed'. There is a 'Confirm Identity' button. At the bottom, it says 'Enquiries: membership@dunmowu3a.org.uk or contact the Membership Secretary'.

On the next screen displayed please create a password and confirm it. Then click on Update Account.

You will receive an email from Beacon with a link to enable verification of your email address. This link is only valid for 1 hour. After clicking the link you will be returned to the Members Portal.



The screenshot shows the 'Dunmow u3a Beacon' logo. Below it is a link 'Return to Dunmow u3a website' and a link 'Sign in with email'. The main heading is 'Dunmow u3a Members Portal'. The primary instruction is 'You must choose a password to continue.'. A note says 'In future you will only need to login with your email address and password'. Another note says 'In order to proceed with login you must first choose a password'. A note says '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: ! @ # \$ % ^ & *'. There is a text input field for 'Set password for email address heatheru3a@gmail.com'. There are input fields for 'Password' and 'Confirm Password'. There is an 'Update Account' button. At the bottom, it says '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.'

Renewing your membership after registration

Access the Dunmow u3a Members Portal via the link on the Dunmow u3a website. Enter your E-mail address and click on 'Confirm e-mail'. Enter the password you created when you registered.



The screenshot shows the Dunmow u3a Beacon website header. Below the header, there is a link to 'Return to Dunmow u3a website'. The main heading is 'Dunmow u3a Members Portal'. Below this, a blue bar contains the text 'Please enter your E-mail address'. Underneath, there is an 'E-mail' label followed by a text input field. To the right of the input field are two buttons: 'Confirm e-mail' and 'Forgotten Password'. Below the buttons, there is a paragraph of text: '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.' Below this is another paragraph: 'If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)'. At the bottom, there is a small line of text: 'Enquiries: membership@dunmowu3a.org.uk or contact the Membership Secretary'.

The next screen displayed has options to renew your membership or request a replacement membership card. Click on renew your membership. You will now be taken to PayPal where you can either login if you have a PayPal account or proceed to payment as a guest. You can use your credit or debit card for payment.

To proceed as a guest, on the first PayPal screen displayed enter your email address and click "Pay by Debit or Credit Card". After entering your details and Card number then on the next screen click "Pay now as guest" and ensure that the box "Save information & create your PayPal account" is **not** checked. Ignore any links to create a PayPal account. After you have completed your payment you will receive two emails, one from PayPal confirming your transaction and one from Beacon confirming your membership renewal and with your Membership card attached.