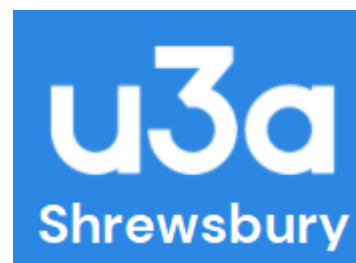


Tutorial to renew your Membership Online with a Credit or Debit Card



We encourage members to renew their membership online, it makes life easier for us and provides a solid audit trail.

We use **PayPal** as a mechanism to accept online payments *either* through a PayPal account **OR** using your debit or credit card. This tutorial is written for using a credit/debit card only.

YOU DO NOT NEED TO CREATE A PAYPAL ACCOUNT TO USE THIS PROCESS

1. First you need to make sure that you have a Beacon Profile. This is covered in an [earlier tutorial](#). Log in to the **Members Portal** to access your Beacon account. The easiest way to get there is from our public website at **shrewsbury.u3a.org.uk**. Go to the “**Membership**” tab on the top menu then in the graphic at the bottom left of the screen, select the blue link “**Proceed to Login Members Portal**”.

2. Login with your email and password.

A screenshot of the Shrewsbury u3a Members Portal login page. The page has a blue header with the text 'Shrewsbury u3a Members Portal'. Below the header is a dark blue bar with the text 'Please enter your E-mail address'. The main content area is orange and contains an 'E-mail' input field with a search icon, a 'Confirm e-mail' button, and a 'Forgotten Password' button. Below these buttons, there is 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 that, it 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, there is a footer with the text: 'Enquiries: membership@shrewsburyu3a.org.uk or contact the Membership Secretary'.

3. Once you have accessed the members portal you will be at the dashboard. Select the top option: **Renew your membership**. This only becomes available if it is indeed time for you to renew your membership. Four weeks before Jan 1st until eight weeks after.

Good morning, Geoff Lane

Member number 1037

Your membership continues until 1st January 2026 but may be renewed now for next year

Select an option

[Renew your membership](#)

[Shrewsbury u3a groups](#)

[Calendar of meetings and events](#)

[Update your personal details](#)

[E-mail Replacement Membership Card](#)

Enquiries: membership@shrewsburyu3a.org.uk or contact the Membership Secretary

4. Check (tick) one of the gift aid boxes and then confirm that the renewal fee and class is what you would expect. Currently £15.00 for an individual member and £11.00 for an Associate. Move forward by clicking the “**Make Payment**” button.

Shrewsbury u3a Membership Renewal

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

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 Shrewsbury u3a claims 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 Shrewsbury 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 is £ 15.00

Amount to pay: £ 15.00

Press the button below 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 Shrewsbury u3a to confirm renewal

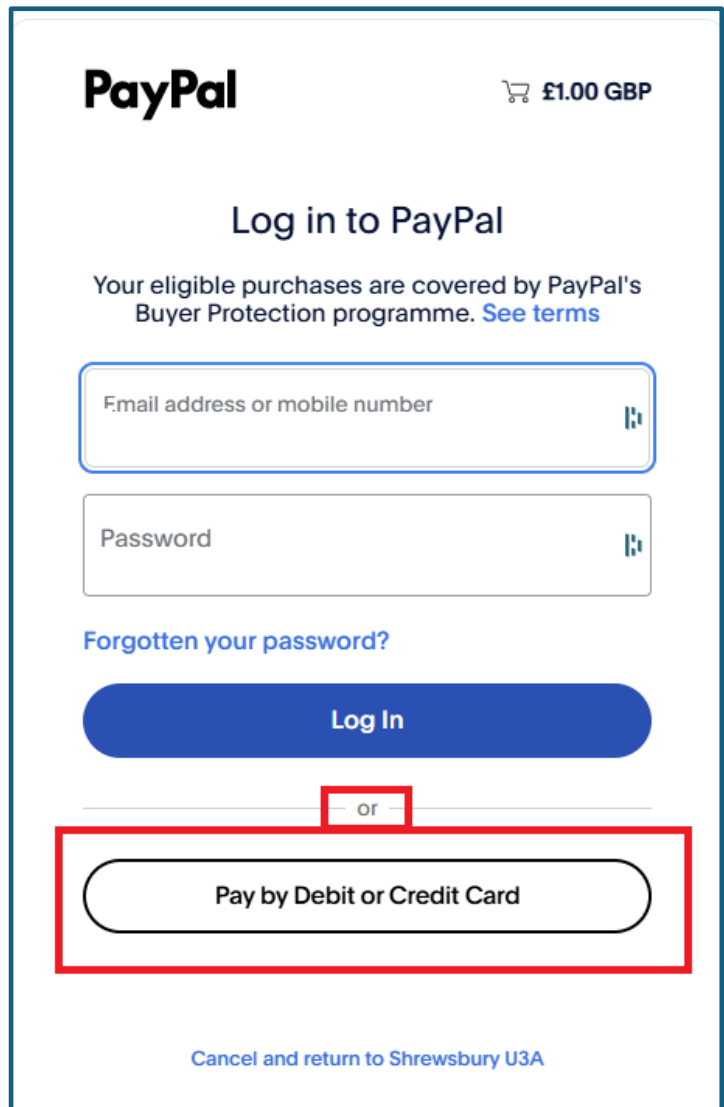
Problems?: membership@shrewsburyu3a.org.uk or contact the Membership Secretary

5. You are asked to confirm you want to continue with the payment.
Click the “Continue to PayPal to complete payment” button.



6. You are taken to the PayPal pages, **IGNORE** the top part of the screen “Log in to PayPal”, instead go to the bottom and select:

“Pay by Debit or Credit Card”



7. Enter your details as requested:
email – for a receipt, phone No, Card No, expiry date, security code and billing address etc.

PayPal

Pay with debit or credit card

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

Country/region
United Kingdom

Email address

Phone type
Mobile

Phone number
+44

Card number

Expiry date

Security code

Billing address

First name

Last name

We'll use the name you enter to create your account.

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

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.

We'll pre-authorise up to £1.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

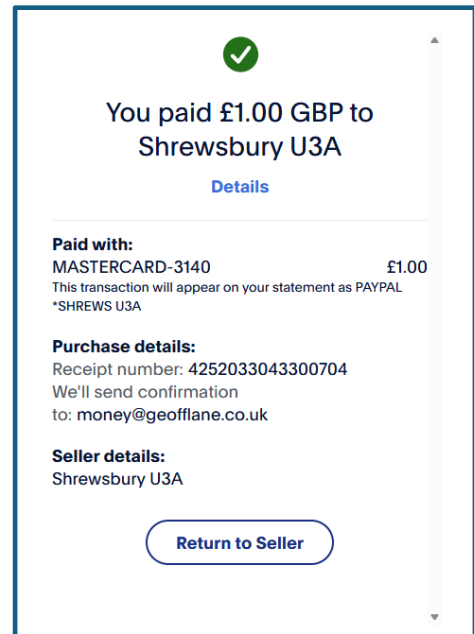
Pay now as guest

Already got a PayPal account? [Log In](#)

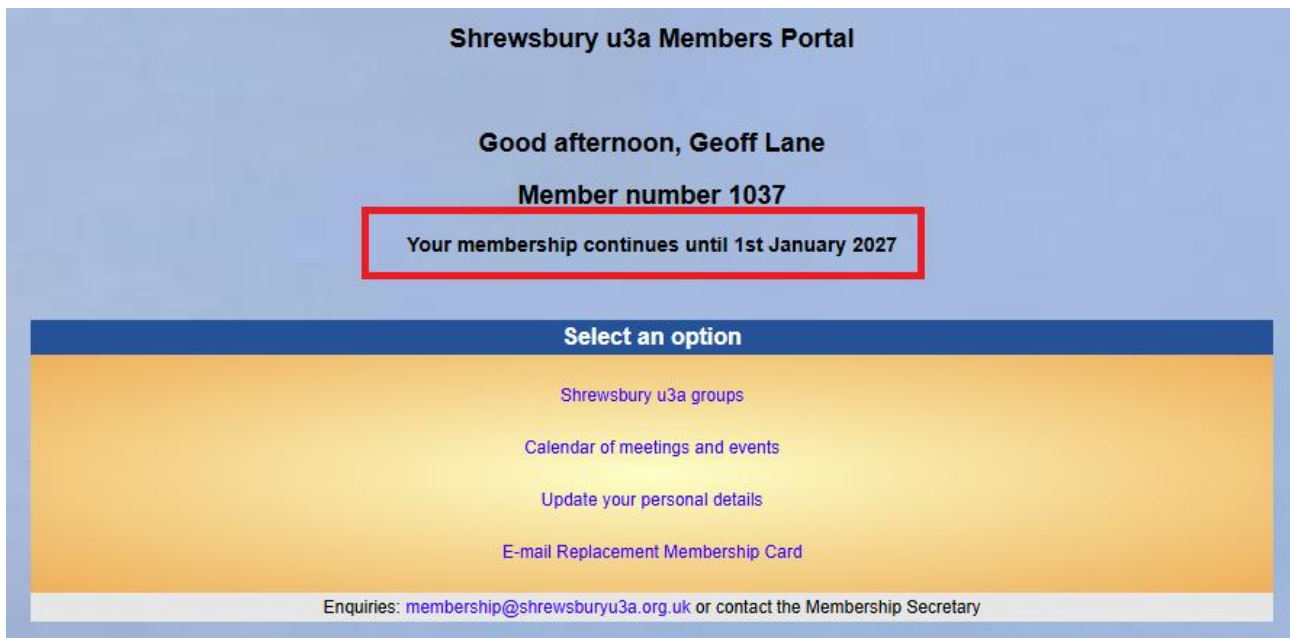
8. Leave the “**Save your information & create your PayPal account**” in the Off position (as shown).

9. Click the Blue Button “**Pay now as guest**”.

10. PayPal accepts your card payment and confirms the amount you paid and to whom you paid it.



11. Finally, you are taken back to the Beacon pages. If you return to the dashboard you will see the expiry date of your renewed membership.



End of tutorial.

Geoff Lane. 21 Jan 2026.