Perth u3a

Members Portal guide

What is the members portal?

The members portal is a website which gives you access to your Perth u3a membership record held in Beacon. Beacon is an online admin system, used by over 600 u3a organisations, including Perth u3a. Members using the portal can access their own membership record only. The portal allows you to:

- update your own contact details
- opt into or out of receiving TAM (the free magazine, Third Age Matters)
- renew your membership.

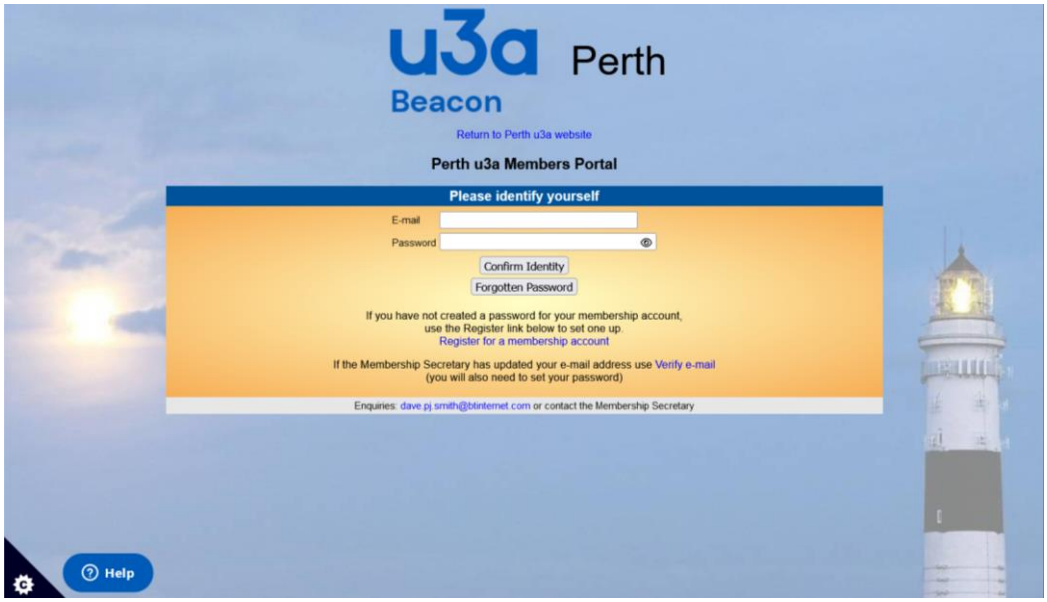
Finding the Perth u3a members portal

You can:

- click this link
- go to the Welcome page on Perth u3a website, and click the Membership renewal button
- click the link in your renewal email
- google ‘Perth u3a members portal’ or use your usual search engine.

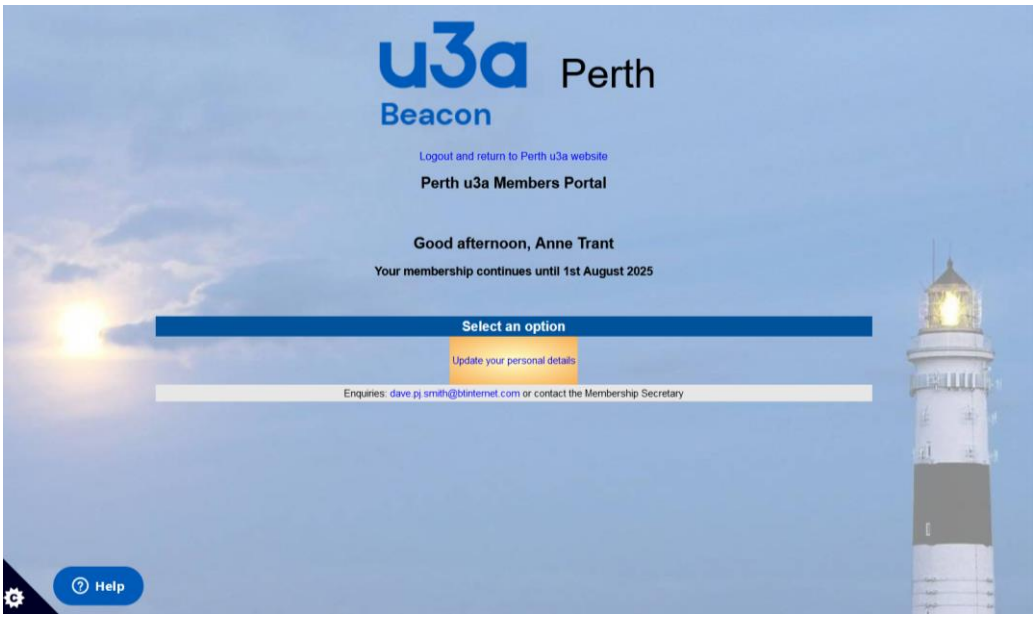
Logging on

Once you’ve found the members portal, you’ll see this:



Type in your email address and password, then click **Confirm Identity**.

When you've logged in, you'll see something like this:



An extra option about renewing your membership appears in early July, shortly before the start of our membership year.

Update your personal details

You can view and change your personal details using the portal, for example, if you change your email address or you want to share your emergency contact details.

The first part is About yourself – it has your name, mobile phone number, email address, and the name and phone number of your emergency contact if you opt to provide this. Please don't upload a photo of yourself as we don't currently store this data.

The second part is Where you live – it has your postal address and your land line number.

The third part is Your preferences. You can opt into or out of receiving TAM using the tick box. (TAM is the magazine Third Age Matters, published by the Third Age Trust.)

Make sure you click **Update personal details** when you've made changes to save them. If you make a mistake, just correct it and click **Update personal details** again.

This screen also enables you to change or update your password.

Renew your membership

When it's time to renew your membership, an extra option appears on the portal home page. Our membership year is from 1 August to 30 July, and you can renew online for the next session from mid July each year. You'll get a renewal email to remind you.

To renew online, you need to log into the Members Portal using your email address and password. Your payment will be processed by PayPal, but you do **not** need a PayPal account. If you don't want to use a PayPal account (and most members don't), you need to have a bank card ready.

1 Follow the instructions on page 1 of this guide to access the Perth u3a members portal.

2 Click the option **Renew your membership**

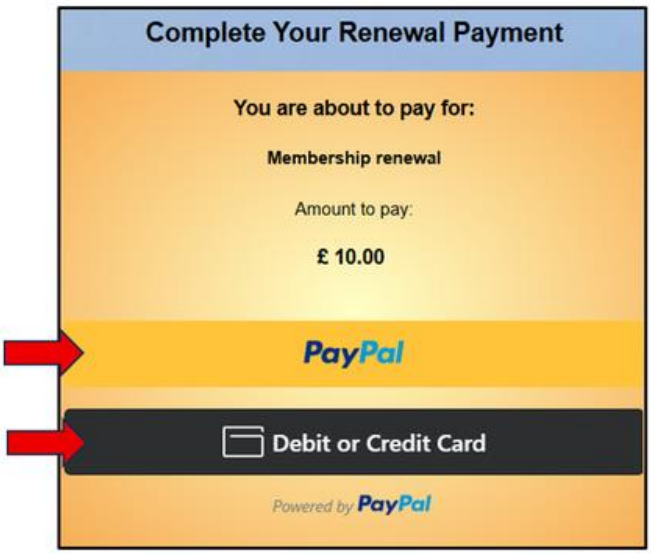
3 If you live at the same address as another member, you can choose on the next screen whether or not to pay for them as well as yourself.

4 Click **Make payment**



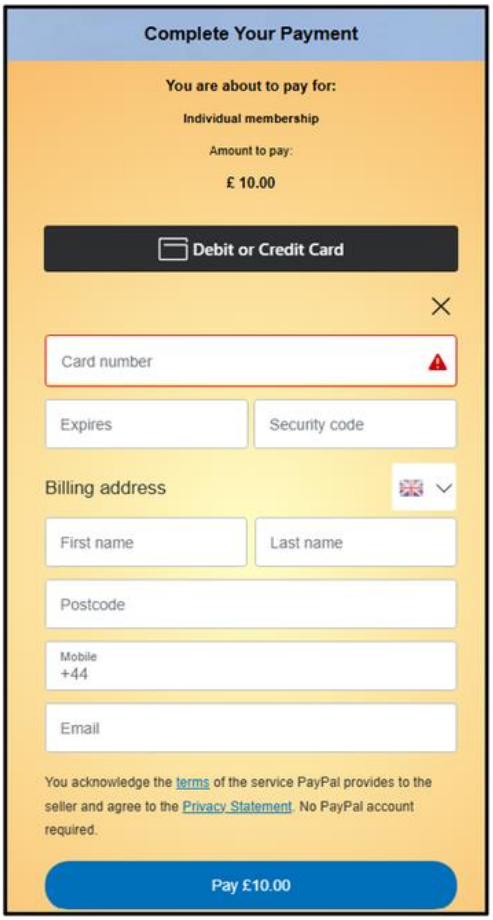
At this point you have 2 payment options:

- Pay with your own **PayPal** account, or
- Pay by **Debit** or **Credit** card



Choose the option you want.

5 If you select Debit or Credit Card, you will be prompted to enter your card details and contact details to complete the payment.



After the payment has been processed, you will receive two confirmation emails, one from Perth u3a and one from PayPal.

8 If your personal details were wrong on the renewal email, use the **Update your personal details** option to change them.

9 If you want Perth U3A to keep details of your emergency contact, use the **Update your personal details** option to add their details. Please note you must tell them you have given us their details.