

Instructions for Payment of Renewal or Joining

You will need to have to hand:

1. Your credit or debit card
2. Your password for Beacon Members Portal. If you have forgotten your password, or it won't work, please click on 'Forgotten Password', create a new password and then login.

When you have logged in, you will be able to select 'Renew your membership'.

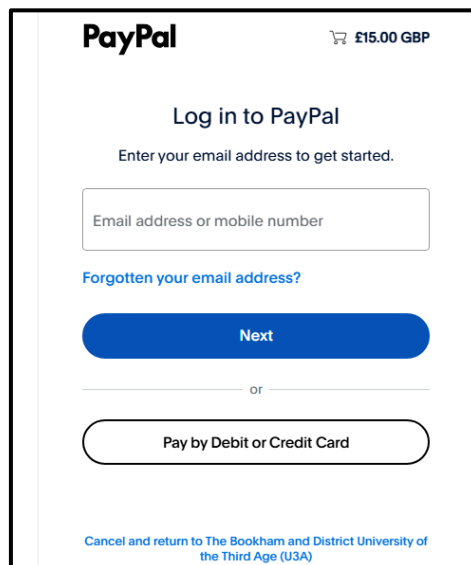
You will be asked to:

1. Opt in or out of Gift Aid (it will greatly help your u3a if you are able to opt in)
2. Confirm the membership(s) that you are renewing. You will be asked if you wish to pay for member at the same address

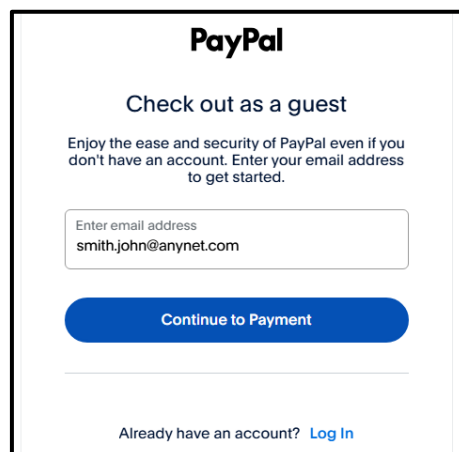
IMPORTANT - When you click 'make payment', you will be redirected to PayPal. Paypal collects the payments on our behalf but YOU DO NOT NEED A PAYPAL ACCOUNT to make a payment. If you use the email address associated with your Paypal you will need to pay by Paypal. If you do not have a Paypal account or use a different email address, you can checkout as a Guest.

The following pictures will give you examples of what to expect:

1. **Enter your email and click 'Pay by Credit or Debit card'**



2. **Enter your email address again and click 'Continue to Payment'**



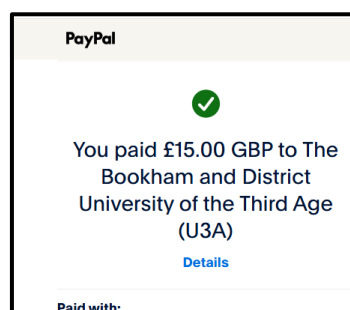
3. Complete transaction

Ensure you move the slider against “Save information & create your Paypal account” from right to left to enable you to Pay now as a guest. Add other relevant information as below.

The screenshot shows the PayPal payment interface. On the left, the 'Pay with debit or credit card' section includes a note that financial details won't be shared with the seller. It contains fields for Country/region (set to United Kingdom), Email address (bill@bill.com), Phone type (Mobile) and Phone number (07701234567). Below these are logos for various payment methods (MasterCard, Visa, American Express, etc.), the Card number (0789 1234 2244 6677), Expiry date (10 / 26), and a Security code field. On the right, the 'Billing address' section has fields for First name, Last name, Address line 1, Address line 2 (optional), Town/City, County (optional), and Postcode. At the bottom of the right section, there is a toggle for 'Save information & create your PayPal account' (currently turned off), a disclaimer about terms and privacy, and a blue button labeled 'Pay now as guest'.

4. Click 'pay now as a guest'

You will be directed to a page which will confirm you have paid, and confirm how you had paid and the purchase details



You will receive 2 confirmation emails:

- A confirmation of payment from PayPal
- A confirmation from Bookham u3a and your digital membership card.

If you have any queries or get stuck, please email membership@bookhamu3a.org.uk

Once again, many thanks for supporting this project.

Best wishes

Membership Team

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