

Everyone is due to renew for another year between the 1<sup>st</sup> and 31<sup>st</sup> January. The more of you that can renew online the better. Historically the members portal was a bit difficult to log into. You needed several pieces of information and they had to be entered in the correct format. This has been changed and is now a lot easier, however you have to log in the old way one last time so that your new log-in details are registered. **YOU CANNOT RENEW BEFORE 1<sup>ST</sup> JANUARY** but you can get the portal all set up and check your details are correct, so that you can sign in easily in January. The members' portal can be accessed via our website:

[www.weymouthportland.u3asite.uk](http://www.weymouthportland.u3asite.uk)

Once on the website, click on the join/renew tab at the top of the page and then scroll down until you see "join or renew your membership". Then click on the "online" option.

The first time that you access the Members Portal after 18th April 2023 you will need to go through a short registration process.

Before you start, make sure you have your membership number to hand - it is shown on your Membership Card or contact your Membership Secretary.

The first time that you access the Portal after 18th April 2023 you see the following screen. **Do not enter an email address or password initially. Click Sign In with membership details**

**Demoton u3a Members Portal**

**Please identify yourself**

E-mail

Password

[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in.

[Sign In with membership details](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#)

Type in your Membership number, Forename, Surname, Post Code and email address, then press **Confirm Identity**. Your names must have an initial capital letter followed by small letters. Your postcode must be capitals with a space between the two parts.

**Demoton u3a Members Portal**

**Please identify yourself**

Membership number	<input type="text" value="666"/>	All fields must be completed
Forename	<input type="text" value="Bertie"/>	
Surname	<input type="text" value="Beast"/>	
Postcode	<input type="text" value="DM4 3GH"/>	
E-mail	<input type="text" value="bertie@beast.com"/>	

- If you can't remember your Membership number, it is shown on your Membership Card, or contact your Membership Secretary - [membershipsec.weyportu3a@gmail.com](mailto:membershipsec.weyportu3a@gmail.com)
- The details entered have to exactly match that held by your u3a. If in doubt, check your Membership Card or contact your Membership Secretary.
- If you have previously supplied the membership secretary with a familiar name (e.g. Ted, Liz), that is also accepted as a Forename.
- If you are unable to log in to the Members Portal, it may be due to not having JavaScript enabled in your browser. This can be remedied as described at <https://enable-javascript.com/>

*Note: if you have already set a password on a previous occasion and you enter the 5 pieces of information again you will get the Please identify yourself screen with a message prompting you to use the Forgotten password link or contact your Membership Secretary:*

After entering the required 5 pieces of data and pressing **Confirm Identify** you will be asked to create a password of between 10 and 72 characters including at least one upper case, lower case and numeric character.

Enter and confirm your password and press **Update Account**

**Demoton u3a Members Portal**

**You must choose a password to continue.**

In future you will only need to login with your email address and password.

In order to proceed with login you must first choose a password.

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: ! @ # \$ % ^ & \*

Set password for email address  
aeme.bunting@beacon.u3a.org.uk

Password

Confirm Password



You will see the following screen confirming that you have been sent an email with a link and that you can close this browser window because clicking the link in the email will open a new browser.

Members Portal

**Demoton u3a Members Portal sign up successful**

You have been 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 link below or on the Members Portal.

[Forgotten password](#)

You may close this browser tab as the e-mail link will open a new browser tab inviting you to sign in.

If the email doesn't arrive within a few minutes, check your Spam folder.

The confirmation email will expire after 1 hour, although **Forgotten Password** can be used to request a new confirmation email.

Clicking the link in the email will take you back to the log-in screen where there will be a message to say that your email address has been verified.

After entering your email address & password, press **Confirm Identity**


**Demoton u3a Members Portal**

Your email address has been verified. You can now use it to login to the members portal.

**Please identify yourself**

E-mail

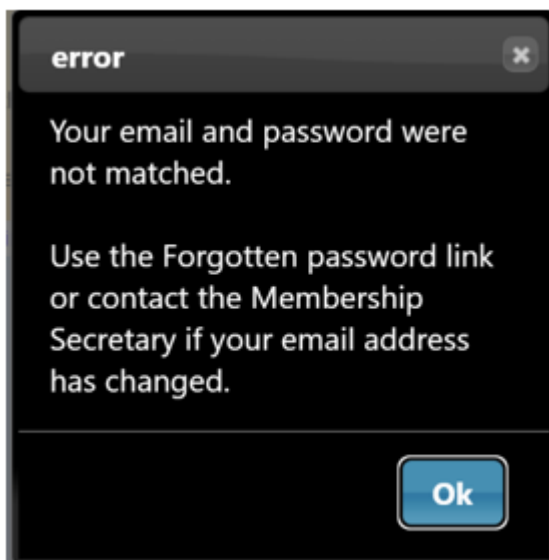
Password



[Forgotten password](#)

If you have not created a password for your membership account, please use the link below where you will be able to set up a password to log in with.  
[Sign In with membership details](#)

If the details that you entered do not match those held on the system, you will be prompted to use the Forgotten Password link or to contact your Membership Secretary.



*Note that your Membership Secretary can neither see nor set your password.*

After a successful sign-in you will be taken to the Members Portal Home page where you can update any of your details that may have changed. You will not be asked to renew your subscription until 1<sup>st</sup> January.