

August 2023

## Beacon Membership System

In common with several hundred other u3as, we use the Beacon membership system. You can access this to alter your personal details, e.g. if you have changed your email address, and to renew your subscription (see below), without having to bother the membership secretary. Your sign-in for the Merton u3a website won't work on Beacon; they are completely separate websites.

### Register on Beacon

To access your personal record, you need to register with Beacon. You can do this from the [My Membership](#) page on the Merton u3a website, or by clicking on the members' portal here

<https://u3abeacon.org.uk/u3aportal.php?u3a=417&sc=LRUF>. Ignore the Email and Password boxes and instead click Sign in with membership details. You need to know your membership number, which you will find on your current membership number, or in an email from the membership secretary.

Having completed membership details click Confirm Identity.

The next screen invites you to create a password. (If this does not happen, check the information you have so far entered is correct). You may want to use the same password as your Merton u3a website password, but it can be different.

Having created your password you will receive a Password Confirmation email from Beacon. To confirm your email address Click on the link. The link only lasts one hour! If the time expires, you will need to return to the members' portal and click on 'forgotten password' to recreate a new one.

You will now be back at the entrance to the members' portal. Enter your email address and your newly created password, click 'confirm identity'. You will now be in the members' portal.

You can now use Beacon to check and amend your personal details. When your subscription renewal is due, you will be able to renew it through the portal, using your newly-created login and password..

If you encounter a problem with this procedure, there's a YouTube video here <https://www.youtube.com/watch?v=hyL8kayX5hA> that you can watch that

demonstrates the process. If you still have problems, please contact Jon Sheppard at [beacon@mertonu3a.org.uk](mailto:beacon@mertonu3a.org.uk).

## **Subscription Renewals**

The Membership Secretary sent out a renewal request email in early August, including your membership number. The best way of paying your subscription is through the Beacon members' portal as described above.