

## Initial setup of your Members Portal account

Members can log into our detailed on-line diary and group details through our [Members Portal](#). This can be accessed through a link on the “Members Portal” page of our website

1. The first time that you log on, Click on **“Register for a membership account”**.
2. You will then be required to identify yourself by providing your Membership number, Name, Postcode and email address.
3. **Details must exactly match those held in our membership records.**
4. Then click on **“Confirm Identity”**.
5. **Create a password** of at least 10 characters including a minimum of one upper case, lower case and numeric character.
6. Click on **“Update Account”**
7. You will see this screen confirming that you have been sent an email with a link and that **you can close this browser window.**
8. You should receive an email from **noreply@u3abeacon.org.uk** asking you to **CLICK A LINK** to confirm your identity. **DO NOT MISS THIS STEP.** If no email arrives within a few minutes, check your Spam folder.
9. **Clicking the link in the email will take you to a new logon screen** where there will be a message to say that your email address has been verified. The confirmation email will expire after 1 hour. However, clicking **Forgotten Password** can be used to request a new confirmation email.
10. **You can now, and in future, use the logon screen to log in to the Members Portal by entering your email address then clicking “Confirm Identity”. Then adding your password and clicking “Confirm Identity”**

Lancaster & Morecambe u3a Members Portal

Please identify yourself

E-mail

Confirm Identity

Forgotten Password

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](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)

Lancaster & Morecambe U3A Members Portal

Please identify yourself

Membership number  All fields must be completed

Forename

Surname

Postcode

E-mail

Confirm Identity

Password

Confirm Password

Update Account

You have been sent an email from [noreply@u3abeacon.org.uk](mailto: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.

**N** noreply 18 Apr to me

Do not reply to this email as [noreply@u3abeacon.org.uk](mailto:noreply@u3abeacon.org.uk) is not monitored, and your reply will not be seen.

Joe you have just registered for the Members Portal of Lancaster & Morecambe u3a.

Your email address needs confirmation.

Please confirm using this link: <http://www.u3a.org.uk/confirm.php?token=af1d47aa66&u3a=117&sc=T> **CLICK on your email here**

If you still experience difficulty, please contact your system administrator.

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

Lancaster & Morecambe u3a Members Portal

Please identify yourself

E-mail

Confirm Identity

Forgotten Password

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](#)

If the Membership Secretary has updated your e-mail address use [Verify e-mail](#) (you will also need to set your password)