How to Register for a Tring u3a Members Portal Account

You will need:

- Your Membership Number
- Your Forename and Surname
- Your Email address
- Your Post Code

Please note: these details must be exactly as they were when you joined Tring u3a - if you are in any doubt, please contact the <u>membership secretary</u>.

On the <u>Tring u3a Members page</u> click on **Login to the Members Portal** and follow the instructions below:



Click on "Register for a membership account". IGNORE EVERYTHING ELSE.

Tring u3a Members Portal Register for a membership account and password	
Forename	
Surname	
Postcode	
E-mail	
	firm Identity org.uk bi contact the Membership Secretary

Fill in the form then click on "Confirm identity".

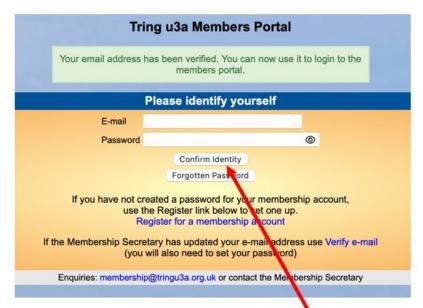
Please note: the **Postcode must have a space** between the first and second part, e.g. HP23 9ZZ <u>not</u> HP239ZZ

You will be asked to create a password.

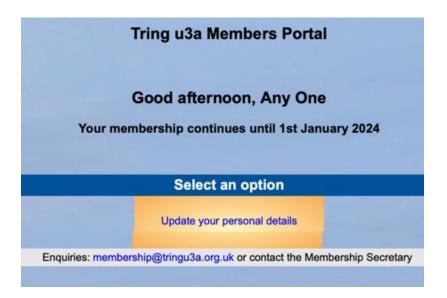
It must be 10 or more characters and a mix of upper and lower case letters and numbers (you can change the password later if you wish).

Click on **Update Account**.

Check your email inbox for a confirmatory email. Click on the link in the email to verify that it is you who is setting up the account.



Log in to the Members Portal using your email address and new password and click on **Confirm Identity**



For additional help and a video guide, see User Guide Article 10.2 Members Portal