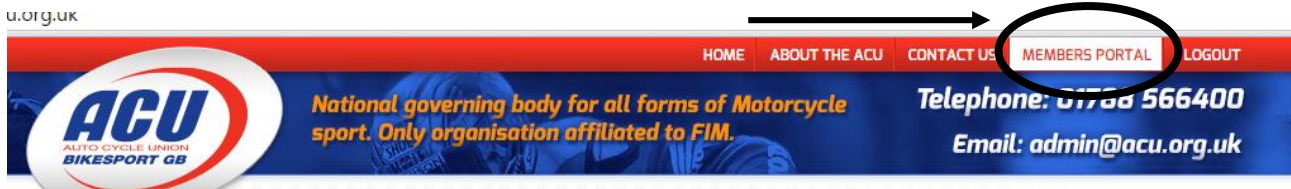


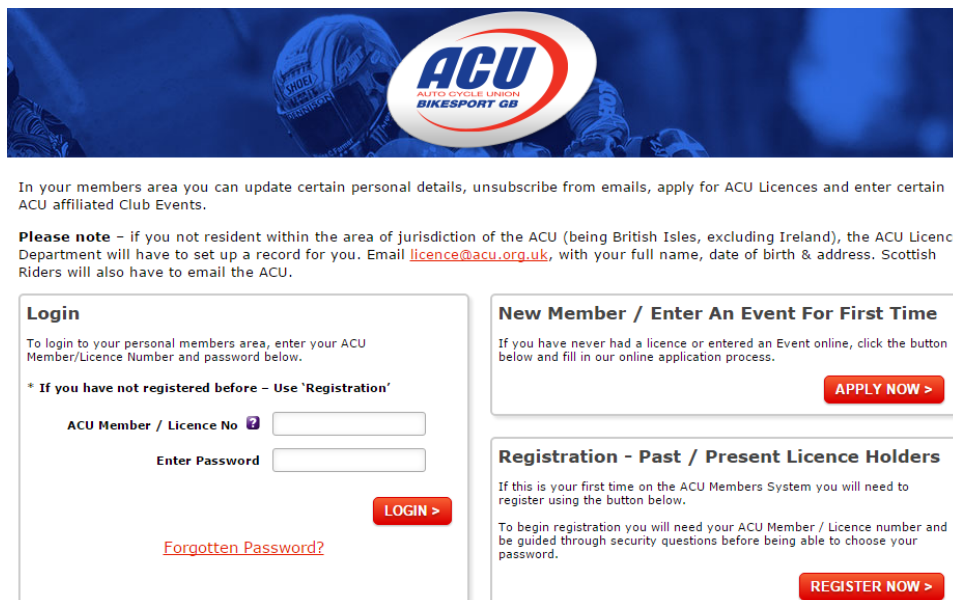
West of England Motor Club Ltd

ACU – Online club membership and licence renewal

1. Go to the ACU website, www.acu.org.uk.
2. Click on the members portal on the top right hand side of the homepage.



3. You will then be taken to the members portal where you will either need to login using your licence number or register following the easy on screen instructions.



In your members area you can update certain personal details, unsubscribe from emails, apply for ACU Licences and enter certain ACU affiliated Club Events.

Please note – if you not resident within the area of jurisdiction of the ACU (being British Isles, excluding Ireland), the ACU Licence Department will have to set up a record for you. Email licence@acu.org.uk, with your full name, date of birth & address. Scottish Riders will also have to email the ACU.

Login
To login to your personal members area, enter your ACU Member/Licence Number and password below.

* If you have not registered before – Use 'Registration'

ACU Member / Licence No

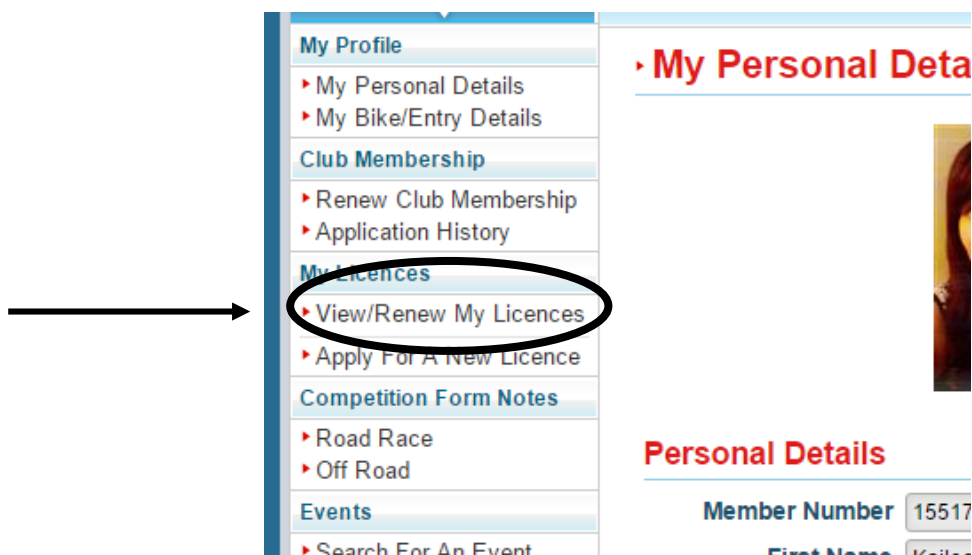
Enter Password

[Forgotten Password?](#) **LOGIN >**

New Member / Enter An Event For First Time
If you have never had a licence or entered an Event online, click the button below and fill in our online application process. **APPLY NOW >**

Registration - Past / Present Licence Holders
If this is your first time on the ACU Members System you will need to register using the button below.
To begin registration you will need your ACU Member / Licence number and be guided through security questions before being able to choose your password. **REGISTER NOW >**

4. On the left hand tool bar click on view/renew my licence.




5. Tick the box next to the licence that you would like to renew, then click begin renewal.

Current Licences

Please ensure that you have selected 'Renew' for every licence which you would like to renew. In most cases your renewal will be automatically selected.

Expires	Discipline	Licence	Renew
31/12/2017	Official - Trials	Trial Clerk of the Course - Regional - End 31.12.17 ⇒ RENEW TO: No renewal currently available	<input type="checkbox"/>
31/12/2015	Trials	2015 -Trial Registration ⇒ RENEW TO: 2016 -Trial Registration	<input type="checkbox"/>



6. We have the facility for you to pay for your club membership and/or Gazette subscription alongside your ACU trials registration or motocross/endure licence. If West of England Motor Club isn't already selected as your primary club, you will need to find it on the drop down box. Then click renew online and continue.

Online Renewal Step 1 of 3 - Club Affiliation

If you are unable to renew the licence you want online or are experiencing any problems please contact the A
Phone: 01788 566 417 between 9am and 4:30pm or **Email:** licence@acu.org.uk.

Our records indicate that you are affiliated with the club shown below, if this is incorrect or you wish to change on the drop down box and choose the club of your choice.

Primary Club

To proceed and verify your affiliation please enter the 9 digit affiliation code that your club has provided you w

Affiliation Code

Or

Your club has the facility to allow you to apply and pay online for your club membership for the coming year.

7. Enter your details at the top of the page and then select whether you would like just club membership at £5, or club membership and Gazette subscription at £25. YOU DO NOT NEED TO SELECT BOTH. Then click proceed.

My Club Membership Group

Please chose which membership group you would like to apply for.

Group Name	Min Age	Max Age	Membership Cost	Eligible?	Select
2016 Membership	0	99	£5.00	YES	<input type="checkbox"/>
2016 Membership & Gazette	0	99	£25.00	YES	<input type="checkbox"/>

8. You will be asked a series of medical questions that you need to enter using the drop down boxes, then tick to declare that your answers are true and accurate and click proceed.

10. Any condition affecting your vision or eyes, including colour blindness? No ▾

11. Diabetes? No ▾

12. Are you taking any medication? No ▾

13. If you have answered yes to any of the questions above please provide additional details in the box below:

I confirm that the answers to the medical questions above are true and accurate

Proceed >

9. Read the declarations and tick both boxes to say that you have read and understood and that all information is correct, then click proceed.

I acknowledge that my participation in motorsport is entirely at my own risk.

I have read, understood and agree with the ACU Declaration and Acknowledgements as dictated above.

I understand that if I have given any false information in this application you may take disciplinary action against me. This might include my licence being permanently withdrawn.

Proceed >

10. Check your memberships and then click process payment.

Description	Amount
CLUB0429, Online Membership 2015, 2016 Membership	£5.00
Online Licence Renewal for 2016 -Trial Registration for ACU Member Number 155173	£10.00
Grand Total: £15.00	

Finalise your Payment

Please check the summary above of the Licences you are applying for. If the summary is correct please press the "Process Payment" button below to complete the process. If the grand total to pay is greater than £0.00 you will be taken to the next screen where you will be able to securely enter your card details with our payment partner SagePay.

Process Payment

11. Enter your card details and click confirm card details.

Payment Details

If you are unable to renew the licence you want online or are experiencing any problems please contact the ACU Licence Department on Phone: 01788 566 417 between 9am and 4:30pm or Email: licence@acu.org.uk.

Your card details

Name	Kailee Coffin
Card	0000 0000 0000 0000
Expiry	MM / YY
CVC	123

Confirm card details >

12. You should then see the screen below, your licence will then be sent to me to approve and your card will arrive within a week. If you have any problems trying to renew your licence or if your card doesn't arrive please give me a call or text on 07835451277 or send an email to Kailee@westofenglandmc.co.uk.



• **Payment Details**

If you are unable to renew the licence you want online or are experiencing any problems please contact the ACU Licence Department on: **Phone:** 01788 566 417 between 9am and 4:30pm or **Email:** licence@acu.org.uk.

Payment Complete

Thank you for using this service.

Your payment has been successful and your application has been sent to the ACU Licence Department for approval.

Providing you have do not have to provide a medical or eyesight report and you are not under 18, your licence should be dispatched to you within the next 48 hours.

If you are under 18 or are required to provide a medical or eyesight certification your licence will not be processed until the Licence Department has received your forms in the post.

The Auto-Cycle Union Licence Department

Many thanks,

Kailee Coffin

West of England Motor Club Secretary