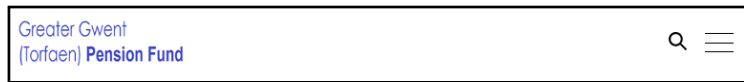
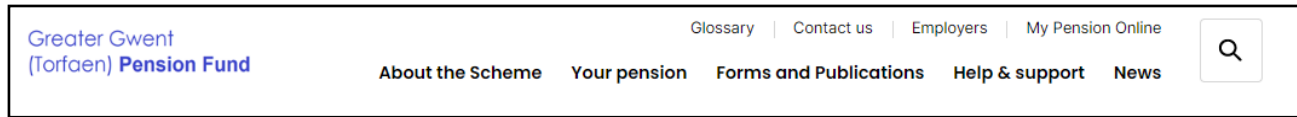


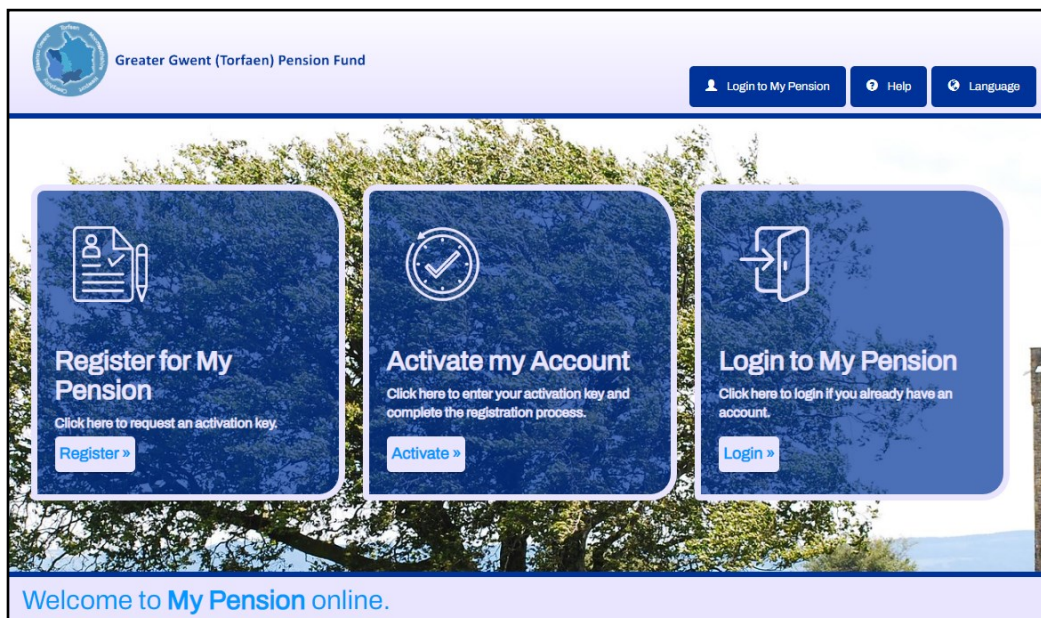
How to register for My Pension Online?

Visit our website www.gwentpensionfund.co.uk. Click on the My Pension Online link or the three lines icon next to the magnifying glass if your using a mobile device at the top right of our home page.



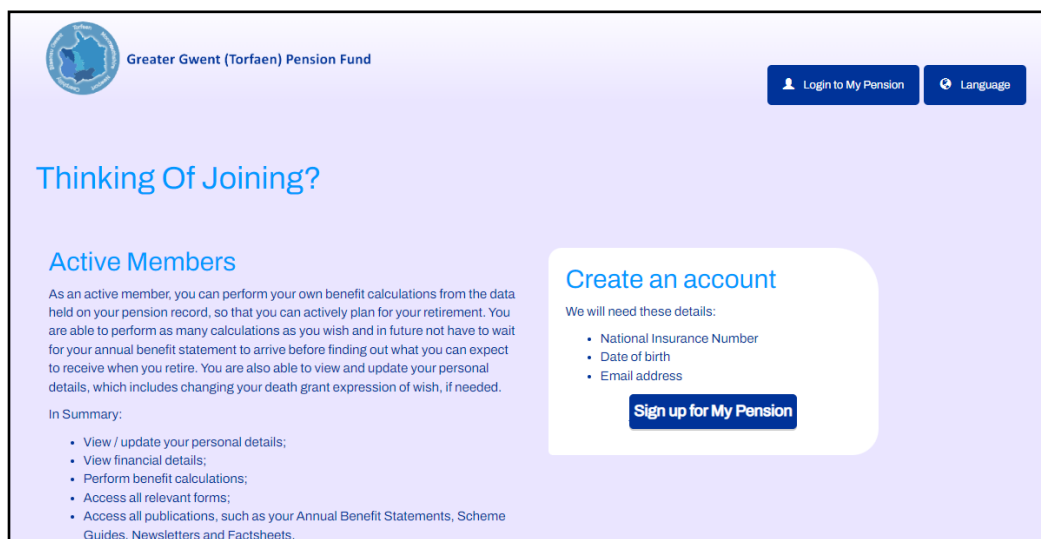
Step 1

Click on **Register for My Pension** button



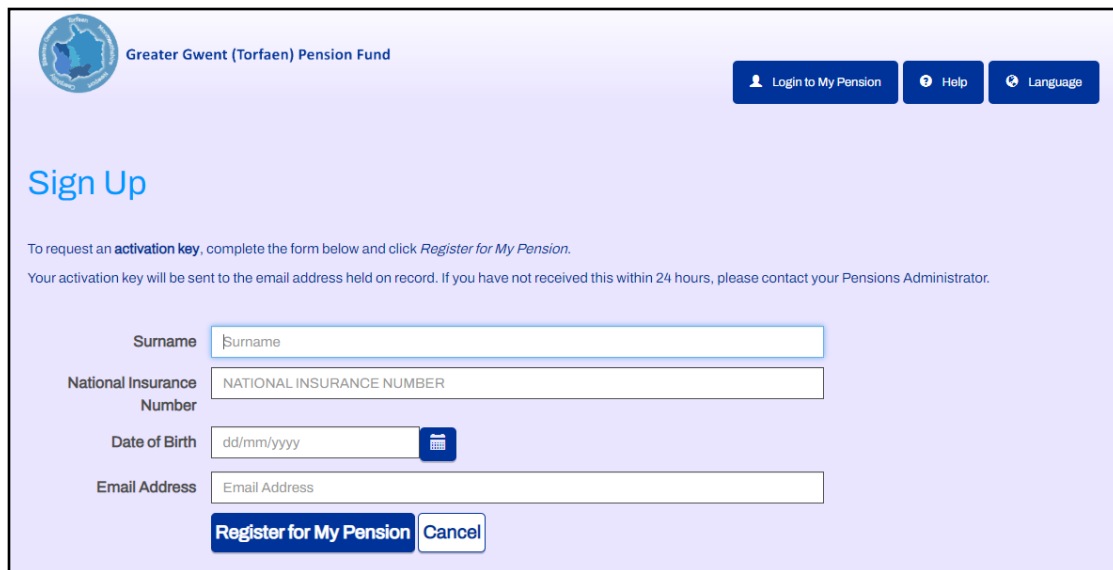
Step 2

Click on **Sign Up for My Pension** button



Step 3

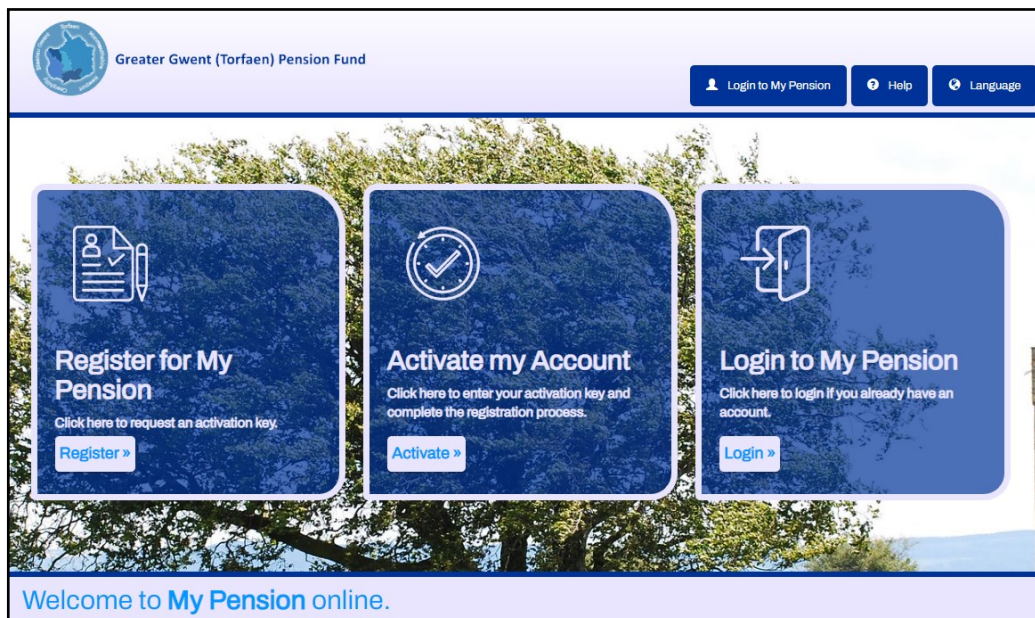
Type in your Surname, National Insurance Number, Date of Birth and Email Address and click on the **Register for My Pension** button



What happens next...

- ◆ If the email address you entered during registration matches what we hold on your pension account. You will receive an email from us with an activation link. You can click on this link to complete your My Pension Online account registration the link only works for 30 minutes so be quick.
- ◆ If we don't hold an email address on your pension account during registration. We will send you an activation key with instructions on how to use it in the post to your home address. You should get it 5 days after registering online and it works for 30 days.
- ◆ If we hold a different email address to the one you entered during registration and activation link email will be sent to that email address not the one you have entered. **If you need to update your email address just call us and we can update it for you so you can try to register again for My Pension Online.**
- ◆ **Always check your spam or junk folder on your email account for an activation key link email. It may have been incorrectly treated as spam or junk mail.**

- ◆ Finally, when you activate your account you will need to setup your username, password and 2 security questions. You will need these to login to your My Pension Online so make them memorable.
- ◆ You will now be able to log in to your My Pension Online account. Simply click on the **Login to My Pension** button on our registration page.



Benefits of My Pension Online...

View and track your pension account online 24/7
Run your own retirement estimates with instant results

Change your partnership status

Safe and secure way for you and us to exchange sensitive personal information

Change your address

Change your nomination details

Quick, easy and online

Pensioners can also...

View and print your monthly payslips whenever you need
View and print your previous monthly payslips or P60s
Ask us to change your bank details online

All from the comfort of your own home 24/7