

# Registering for My Pension Online – Email Received Asking Me to Register

The Pension Fund has launched a more modern and up to date version of My Pension Online.

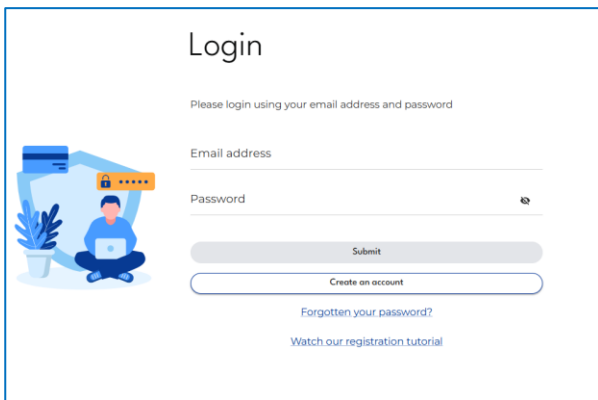
**If you have registered previously for My Pension Online. You will need to re-register for the new system as your account will not have transferred over.**

The new service enables you to access your pension account online in a straightforward and user-friendly manner.

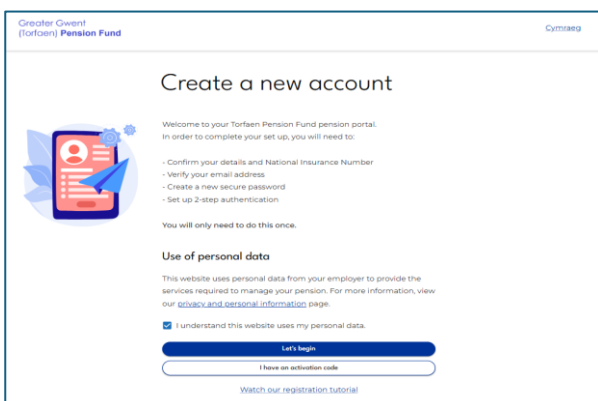
## Step 1 – Create a new account

Click on the My Pension Online link on our website home page.

You will be taken to the login page and click on the **create an account** button.



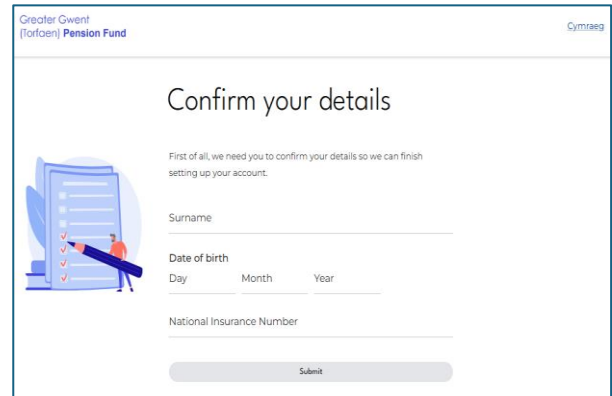
Tick the box to confirm you understand how the website uses your personal data and click the **Let's Begin** button.



## Step 2 – Confirm your details.

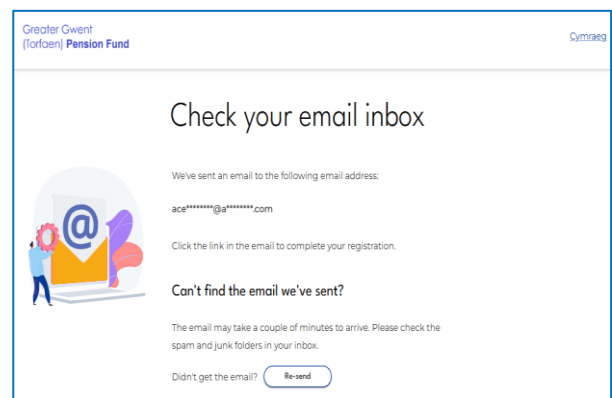
We need to check we hold a pension account for you, by entering your Surname, Date of Birth and national insurance number followed by creating a

secure password and setting up 2-step authentication. Click the **submit** button to continue.

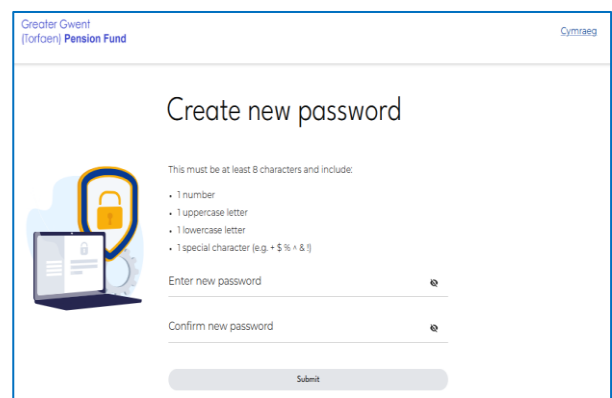


## Step 3 – Check your email inbox

If the details entered match your record, you will be asked to check your email address and confirmation an email is being sent. The link in the email is for you to click on to create a new password. Your new password link is valid for 24 hours. **If you no longer have access to this email address you will need to contact us to update your email address.**



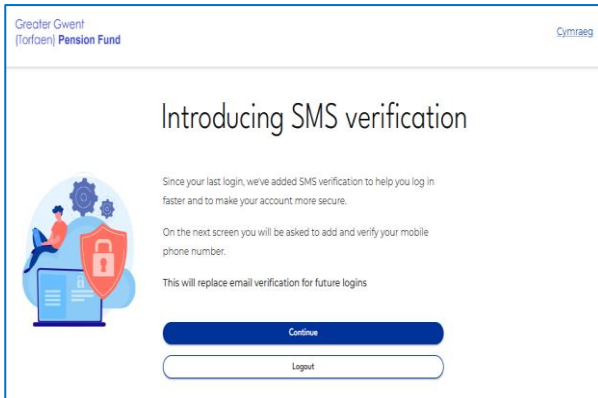
Enter your new password and click on the **Submit** button to continue.



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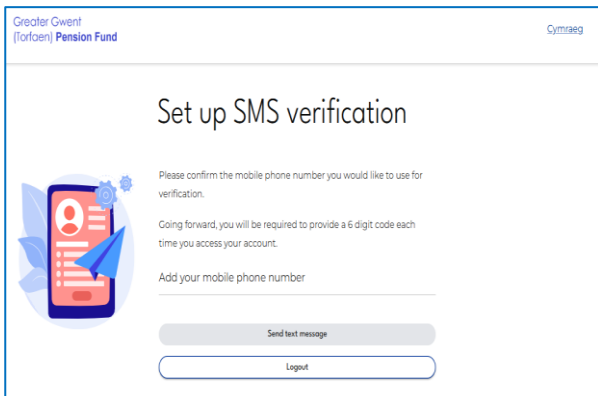
## Step 4 – Introducing SMS Verification

The enhanced My Pension Online system now includes text message authentication. After creating your password, you will need to setup SMS verification. Please click the **continue** button to proceed.



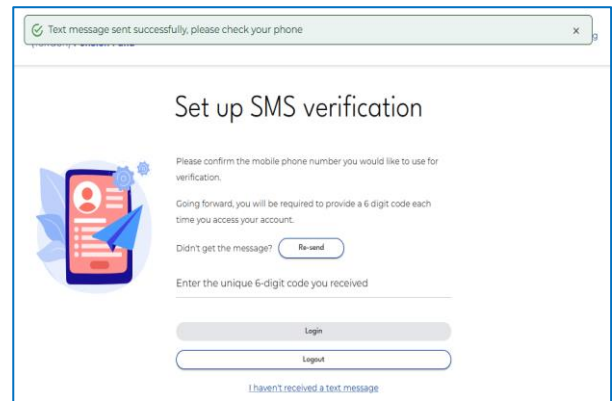
## Step 5- Set up SMS Verification

The Setup SMS verification page requires you to enter your mobile number, which will be used to receive access codes for your account. Once the number is entered, select the **send text message** button.



## Step 6 – Confirming your one-time passcode

You will need to enter the unique 6-digit code that has been sent to your mobile phone. Click on the **Login** button to continue.



## Account Registration Completed

You will be automatically logged into your My Pension Online account dashboard.

