

My Pension Online

Steps for new sign ups





1. Visit our website www.shropshirecountypensionfund.co.uk



2. If you are new to My Pension Online click on the "Register" button.





3. Fill in the details in the sign-up box below.

An activation key will be sent to the email address provided. Please note, this may take up to 3 working days if your email address is not held on our records. Please do not submit another sign up request during this time Surname Surname National insurance NATIONAL INSURANCE NUMBER Date of birth dd/mm/yyyy Email address Email address	Sign Up							
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Sign Up Cancel		Sign Up Cancel						

4. If you have used an e-mail address we hold on record for you, you will see the box below and then an e-mail will be sent to your inbox (please check your spam/junk folder).

Success

Activation key requested. An activation key will be sent to your email address once we have verified this request. Please note, this may take up to 3 working days if your email address is not currently held on record.



5. After receiving the email please return to the log-on screen you previously visited and click on the link marked "complete your registration".



6. Fill in the details in the activation box pictured below. This is where you will need to create a Username, Password and set up two security questions. Your username cannot be your email address and it can't contain any blank spaces or the @ symbol.

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1.			in the	registration	DOX,	shown be	IOW.

Registration							
Please provide the following details and click the Register button to complete your registration.							
Username	Username						
Email address	Email address						
Confirm E-mail Address	Confirm E-mail Address						
Enter new password	Enter new password						
Confirm new password	Confirm new password						
Security question 1	Father's Forename						
Answer 1	Answer 1						
Confirm answer 1	Confirm answer 1						
Security question 2	Name of First School 🗸						
Answer 2	Answer 2						
Confirm answer 2	Confirm answer 2						
	Register Cancel						

8. When you have successfully completed the information in step 7 you will see the success box and you will be signed into My Pension Online. You will be taken to the log-in screen where you can enter the username and password you have just created.

Success

Your new My Pension Online account has been created and you may now log in.