




My Pension Online

Steps to creating an account




Shropshire
County
Pension Fund

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Welcome,


Manage your pension



Documents and uploads

An archive for every document you have uploaded or posted to your pension fund.


[Go to my documents](#)



Annual Benefit Statements

View and compare all of your previous Annual Benefit Statements in one location.


[View my statements](#)



Manage beneficiaries

Manage who should receive your pension benefits if you pass away.


[Manage my beneficiaries](#)



Benefit calculators

Our online retirement calculators will help you work out what you're likely to receive when you retire.


[Calculate my benefits](#)



Retirement planner

Use our retirement planner to set or edit calculations based on your expenditure vs income to help ensure your retirement matches your lifestyle.


[Plan my retirement](#)



Latest valuation

View the most recent valuation of your pension and a detailed breakdown of your pension benefits.

[View my latest valuation](#)



Details and settings

Manage account settings and update contact and bank details, all in one place.

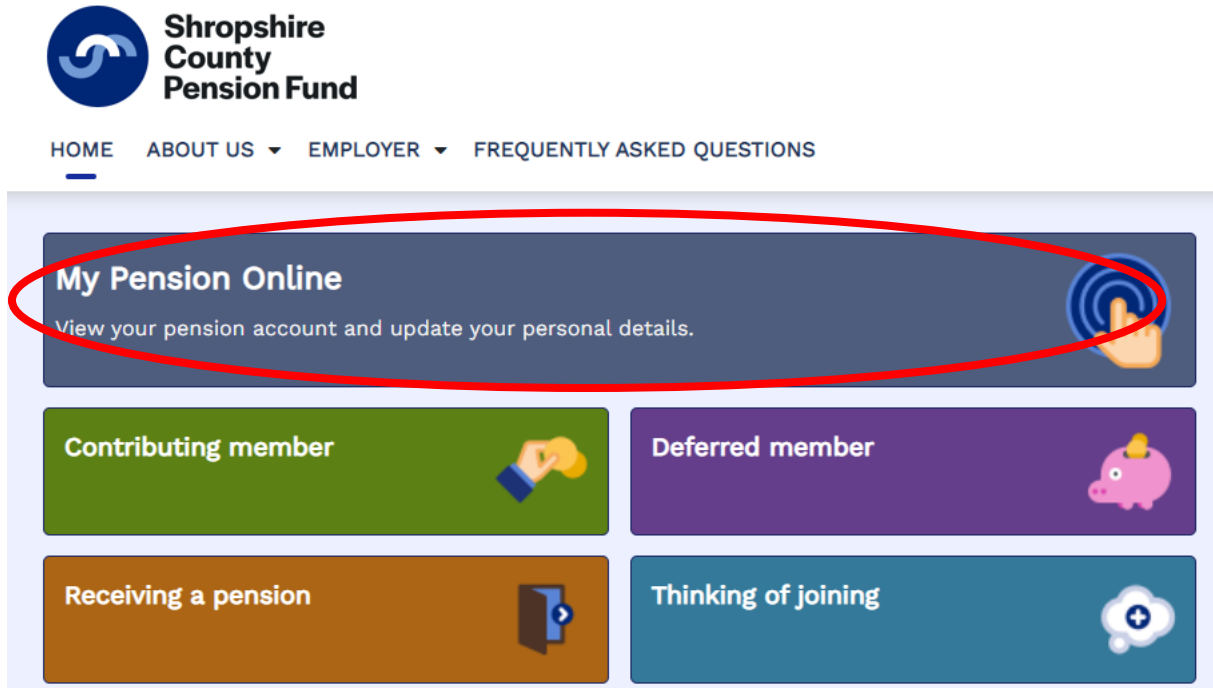
[Update my details](#)

Administered by Shropshire Council

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1. Visit our website www.shropshirecountypensionfund.co.uk and select My Pension Online.



2. If you are new to My Pension Online click on the “I would like to create an account”.



Welcome!



To make sure you're heading in the right direction, please pick an option to continue.



I have created or transferred an account and want to login.



I need to transfer 'My Pensions' account.



I would like to create an account.





3. We recommend watching the short 3-minute registration tutorial video. The link can be found at the bottom of the webpage.

Read and confirm you understand about your personal data. Then select 'Let's begin.'



Create a new account



Welcome to your Shropshire Pension Fund pension portal.
In order to complete your set up, you will need to:

- Confirm your details and National Insurance Number
- Verify your email address
- Create a new secure password
- Set up 2-step authentication

You will only need to do this once.

Use of personal data

This website uses personal data from your employer to provide the services required to manage your pension. For more information, view our [privacy and personal information](#) page.

I understand this website uses my personal data.

Let's begin

I have an activation code

[Watch our registration tutorial](#)

4. Confirm your details. Surname, date of birth and national insurance number and select 'submit'.



Confirm your details



First of all, we need you to confirm your details so we can finish setting up your account.

Surname

Date of birth

National Insurance Number

Submit



5. If you have used an email address we hold on record for you, an email will be sent to your inbox (please check your spam/junk folder). **If your account doesn't have an email, please go to page 6.**



Check your email inbox



We've sent an email to the following email address:

jo7*****@g*****.com

Click the link in the email to complete your registration.

Can't find the email we've sent?

The email may take a couple of minutes to arrive. Please check the spam and junk folders in your inbox.

Didn't get the email?

Re-send

6. After receiving the email please click on the link to set up your password. Then select submit. The link lasts for 30 days.

Create new password



This must be at least 8 characters and include:

- 1 number ✓
- 1 uppercase letter ✓
- 1 lowercase letter ✓
- 1 special character (e.g. + \$ % ^ & !)

Enter new password

.....



Must contain at least 1 special character (e.g. + \$ % ^ & !)

Confirm new password

.....



Submit




7. Read and select 'accept and login'.

✔ Your password has been updated successfully ✕

Before you log in...

We need you to consent the use of your personal data. Without your consent, we are unable to process the data required to provide the member self-service functionality. This means that you cannot access the member area of the website.




You can withdraw your consent at any time through the 'Your details' page on this website.

I consent to the use of my personal data for this member self-service website.

[✔ Accept and login](#)

[✕ Decline and exit](#)

You will now be taken to your dashboard.




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An archive for every document you have uploaded or posted to your pension fund.



Annual Benefit Statements

View and compare all of your previous Annual Benefit Statements in one location.



Manage beneficiaries

Manage who should receive your pension benefits if you pass away.

If you have used a work email address to register, may we ask you to go into 'details and settings' on your dashboard homepage and change it to a personal email address.

We strongly recommend you use your personal email address, so we can stay in touch with you if your circumstances change.

Remember if changed, use the new email when you are logging in.



What if I don't have an email address?

If we don't hold an email address for you, you can request an activation code, to use to complete the registration process.

1. If you are new to My Pension Online click on the "I would like to create an account".



Welcome!



To make sure you're heading in the right direction, please pick an option to continue.



I have created or transferred an account and want to login. >



I need to transfer 'My Pensions' account. >



I would like to create an account. >



2. We recommend watching the short 3-minute registration tutorial video. The link can be found at the bottom of the webpage.

3. Read and confirm you understand about your personal data. Then select 'Let's begin.'



Create a new account



Welcome to your Shropshire Pension Fund pension portal.
In order to complete your set up, you will need to:

- Confirm your details and National Insurance Number
- Verify your email address
- Create a new secure password
- Set up 2-step authentication

You will only need to do this once.

Use of personal data

This website uses personal data from your employer to provide the services required to manage your pension. For more information, view our [privacy and personal information](#) page.

I understand this website uses my personal data.

Let's begin

I have an activation code

[Watch our registration tutorial](#)

4. Confirm your details. Surname, date of birth and national insurance number and select 'submit.'



Confirm your details



First of all, we need you to confirm your details so we can finish setting up your account.

Surname

Date of birth



National Insurance Number

Submit



5. Select 'send code' The code will be sent to the postal address we hold for you on file and will take 5-10 days to get to you.



Verification needed



We've found your account! However, we need to verify your identity in order to complete registration.

We will send an activation code to your registered address.

You will receive the code in the next 5-10 days.

[Send code](#)

Got a problem?

Call 01743 252130 and we'll be happy to help.



The code is on its way!



You'll receive your activation code within 5-10 working days in the post.

Once you receive the code, please come back to this portal to complete your registration.

The code will expire in 30 days.

[Back to homepage](#)

6. Once you receive the code you can start the registration process again.



7. At this screen select 'I have an activation code'.

Create a new account



Welcome to your Heywood Pensions Tech pension portal. In order to complete your setup, you will need:

- Your surname
- Date of birth
- National Insurance Number

Let's begin

I have an activation code

8. Confirm your details, enter your verification code and select 'submit'

Confirm your details



First of all, we need you to confirm your details so we can finish setting up your account.

Surname

Afailal

Date of birth

03/12/1981

National Insurance Number

JJ383783D

Activation code

WZ59SguK

Submit

9. Here you will setup your email address, which you will use to login, select 'continue'.

Step 1 of 4

Create Your Account

It should only take a minute to set up but you will need to:

- verify your email address
- create a new secure password
- set up 2-step authentication

You will only need to do this once.


Continue



10. Enter your email address and select 'continue'.

Step 2 of 4

Set up your email address



Thank you for verifying your identity.

To complete set up, we need you to confirm the email you would like associated to your account.

This email will be used to complete the 2-step authentication, an extra layer of protection used to ensure the security of online accounts beyond just a username and password.

Final address
Email address

Confirm email address

11. Enter your password and select 'continue'.

Step 3 of 4

Upgrade your Password

Please upgrade your password for your account, once submitted you will receive an email with a unique 6-digit code.

Your password must be at least 8 characters and include:

- 1 number
- 1 uppercase letter
- 1 lowercase letter
- 1 special character (e.g. + = \$ % ^ & !)


Enter new password

Confirm new password

12. You will be sent an email with a code. Once received, enter the code and select 'login'

Step 4 of 4

We've sent you an email



2-step authentication is an extra layer of protection used to ensure the security of online accounts beyond just a username and password.

Going forward, you will be required to provide a 6-digit code each time you access your account.

Your 6-digit code will be sent to your preferred email address.

tme.developers@gmail.com

Didn't get an email?



You will now be automatically logged in and taken to your dashboard.



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