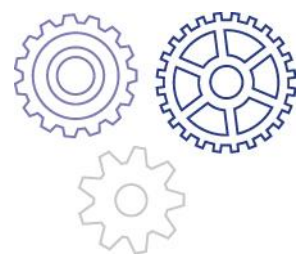


# How to set up your My Work Pension account



## Your step-by-step guide to register



### Step 1 - Enter your registration details

From the **home page** click the **Register now** button.

You'll need your **membership reference** (you can find this on any personal letters or emails we've sent you), National insurance number, date of birth and last name.

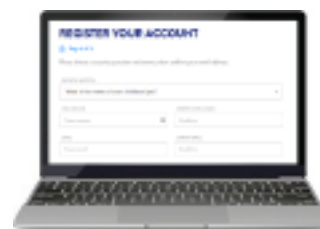
Once you've entered your details click the button at the bottom of the page to go to the next page.



### Step 2 – Confirm your scheme name

You should see the name of your pension scheme on this page.

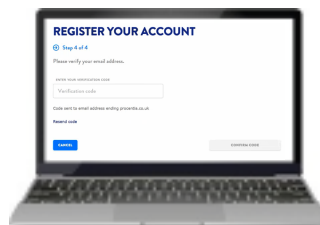
Confirm that this is your pension scheme by clicking the tick box. Next click the button at the bottom of the page to go to the next page.



### Step 3 – Confirm your email address

You can then enter your email address, we recommend this be a personal one rather than a work one. You'll also need to enter this twice to make sure it's correct.

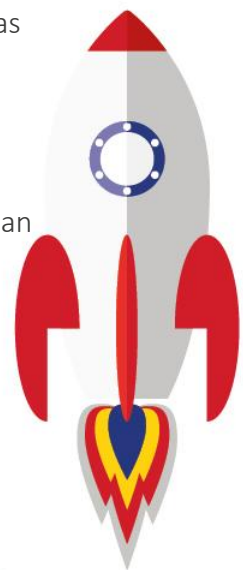
Click on the button at the bottom of the page to confirm your email. We'll then send you an email with a verification code.



### Step 4 – Register your account

You will now need register your account by putting the verification code from your email into the registration page as shown.

Finally, click on the button at the bottom of the page to confirm your email. We'll then send you an email with a verification code. We'll then send you an email with a temporary password that you can use to log in for the first time.



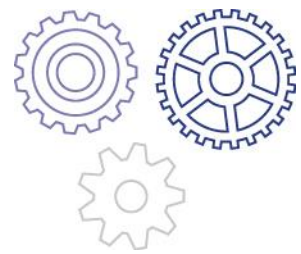
**MY WORK  
PENSION**

 **Trafalgar House**

Trafalgar House Pensions Administration Limited is a company registered in England with company number 11101662.  
Registered address: Ascent 4, 2 Gladiator Way, Farnborough GU14 6XN.

# How to set up your My Work Pension account

## Your step-by-step guide to logging in for the first time



### Check your email

After you register, we'll send you an email with a temporary password. Please click the link in the email and follow the instructions to finish setting up your account.



### Step 1 – Enter your temporary password

Next we'll ask you to enter your **membership reference** and your password. Please use the temporary password we sent you when you log in for the first time. We'll ask you to choose a new password from the one we provided in your email.

Click the button at the bottom of the page to go to step 2. **You'll then receive a verification code in your email from us.**



### Step 2 – Enter your verification code

You'll need to enter your email address that you registered with and the verification code from the email we sent you.

Click the button at the bottom of the page to the next page.



### Change your password

Please enter the temporary password and a new password in the two boxes on this page. You'll need to make sure your new password is minimum of eight characters in length and contains at least one lower case and one upper case letter.

You'll also need to make sure it has at least one number and one special character (such as; ! ? \* £ \$)

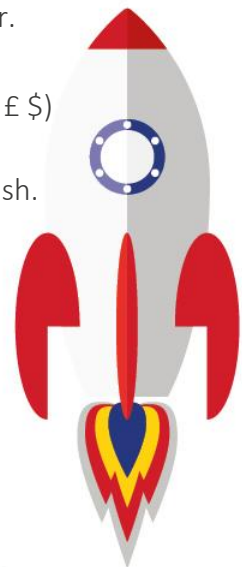
Click the button at the bottom of the page to finish.



### Where can I get help?

If you have problems registering there's more support available at

[www2.myworkpension.co.uk/FAQs](http://www2.myworkpension.co.uk/FAQs)



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