

Guide to Employer Online Access

To Register for Employer access, please email Tim Baldwin at Avon Pension Fund
tim_baldwin@bathnes.gov.uk

You will be sent a form to complete and return. Once we receive the form you will then receive an email confirming you log in details.

Once you have registered and received your Username and password via email, proceed to the following link

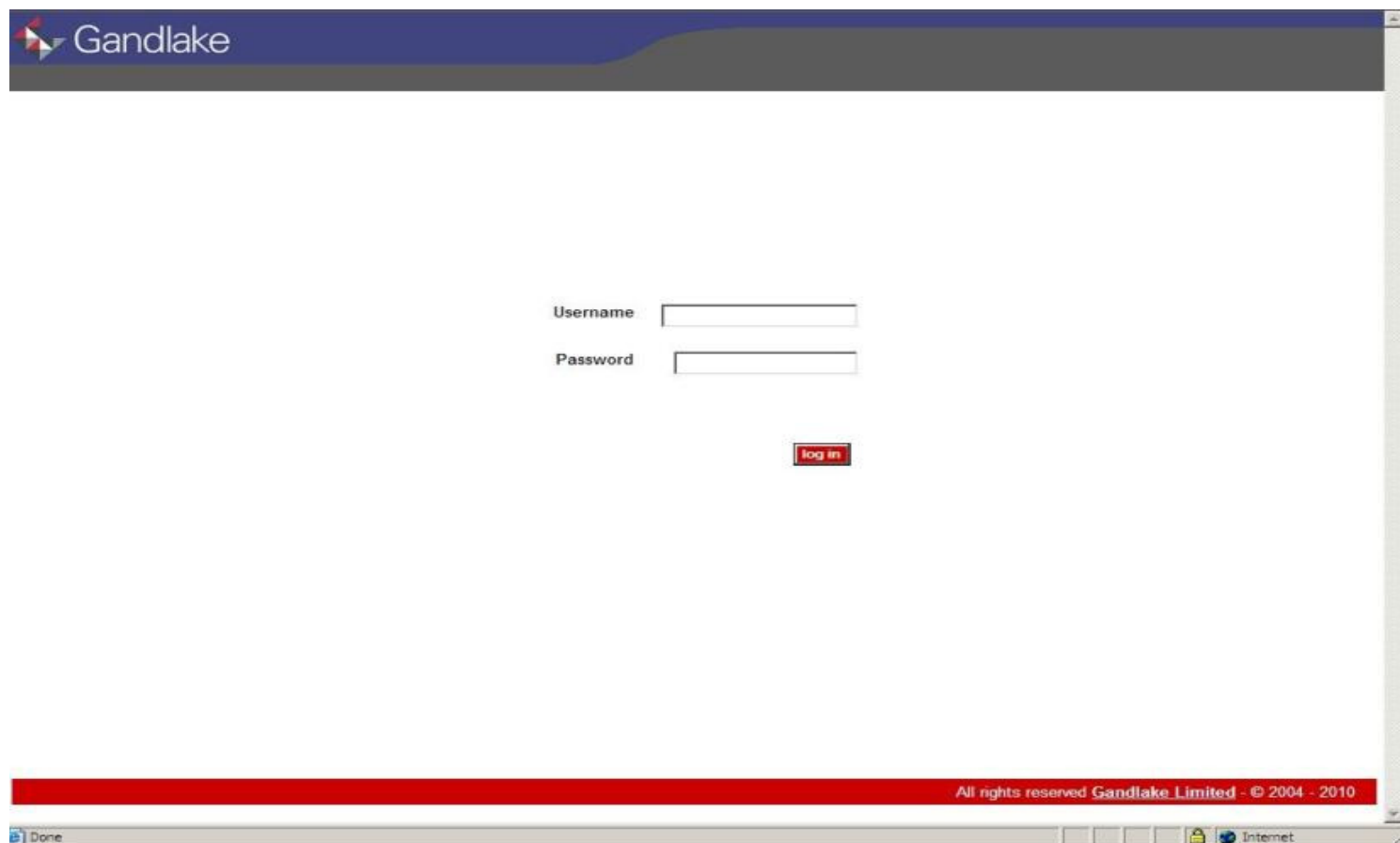
http://www.avonpensionfund.org.uk/online_access/employer.htm

or

<https://pa.citizensaccount.co.uk>

This is the initial log-in page for Employer Online Access.
(See pic below)

- Enter your username & password EXACTLY as it is typed in your notification email.
(PLEASE NOTE THE WEBSITE IS CASE SENSITIVE)



The screenshot shows a web browser window displaying the Gandlake login page. The page has a blue header with the Gandlake logo. Below the header, there are two input fields: 'Username' and 'Password'. Below the password field is a red 'log in' button. At the bottom of the page, there is a red footer with the text 'All rights reserved Gandlake Limited - © 2004 - 2010'. The browser's address bar shows 'Done' and 'Internet'.

Once you enter your Username & Password, click the 'log in' button.

The screen below, will be the next screen that appears.

To view member details

Gandlake TEST - Gandlake

Administration | Reporting | Users and accounts | View site | Log out

Users and accounts

Search by ... username NI number address / postcode surname

Find ... at start at end anywhere exactly

NI number

Quick help

- Page overview
- Frequently asked questions

Links

- Change my password
- Manage Control Panel users
- Upload file
- Contact us

Users currently accessing the system

Username	Username
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This is the 'Control Panel'. The main part of this page is the search engine to allow you to look at individual members' details. There are a few ways to search for someone – Username, National Insurance Number, Postcode and Surname. Once you enter your details, click the 'search' button and your results will appear below.

Gandlake TEST - Gandlake

Administration | Reporting | Users and accounts | View site | Log out

Users and accounts

Search by ... username NI number address / postcode surname

Find ... at start at end anywhere exactly

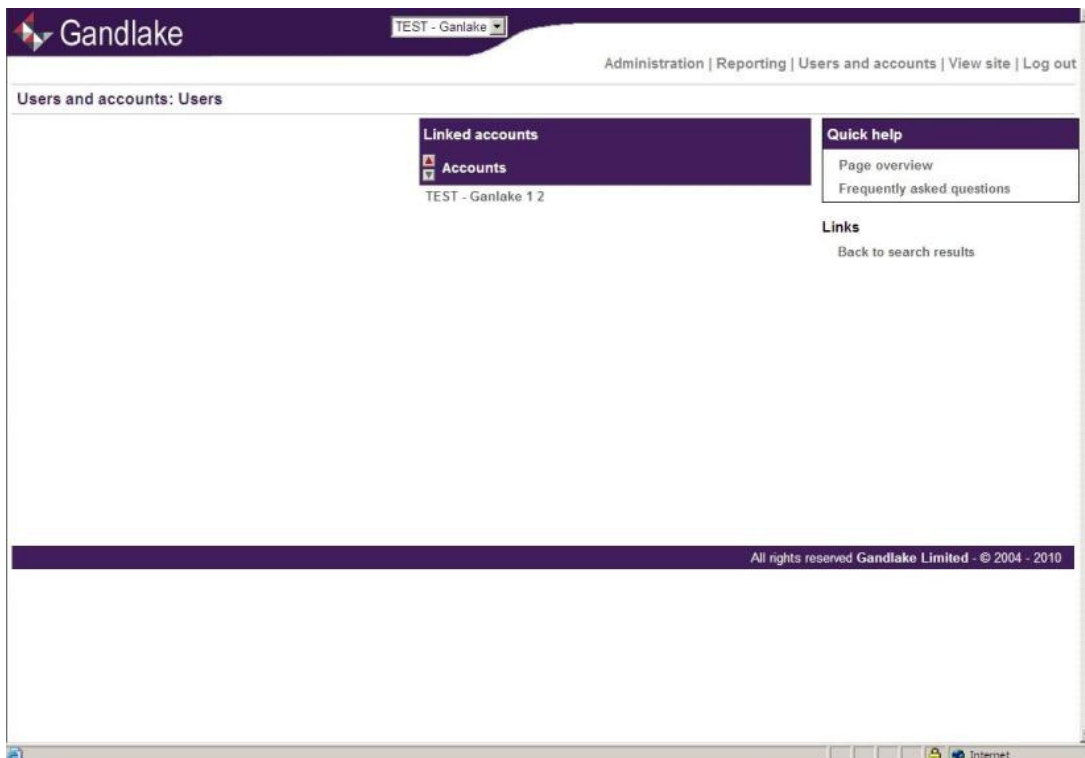
Address / postcode

2 search results

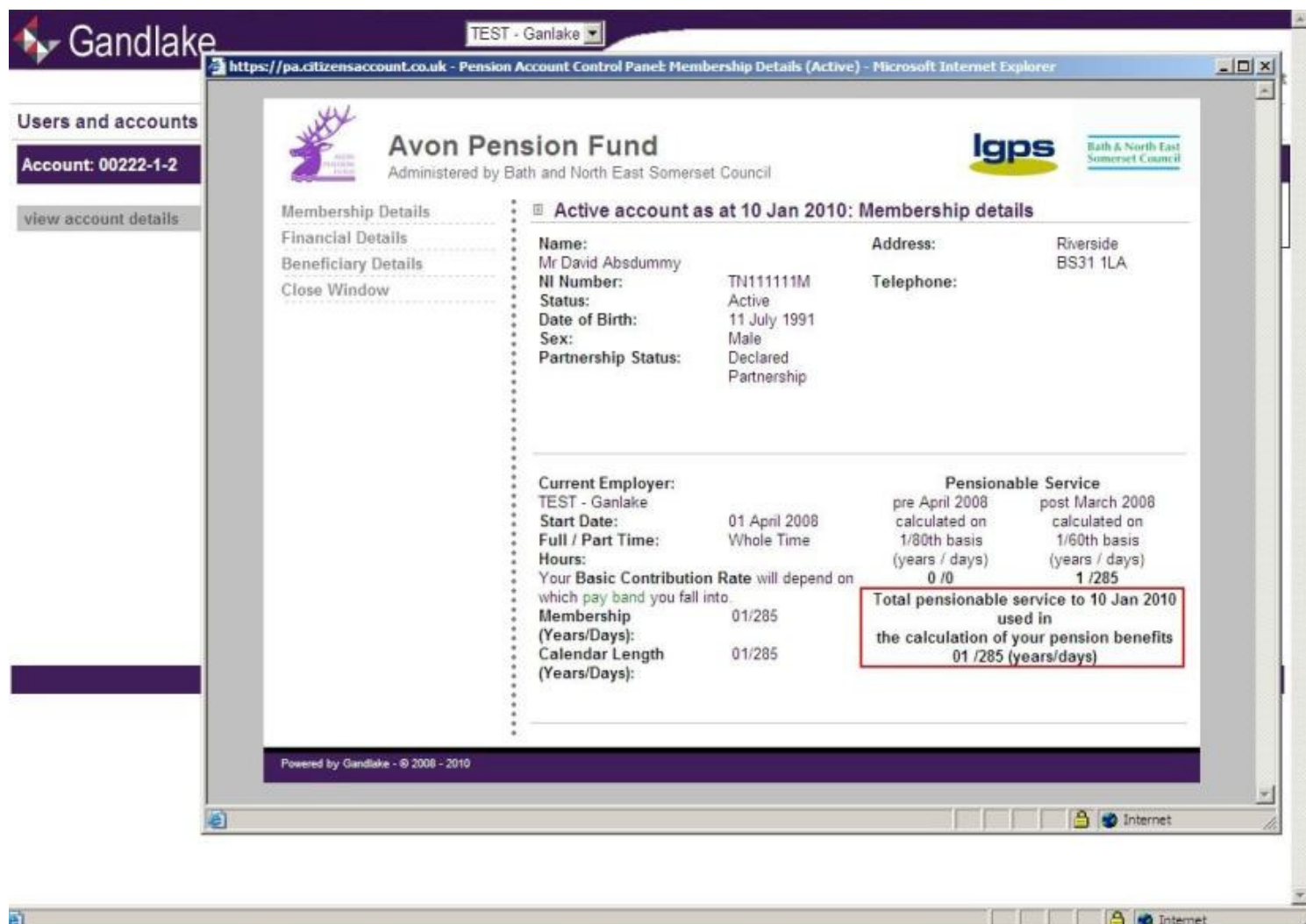
Address	Name	Status	Employer	Address	Name	Status	Employer
Riverside BS31 1...	Absdummy	1	222				
Riverside BS31 1...	Absdummy	1	222				

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Select the member, whose details you want to look at, by clicking on them.

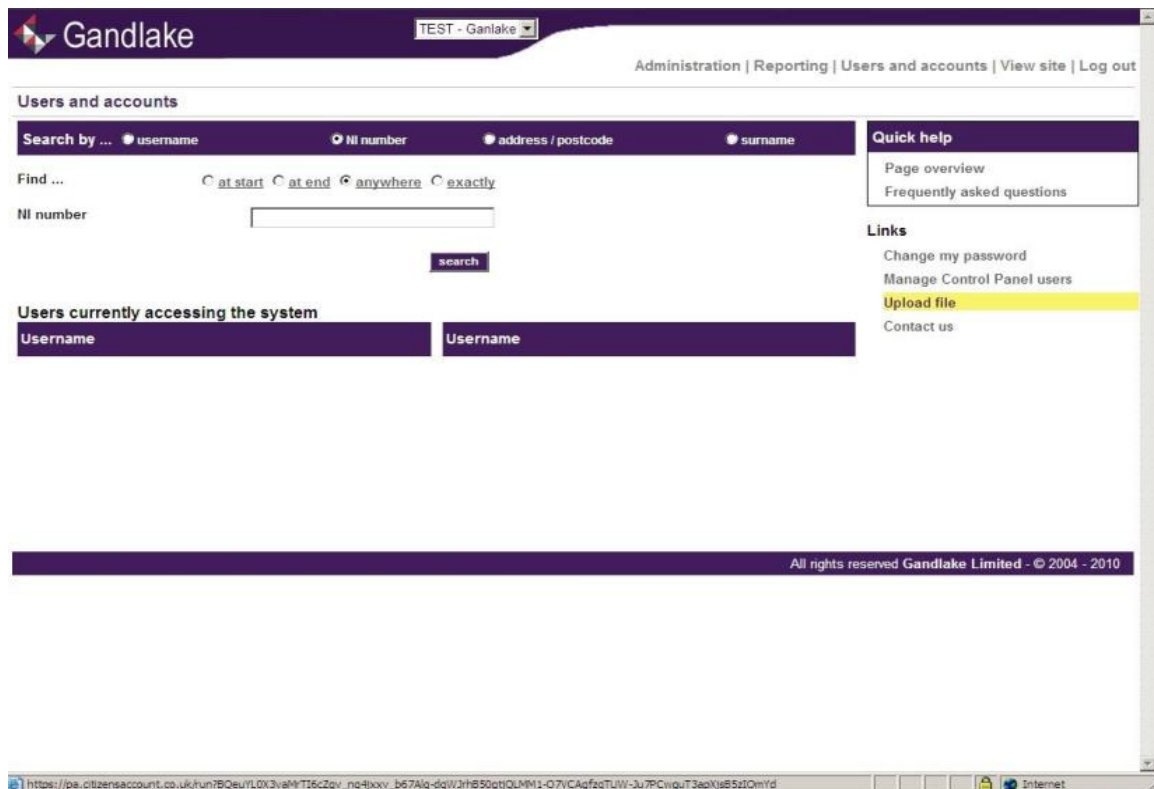


As illustrated in the screenshot above, the members' account/s will be listed under 'linked accounts'. To view an account, simply click on one. The next screen will give you the option to 'view account details'. Click this link. Account details will be viewed as the screenshot below

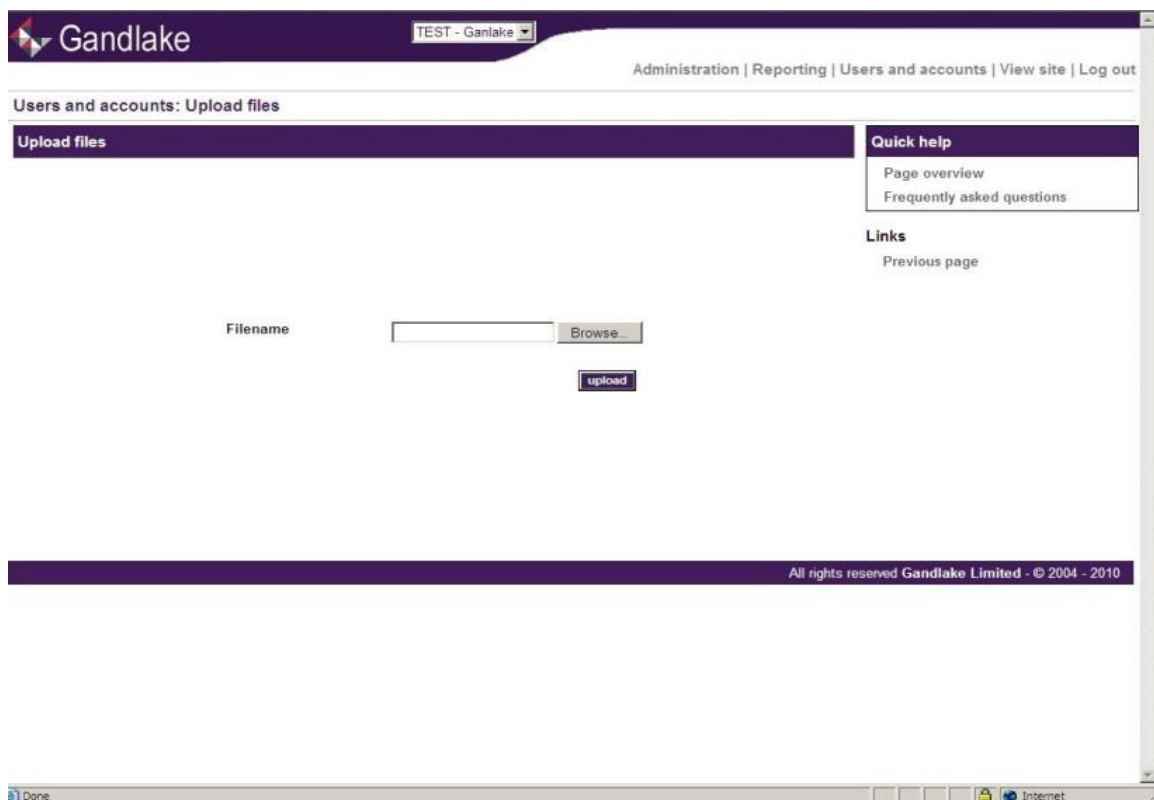


To Upload files to Avon Pension Fund

To securely upload a file (or files) to the Avon Pension Fund, log in to the Control Panel. You will see a link called 'Upload File'. (highlighted in yellow on the screen print below)



Click this link and the screen below, will appear.



Click the 'Browse' button and a window will appear to allow you to search for the file/s that you wish to send to Avon Pension Fund. Once you select each file, simply click the 'upload' button. The screen will then confirm that the upload was successful.

At this point, the Avon Pension Fund will receive an automated email, notifying that you have just securely sent a file through the Secure Portal. Avon Pension Fund will receive your file overnight.

There is no limit to the amount of files you wish to send. Simply 'upload' each file one at a time and Avon Pension Fund will have them the following morning.

At any stage through the processes, if you encounter any problems, call Tim Baldwin on 01225 395262 or email tim_baldwin@bathnes.gov.uk.