

Sign up to my pension online to:

- view your pension record
- update your expression of wish form
- run your own pension estimates
- change your address



The quick way to get details about your own pension is through ***my pension online*** – the member self-service facility on the Avon Pension Fund website.

It's a safe and secure way to view your account and you can do a range of things such as updating your pension record as well as doing estimates on your own pension.

Sign up today at www.avonpensionfund.org.uk

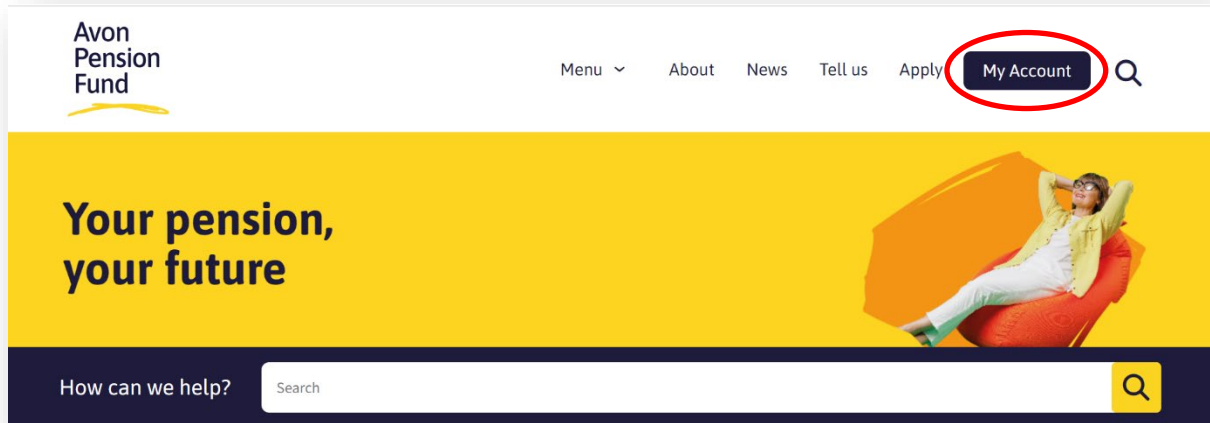
These are some of the things you can do on *my pension online* if you are an 'active' member paying into the scheme:

- Do estimates on your pension with the pension calculators – you can see what your pension could be if you were to stay paying into the scheme until you retire or if you were to leave the scheme
- Update your contact details – address, telephone and email details can all be updated
- Update your expression of wish form for the death grant
- Calculate how much tax-free cash lump sum you could get using the conversion graph
- See the current value of your pension and view your pension account history year-by-year
- View your annual pension statements
- View your personal, employment and financial details – showing your current and previous employment as well as the contribution rate you pay into the pension fund.
- Submit online enquiries or requests for services to us – such as name changes, requests for formal estimates or divorce quotes

Please note my pension online will not allow you to carry out redundancy estimates. A redundancy estimate must be made by contacting your employer.

Here's how to sign up...

Visit the Avon Pension Fund website at: www.avonpensionfund.org.uk Click **MY ACCOUNT** at the top of the website homepage



Click **Sign up** on the **New user registration** section

Fill in your details. You will need to input your Last name, NI number, date of birth, email address and tick to agree the *my pension online* terms and conditions. Green ticks will indicate that you've inputted the details correctly.

Then click **Sign up**

Sign Up

To activate your account complete the form below and click the Sign Up button

Your activation link will be sent to the email address held on record. If you have not received this within one working day please email avonpensionfund@bathnes.gov.uk

Last name ✘

NI number ✘

Date of birth ✘

Email address ✘

I agree with the [terms & conditions](#)

To complete your sign up

After your sign up details have been confirmed you will receive an account activation email from mypensiononline@bathnes.gov.uk

Click the link within the email to complete your registration.

To complete your registration

- You will need to create a username (6-30 characters long, containing letters and numbers only, must start with a letter)
- Input your email address
- Create a password (8-12 characters long, must contain a number and at least one upper and lower case letter)
- Create a password hint
- Choose two security questions and answers to them

Registration

Please provide the following details and click the Register button to complete your registration.

Username	<input type="text" value="Mypensiononline"/>	✓
Email address	<input type="text" value="avonpensionfund@bathnes.gov.uk"/>	✓
Confirm E-mail Address	<input type="text" value="avonpensionfund@bathnes.gov.uk"/>	✓
Enter New Password	<input type="password" value="....."/>	✓
Confirm New Password	<input type="password" value="....."/>	✓
Password Hint	<input type="text" value="pensions"/>	
Security Question 1	<input type="text" value="Favourite colour?"/> <input type="button" value="v"/>	✓
New Response 1	<input type="password" value="...."/>	✓
Confirm New Response 1	<input type="password" value="...."/>	✓
Security Question 2	<input type="text" value="Favourite singer?"/> <input type="button" value="v"/>	✓
New Response 2	<input type="password" value="....."/>	✓
Confirm New Response 2	<input type="password" value="....."/>	✓

Once registered you can then **log in**

You'll need to answer your security question and agree to the data protection consent statement

Congratulations! You can now access your pension account.


Things you can do on my pension online...

1. View and update your **contact details** – it's really important that these are kept up-to-date
2. View the current **value of your pension**
3. Use the **Pension calculators** to do estimates on your pension
4. View and update your **expression of wish** for your death grant
5. View your recent **annual benefit statements**
6. Send us a **request or enquiry**

Avon Pension Fund

Local Government Pension Scheme

Administered by Bath & North East Somerset Council



M S Service scheme: Avon Pension Fund Member Ref: 01MSS status: Active

Welcome Mr Service

<h4>My details</h4> <p>View and update:</p> <ul style="list-style-type: none">Personal detailsFinancial detailsCommunication preference <p>1</p>	<h4>My pension</h4> <p>View the current value of your pension</p> <ul style="list-style-type: none">Latest valuePension account history <p>2</p>	<h4>Pension calculators</h4> <p>Get an estimate on the benefits you could get:</p> <ul style="list-style-type: none">Pension when I retirePension if I leave the schemePension if I die while in service <p>3</p>
<h4>My nomination details</h4> <p>Make sure your loved ones are still cared for should anything happen to you.</p> <ul style="list-style-type: none">Death Grant Nomination Details <p>4</p>	<h4>My pension statements</h4> <p>View your recent annual pension statements</p> <p>5</p>	<h4>Change my address</h4> <p>It's important that you tell us if you've moved</p>
<h4>Documents</h4> <p>View the documents that relate to you and your pension.</p> <ul style="list-style-type: none">My documentsScheme documents	<h4>Request a service</h4> <p>Ask us a question or make a request about your pension</p> <p>6</p>	<h4>Security settings</h4> <p>Update your settings.</p> <ul style="list-style-type: none">Change your passwordChange security responsesConsent Withdrawal

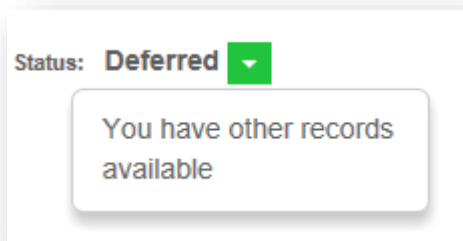
Address changes – tell your employer too

If you are updating your address on **my pension online** please ensure that you also tell your employer about the changes.

More than one pension record?

If you have more than one record with us (perhaps for another job or you previously paid into the scheme for another job) then you will have multiple accounts.

On your dashboard screen you will be able to see if you have multiple accounts in the **status** section at the top right hand corner. Choose the account you wish to view.



Problems logging in?

If you are having any issues with logging into **my pension online**, or accessing the site in anyway, email us at avonpensionfund@bathnes.gov.uk

Do you have a query about your pension records?

If you believe any of your details held within **my pension online** are incorrect, please contact us at avonpensionfund@bathnes.gov.uk