

Avon Pension Fund

Local Government Pension Scheme

Post: Avon Pension Fund, Bath & North East Somerset Council,
Lewis House, Manvers Street, Bath, BA1 1JG

Web: www.avonpensionfund.org.uk

Tel: 01225 395100

Email: avonpensionfund@bathnes.gov.uk

Fax: 01225 395258

Bath & North East
Somerset Council

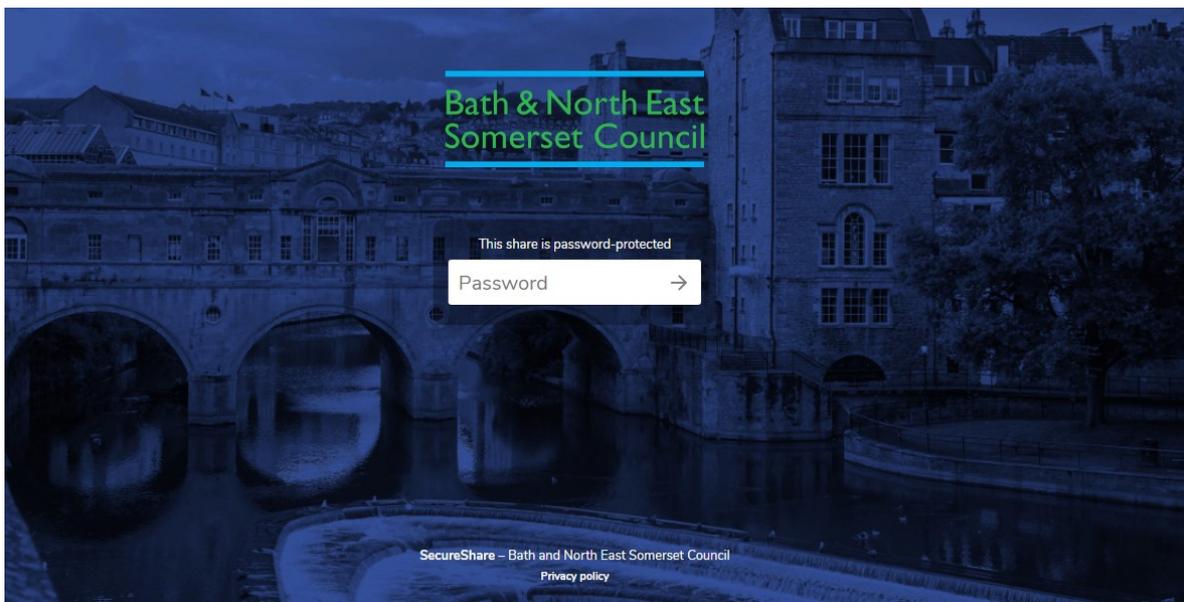
for you, for now, for the future
lgps
2014



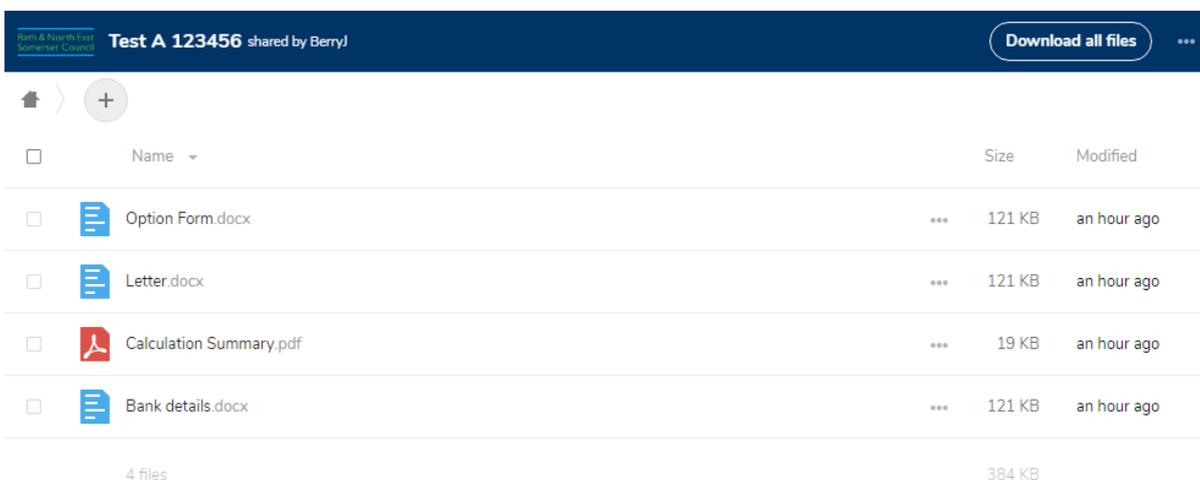
SecureShare Guide for Scheme Members

Due to the Covid-19 outbreak staff at the Avon Pension Fund are working remotely with limited access to printers or post. We will therefore be using B&NES' secure portal software SecureShare to exchange documents electronically with scheme members. This guide explains how to download documents from SecureShare and also how to upload documents.

Please click on the link you have received from the Avon Pension Fund and enter the password at the log in screen. Your password is your National Insurance number with the last letter lower case, followed by an asterisk (*). For example if your NI number is AB123456C your password will be AB123456c*.



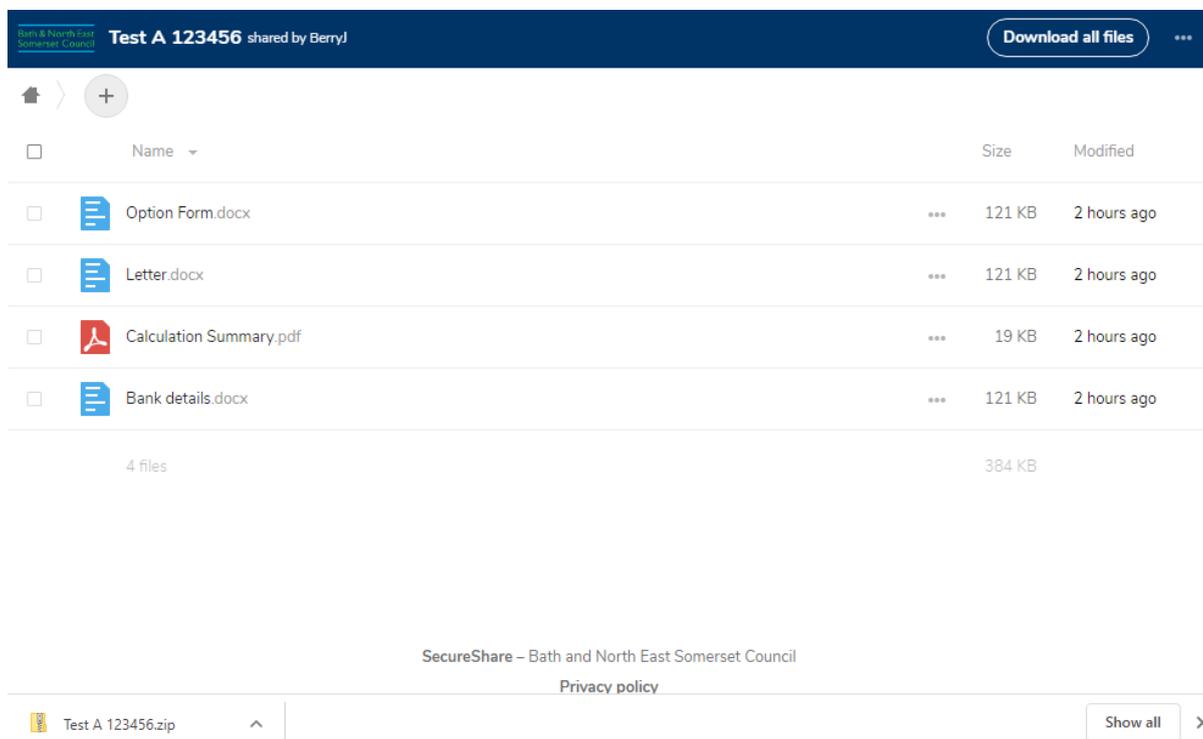
You will now see the main screen which lists the document(s) available for download.



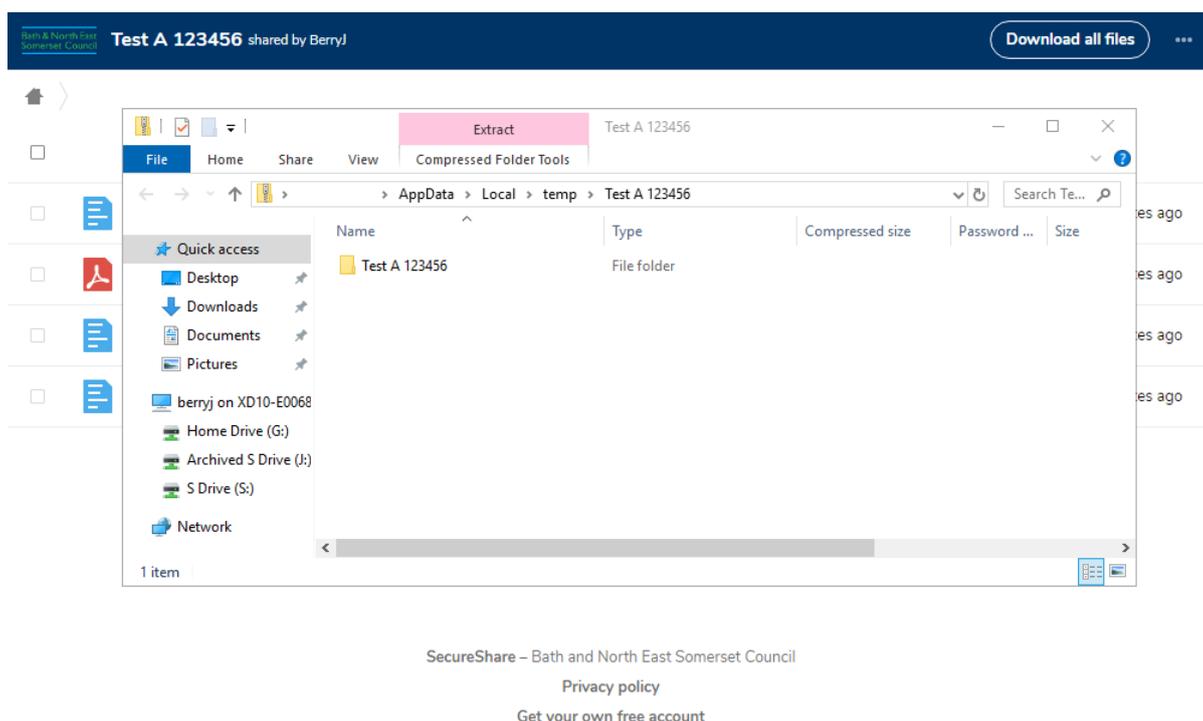
How To Download Documents from SecureShare

Click  which is shown in the top right corner of the screen.

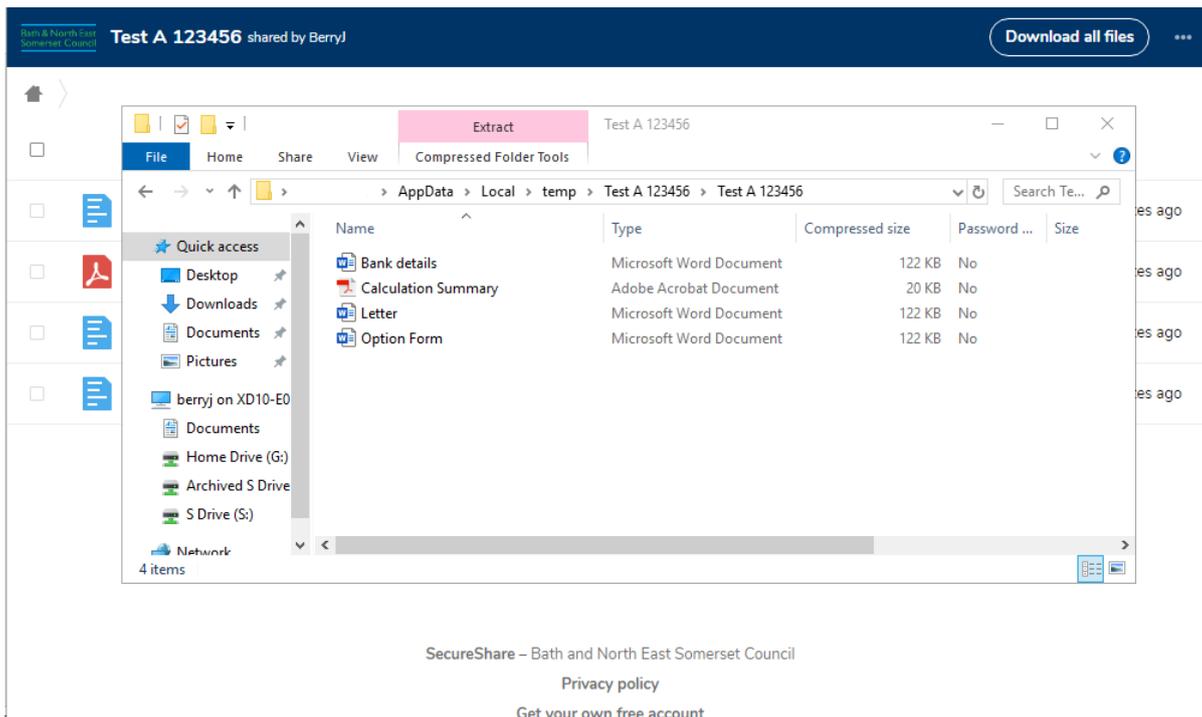
In the bottom left corner you will now see that a file has been downloaded to your computer. Click on this file. In the below example the file is named Test A 123456.zip:



A new window will open showing a file folder. Double-click this folder to open it and view the documents.



The address bar shows the folder path where the documents have been saved. As they are held in a compressed (.zip) file you must copy and paste or drag and drop these files to another folder to be able to edit them. You can copy the files to your desktop to make them easier to find.



You will now be able to open the documents on your computer and complete any necessary forms.

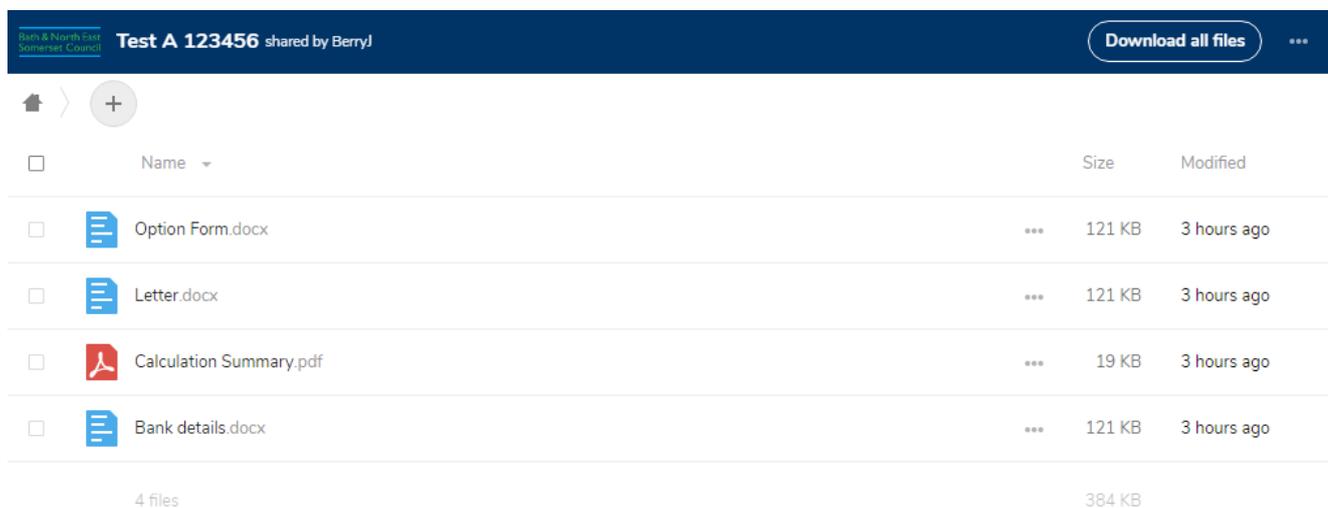
Please note that we prefer to receive forms completed electronically (in Microsoft Word, for example) rather than scanned or photographed images of completed forms and we have removed the requirement for signatures for this reason.

How To Upload Files To SecureShare

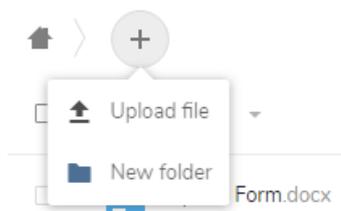
Log onto SecureShare as above.

The easiest way to upload documents to SecureShare is to drag and drop the files from your computer to the SecureShare window. To drag and drop move the mouse cursor over a file, press and hold the left mouse button while moving the cursor to the SecureShare window and then release the mouse button.

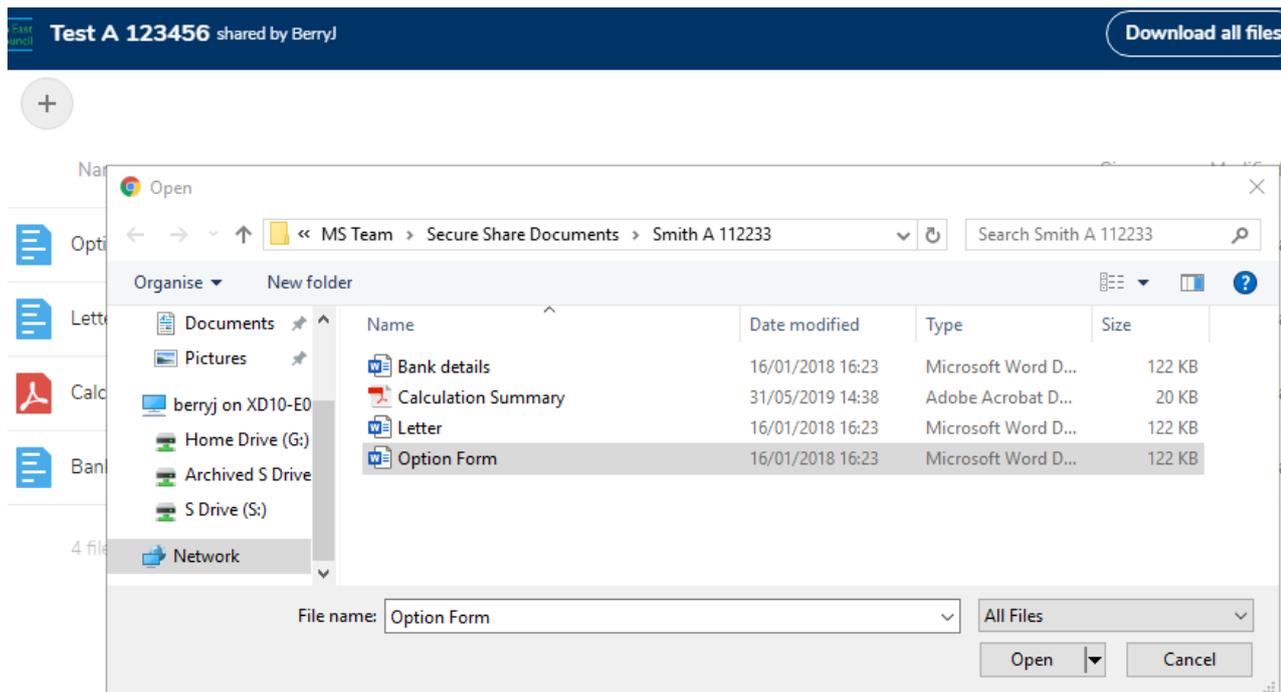
Alternatively you can follow these instructions:



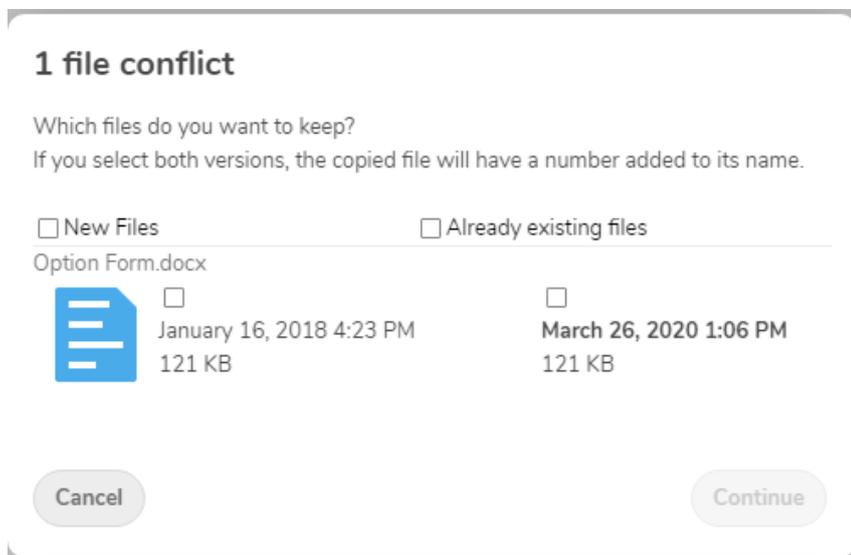
Click the  icon at the top left of the screen and select 'Upload file':



A window will open and you will need to navigate to where you have saved the file that you want to upload. Select the file and click 'Open':



Whichever method you have used to upload a file, unless you have renamed it the following screen will be displayed:



Select 'New Files' and 'Already existing files' as shown below and then click 'Continue':

1 file conflict

Which files do you want to keep?
If you select both versions, the copied file will have a number added to its name.

New Files Already existing files

Option Form.docx

	<input checked="" type="checkbox"/>	January 16, 2018 4:23 PM 121 KB	<input checked="" type="checkbox"/>	March 26, 2020 1:06 PM 121 KB
---	-------------------------------------	------------------------------------	-------------------------------------	----------------------------------

The file should now be visible in the document list. In the example below you can see that the uploaded file has been named 'Option Form (2)' so the original Option Form has not been overwritten. On the right side of the screen under the column heading 'Modified' you can see that the uploaded file was modified 'seconds ago' and the original forms were modified 3 hours ago.

Bath & North East Somerset Council **Test A 123456** shared by BerryJ Download all files ...

<input type="checkbox"/>	Name	Size	Modified
<input type="checkbox"/>	 Option Form (2).docx	121 KB	seconds ago
<input type="checkbox"/>	 Option Form.docx	121 KB	3 hours ago
<input type="checkbox"/>	 Letter.docx	121 KB	3 hours ago
<input type="checkbox"/>	 Calculation Summary.pdf	19 KB	3 hours ago
<input type="checkbox"/>	 Bank details.docx	121 KB	3 hours ago

5 files 505 KB

Go back to the start of this section and repeat this process if you have more documents to upload.

When you have finished click the icon in the top right corner of the SecureShare window and select Log Out.

SecureShare will send an email to the Avon Pension Fund to notify us that documentation has been uploaded.