

Pensioner Members

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How to register your account

- 1) Go to <https://mypension.sypensions.org.uk/>
- 2) Select the register option

mypension

Welcome to our online portal mypension where you have everything to hand when you need it.

mypension gives access to your records so you can keep track of your pension accounts quickly and easily.

You will need to [sign in](#) or [register](#) to access your accounts.

If you have forgotten your login details, please click [here](#).

[Click Here To Register](#)

- 3) You will be taken to the Member Registration Page

Member Registration

*denotes a mandatory field

South Yorkshire Pensions Authority ~ mypension member web portal

Terms and Conditions

By registering or logging into this site, you are agreeing to do so under the terms of the Computer Misuse Act accounts contravenes the Computer Misuse Act 1990 and may incur criminal penalties as well as damages.

- 4) Scroll down the page and select 'Yes' to accept the Terms and Conditions (T&Cs) and 'Yes' to accept cookies, then select 'Submit'.


- 5) Complete the mandatory fields on the registration form (indicated with an asterisk *) and select 'Submit'.

Please enter your personal details below.

? National Insurance number *

Surname *

? Date of birth *

Email Address *

Confirm Email Address *

? Mobile Number

Confirm Mobile Number

- 6) Enter a Username of your choice. This needs to be in uppercase. A username can comprise of uppercase characters, numbers and the following characters (_ . - @) and then confirm this username by entering it, again.
- 7) Enter a password, this must be between 9 and 20 characters long and contain 1 number, lower and uppercase letters, but not contain special characters (e.g. \$), then retype this password to confirm.
- 8) Select 'Submit' once all fields on this screen are complete.

? Enter a Username (Upper Case) *

? Retype Username (Upper Case) *

? Password *

? Retype Password *

- 9) If registered successfully, the following message will be displayed.

Registration is now complete. You will be taken back to the home page where you will need to login again. You will then be sent a One-Time Code (OTC) to your registered email address.

Done

How to Log in to Your Account

- 1) Go to <https://mypension.sypensions.org.uk> and select 'sign in'.
- 2) Enter your Username and Password and select 'Sign in'.
- 3) Enter your OTC (one-Time-Code) that will be sent via email. This will remain active for 20 minutes and can only be used once.
- 4) Click 'Sign in'

Please enter your One Time Code

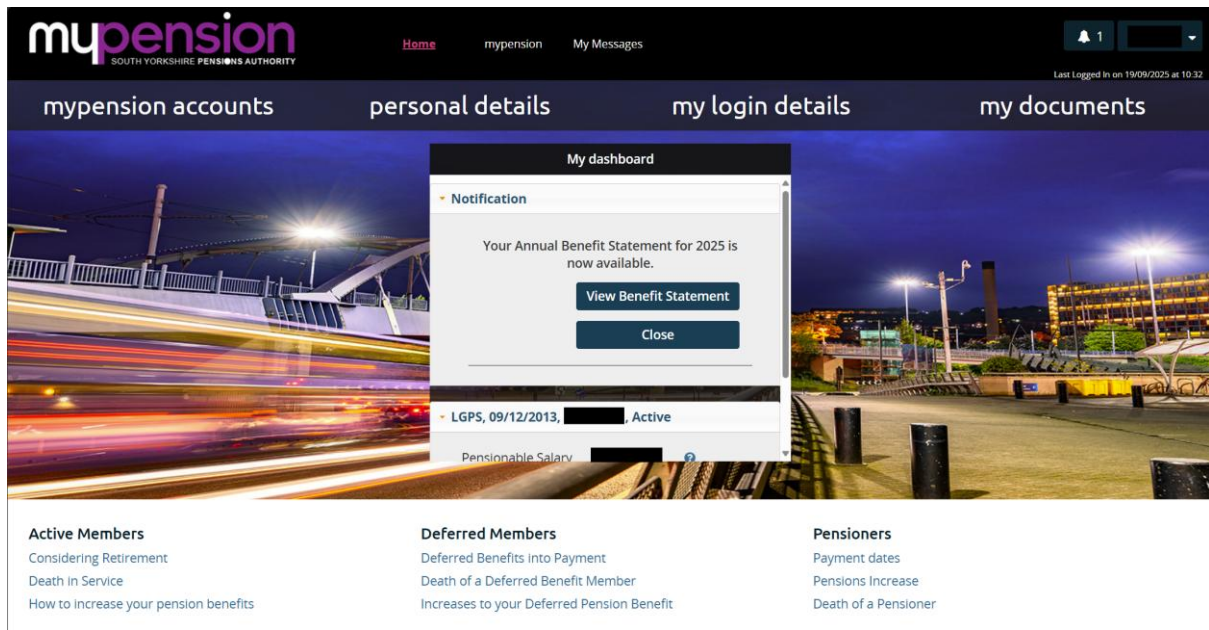
.....

Sign in

Cancel

How to view your pension details and update your nominations

- 1) Once you have logged in select 'mypension accounts' at the top left of the screen to view details of your pension



- 2) The 'mypension accounts' screen will show :-

- A summary of your pension record or records if more than one.
- Bank Details
- The details of your nominated beneficiaries for lump sum death benefit.
- A list of menu options on the right hand side of the screen.

mypension accounts

▼ **LGPS (Pensioner), Ref:** [REDACTED]

Membership Number	[REDACTED]
Employer Name	South Yorkshire Pensions Authority
Date Joined Employer	01/04/1988
Date Joined Scheme	24/01/1978
Retirement Date	01/04/2001

[View My Payslips and P60s](#)

Bank Details

	FUTURE	CURRENT
Effective Date	14/03/2019	07/03/2019
Account Number	****[REDACTED]	****[REDACTED]
Sort Code	01-01-01	01-01-01

[Update My Bank Details](#)

Nominated Beneficiaries for Lump Sum Death Benefit

Nominee	[REDACTED]
Relation To Member	Spouse
Date Of Birth	26/08/2001

In this section

- Bank Details
- Death Grant Nominations
- Pension History
- Tax Codes
- Update My Nomination
- Update My Bank Details
- View My Folder Documents

3) To View your payslips and P60's select 'View My Payslip and P60's'

4) Select the individual payslip or P60 you wish to view from those listed:

My Payslips and P60s

Show entries

Search:

Date	Description	
31/10/2018	Payslip	View Payslip
28/09/2018	Payslip	View Payslip
31/08/2018	Payslip	View Payslip
31/07/2018	Payslip	View Payslip
29/06/2018	Payslip	View Payslip

In this section

- My Documents
- My Payslips and P60s

5) The selected document will be displayed on-screen. You have the option to download a PDF version of the document to print or save. Alternatively, you can hover the cursor over the document to reveal a direct print option or to resize the document view.

Pension Payslip - 31/10/2018

Mr Dougie Edwards
Address 1
Address 2
Address 3
Barnsley
SXX 1XX

Name	Mr Dougie Edwards
Pension Number	100000AA
NI Number	AA123456A
Tax Code	1185L

Payments	Deductions	Totals to Date
South Yorkshire Pensions Authority 100000AA	PAYE 213.00	Taxable Pay to date 13832.87

[Home](#) / [mypension accounts](#) / [My Folder Documents](#)

My Folder Documents

Date	Title
11/03/2019	MyPension Retirement Quote Statement
11/03/2019	MyPension Retirement Quote Statement
01/03/2019	MyPension Retirement Quote Statement
01/03/2019	MyPension Retirement Quote Statement
26/02/2019	MyPension Retirement Quote Statement

Showing 1 to 5 of 41 entries



Previous 1 2 3 4 5 ... 9 Next

- 6) The selected document will be displayed on-screen. You have the option to download a PDF version of the document to print or save. Alternatively, you can hover the cursor over the document to reveal a direct print option or to resize the document view.

Document type
MyPension Retirement Quote Statement

Created date
11/03/2019

[Download PDF](#)

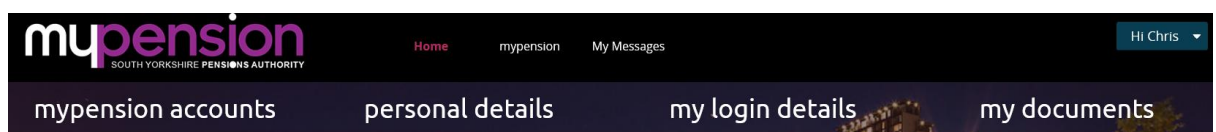
mypension Quote
Produced on 11th March 2019

Chris Allan	Reference 115070SH
This quote is based upon the information that you have provided below:	
✓ Date of Leaving: 6th March 2040	

- 7) From the menu at the 'mypension accounts' screen you may also view additional pension information by selecting the appropriate option.
- 8) These will be blank if you have not subscribed to those specific benefits and a 'No information with this screen' message will be displayed. .

How to view/update your personal information and change your login details

- 1) From the Home screen select 'Personal Details'.



- 2) Select which section you wish to update and select 'Update'. You can update your personal details; address; phone number and email address. Additionally you can change your login username; login password and login security question/answer from this screen.

My Personal Details

Full Name	[REDACTED]
Gender	Male
National Insurance Number	[REDACTED]
Date of Birth	[REDACTED]
Date of Marriage	
Marital Status	Nominated Cohabiting Partner
State Retirement Date	06/08/2040
Update My Personal Details	

Address	[REDACTED] [REDACTED] Sheffield [REDACTED]
Update My Address	

Home Phone Number	01 [REDACTED]
Work Phone Number	01226 772999
Mobile Phone Number	
Update My Phone	

Email	[REDACTED]@sypa.org.uk
Update My E-mail	

- 3) Once you have made your changes select 'Submit'.

Update My Phone

Enter the new phone numbers

Home Phone Number

Delete your home number?

☐ Yes ☒ No

Work Phone Number

Delete your work number?

☐ Yes ☒ No

Mobile Phone Number

Delete your mobile number?

☐ Yes ☒ No

Submit

How to view and update your banking details

- 1) From the 'mypension accounts' screen you can view your banking details under, Bank Details. Select 'Update My Bank Details'.

mypension accounts

▼ LGPS (Pensioner), Ref: 111111XX

Membership Number	111111XX
Employer Name	South Yorkshire Pensions Authority
Date Joined Employer	02/03/1987
Date Joined Scheme	16/07/1977
Retirement Date	02/07/2018

View My Payslips and P60s

Bank Details

	FUTURE	CURRENT
Effective Date	14/03/2019	07/03/2019
Account Number	****1234	****4321
Sort Code	01-01-01	01-01-01

Update My Bank Details

- 2) Select the appropriate answer to the location question, enter a date for the bank change to take effect and select 'Submit'

UK or Overseas Bank

Is the new bank account Based in the UK?


☐ Yes
 ☐ No

Effective Date for Change

Please note that if the date entered below is close to or after the cut-off date for this month (the xth of each month) then this change may not take effect until the next month.

The effective date must be in the future and proceeding with this form will overwrite any existing future record.

Enter effective date for change. *



Submit

- 3) Enter the 6 digit Sort Code with no spaces and select 'Search'.

Update My Bank Details

Search for Bank/Building Society

By Sort Code ?

(Searching by Sort Code will return banks only)

Or

By Name ?

And Branch ?

If you are unable to find your payment institution. please contact us on 01226 772845

Search

- 4) Your chosen bank details should be displayed. Confirm the bank and select 'Next'. You have the option to go back to the Sort Code search if an incorrect bank is displayed.

Update My Bank Details

Search Results

Select

☒ YORKSHIRE BANK (A TRADING NAME OF CLYDESDALE BANK PLC) (MORTGAGE CENTRE GLASGOW),
Yorkshire Bank Mortgage Centre,
6th Floor,
Guild Hall,
57 Queen St,
Glasgow,
G1 3ER

Back Next

- 5) Complete the account details and select 'Next'.

Update My Bank Details

Your Account Details

YORKSHIRE BANK (A TRADING NAME OF CLYDESDALE BANK PLC) (MORTGAGE CENTRE GLASGOW),
Yorkshire Bank Mortgage Centre,
6th Floor,
Guild Hall,
57 Queen St,
Glasgow,
G1 3ER

Name on Account ?

D Edwards

Account Number ?

12345678

Payment Reference ?

Pension Payment

Back

Next

- 6) Check that the summary details are correct and select 'Confirm'. If any of the details are incorrect you can select 'Back' to re-enter details.

Update My Bank Details

Confirm Your Account Details

YORKSHIRE BANK (A TRADING NAME OF CLYDESDALE BANK PLC) (MORTGAGE CENTRE GLASGOW),
Yorkshire Bank Mortgage Centre,
6th Floor,
Guild Hall,
57 Queen St,
Glasgow,
G1 3ER

Account Name

D Edwards

Account Number

12345678

Payment Reference

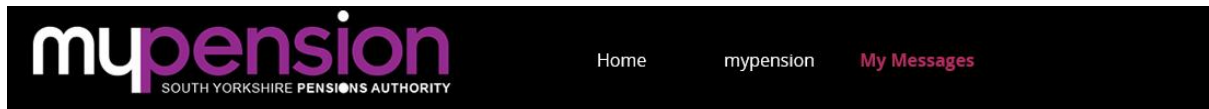
Pension Payment

Back

Confirm

How to send secure messages from your mypension account

- 1) From the banner across the top of the screen select 'My Messages'.



- 2) The 'My Messages' screen shows a basic mailbox. To send a new message select 'New Message'

My messages

My messages will store all secure messages to and from the Authority. This is the easiest and most secure way to get in touch.

[New Message](#)

	Date	▼ Subject	🔍 Unread	🔍 Closed On
<input type="checkbox"/>	12/03/2019 11:04	Another Topic	🔍	
<input type="checkbox"/>	12/03/2019 11:04	Payment/Payslip/P60	🔍	
<input type="checkbox"/>	12/03/2019 11:03	mypension Account	🔍	
<input type="checkbox"/>	12/03/2019 11:02	Transfer	🔍	
<input type="checkbox"/>	12/03/2019 11:02	Retirement	🔍	

- 3) From the 'New Message' screen select one of the Subject options.

Subject

Retirement
Transfer
mypension Account
Payment/Payslip/P60
Another Topic

[Submit](#)

- 4) Type your question into the blank field and when finished select submit.

New Message

My messages will store all secure messages to and from the Authority. This is the easiest and most secure way to get in touch.

Subject

Another Topic

I have updated my marital status with my employer
but how do I update my marital details with the

1889 Characters to go

Submit

- 5) If successful an acknowledgement screen will be shown including your message content

Thanks for getting in touch, we're aiming to reply to your message within 24 hours

Another Topic 12/03/2019 12:41

▼ You 12/03/2019 12:41

I have updated my marital status with my employer but how do I update my marital details with the pension fund?

- 6) Select 'My Messages' to return to the 'My Messages' mailbox where you will see your message listed. Replies will be displayed in this area.

How to securely log out of your member portal session

- 1) Select the dropdown menu that contains your name in the top right hand corner of the screen and select 'Log off'. Your session will be ended and you will be returned to the login screen

