



*How to...*

## *Security options*

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THE ROYAL COUNTY OF  
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PENSION FUND

# Security Options

A user can access the security options detailed in this section using the navigation bar.

## Change Password

The 'Change your Password' page enables a user to change their current password.

**Change your Password**

To change your password, enter your current password, a new password, confirm the new password, then click Submit.

Valid passwords are between 8 and 12 characters in length and must include at least one numeric, one lowercase and one uppercase character. (Passwords are case sensitive).

**Enter Current Password\***

**Enter New Password\***

**Confirm New Password\***

**Password Hint**

\*Required

- The user enters their existing password in the 'Enter Current Password' field, followed by their new password, before finally confirming their new password. A message is displayed to confirm that the user has successfully changed their password.
- Once you have submitted your new password details the following message will be directed back to the "Member Search" screen and the following message will be displayed.

### Information

Your password has been successfully changed.

You will receive an e-mail with the following message: **Your password for Employer Self-Service has been updated.**

## Change Security Responses

The “**Change Security Responses**” page enables a user to change their current password.

The user selects new security questions from the drop down list provided followed by the corresponding answers.

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Change Password

**Change Security Responses**

### Change Security Responses

You can select new security questions and responses, or you can change the responses to your existing security questions. Click Submit to confirm your changes.

**Security Question \*** Mother's Maiden Name ▼

**Response \***

**Confirm Response \***

**Security Question 2 \*** Mother's Maiden Name ▼

**Response 2 \***

**Confirm Response 2 \***

You are required to enter your password to confirm security question and response changes.

**Enter Current Password \***

\*Required

Once you have chosen your security questions from the list provided and submitted the answers you will be directed back to the “**Member Search**” screen and the following message will be displayed.

**i Information**

Your security questions and responses have been successfully changed.

## Logging Out

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Logout

Help

You can log out of ESS by selecting “**Logout**” on any navigation bar displayed within ESS.

You immediately directed back to the “**Login**” screen upon exiting ESS.



### Login

Welcome to the Employer Services application.

To use this website you must be a registered user and have a valid username and password.

**Not Registered?**  
New users must [sign up](#) to request an activation key.

**Received your Activation Key?**  
If you have received your activation key, you can [complete your registration](#).

If you have not received your activation key or you have lost your activation key, please contact your pensions administrator.

**Already Registered? Log In**

**Username**

**Password**

[Forgotten your password?](#)