

# Contact Us

More detailed information about the Scheme is available from the Pension Team:  
Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road  
Maidenhead, Berkshire, SL6 1SF

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[www.berkshirepensions.org.uk](http://www.berkshirepensions.org.uk)

# A Guide to registering for...



'my pension ONLINE' is an internet based application which enables you to securely access and update your own pension details online via the Royal County of Berkshire Pension Fund website from the comfort of your own home or workplace, using your desktop PC, laptop, smartphone or tablet.

As an *Active* or *Former* member of the scheme you can:

- View/update your personal details
- Perform benefit calculations
- Access all publications such as your Annual Benefit Statements, Scheme factsheets and Newsletters
- Create or update your Death Grant expression of wish

As a *Retired* member of the scheme you can:

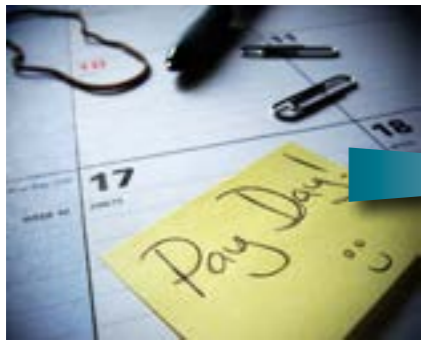
- View/update your personal details
- View your P60 and payment history
- Access all publications and newsletters
- Calculate the value of your Dependant benefits

# Take control of your pension



## Calculate your future pension benefits...

Our new 'Benefit Projectors' section allows you to calculate how much your pension would be worth if you were to retire. You can also find out how much tax-free cash you could purchase at retirement.



## View your P60 and payslip information...

If you have retired you can view your monthly pension payment history online as well as download your P60.



## Update your address details...

Keep your pension record up to date with any future changes of address. You can also update your contact telephone numbers and email address.



## Update your Expression of Wish...

If you die before you reach retirement age a Death Grant is payable to your loved ones as a tax-free lump sum. You can choose to whom you would like any Death Grant to be paid by updating your beneficiaries online.



## View your annual benefit statements and newsletters online...

Your Annual Benefit Statement provides you with an estimate of the pension you can expect to receive when you retire. Your statement is available to view online along with our latest newsletters and publications.

# Registration couldn't be easier, just follow these 3 easy steps

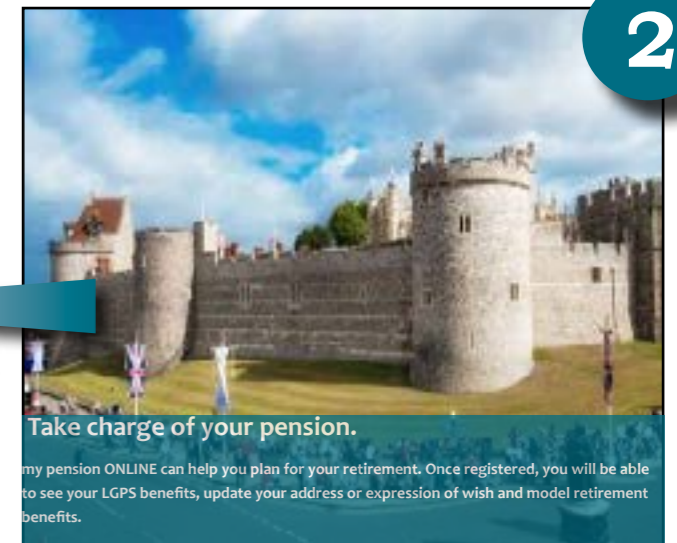
1



To begin your registration, follow the link to the 'my pension ONLINE' homepage.

Visit [www.berkshirerpensions.org.uk](http://www.berkshirerpensions.org.uk) and click on the 'my pension ONLINE' logo.

2



From the 'my pension ONLINE' homepage click on "Register for my pension ONLINE". You will be directed to the "Sign Up" Section.

3

Surname

NI Number

Date of Birth

Email Address

Input your Surname and NI Number using capital letters only and your Date of Birth using the format DD/MM/YYYY. Enter your email address and click 'Sign Up' to permit the generation of an Activation Code.

Your Activation Code will be sent to your email address. If you have not received your code within 5 working days please contact the Pension Team.

Once you have received your Activation Code it will then be necessary to activate your account by entering a Username, Password, Password Hint and response to 2 security questions.

Don't forget to add 'my pension ONLINE' to your browser favourites.