

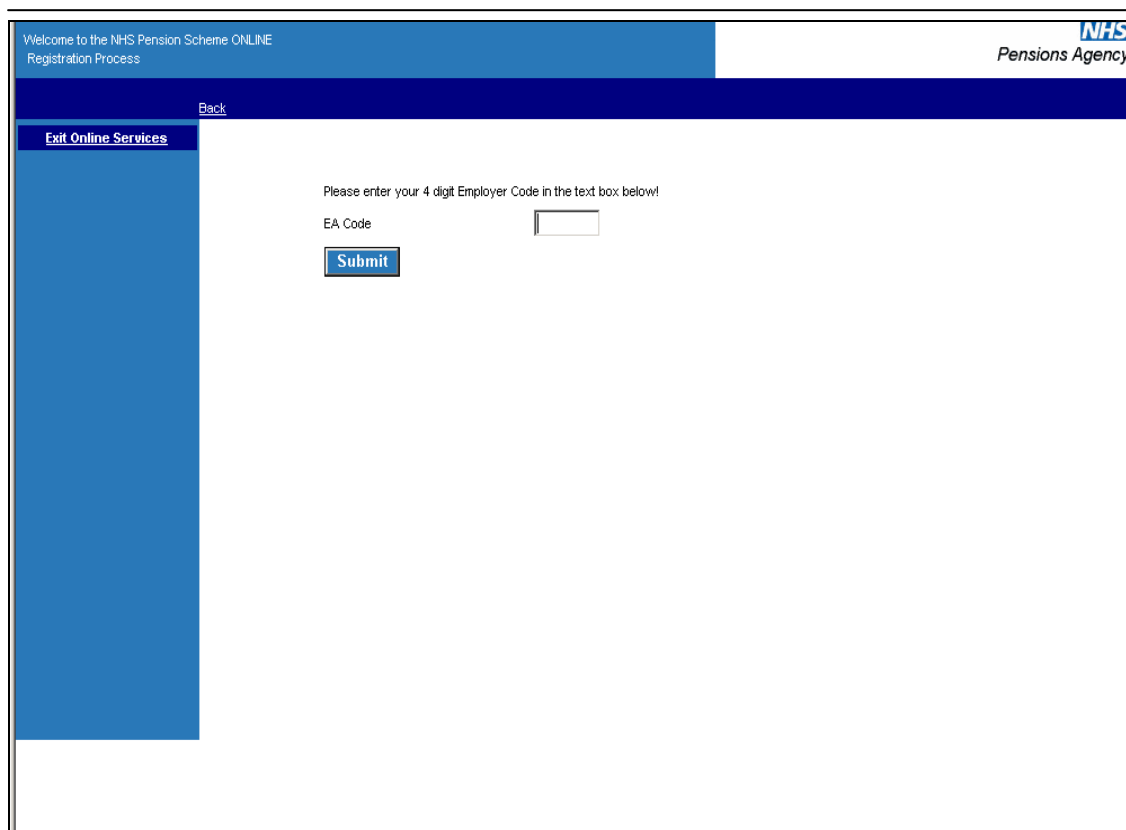
NHS Pensions Online Guide

3. Registration Process

For those employers who do not yet have access to Pensions Online select the “Register” link and this will take you through the on-line registration process.

Only one registration per NHS employer is allowed and this initial registration **must** be completed by the Pensions Manager or other nominated person with suitable authority.

The electronic registration form is available via the “Register” link and once selected you will be asked to insert your Employing Authority code or GP Practice Code (EA Code), as follows:



The screenshot shows a web page titled "Welcome to the NHS Pension Scheme ONLINE Registration Process" with the NHS Pensions Agency logo. A navigation bar includes a "Back" link and an "Exit Online Services" button. The main content area contains the instruction "Please enter your 4 digit Employer Code in the text box below!" followed by a label "EA Code" and a text input field. A "Submit" button is positioned below the input field.

If you select this link and your Authority or GP Practice already has access to Pensions Online you will receive the following onscreen message:

*** Sorry, it appears that we already hold a registration for this EA Code, please check your entry and try again. Should you continue to get this error message please contact the Agency.*

If this is the first registration you will continue to the next stage, as follows:

The screenshot shows a web form titled "NHS Pensions Online - Application for Registration by an Employer". The form contains the following fields:

- Employer Code (e.g. G P/EA Code)
- Organisation Name
- Address (multiple lines)
- Post Code
- Full name of nominated Local Pensions Online Administrator
- Job Title
- Contact Address (if different) (multiple lines)
- Telephone Number
- Fax Number
- Email Address


At the bottom of the form, there are two buttons: "Verify" and "Cancel". A note next to the email address field states: "We can only accept NHSnet e-mail addresses".

Once you have fully completed the form and selected “verify” at the bottom of the page you will receive a confirmation page requesting that you print the page and arrange for it to be countersigned by the Local Pensions Online Administrator's Board level manager or Principal Practitioner, for GP Practices.

The countersigned form should then be posted to:

Communications Centre Helpdesk
 NHS Pensions
 Room 070
 220-220 Broadway
 Fleetwood
 Lancashire
 FY7 8LG

Example of confirmation page:



NHS Pensions Online - Application for Registration by an Employer

[Print](#)

Your registration details have now been submitted. Please take a printed version of this form for authorisation as directed at Part 2 and post to the following address:

Communications Centre Helpdesk
 NHS Pensions Agency
 Room 070
 200-220 Broadway
 Fleetwood
 Lancashire FY7 8LG

Part 1

Employer Code <small>(e.g. G/PEA Code)</small>	9001
Organisation Name	COMPLETE GUIDE TO PENSIONS ONLINE
Address	200 - 220 BROADWAY FLEETWOOD LANCASHIRE
Post Code	FY7 8LF
Full name of nominated Local Pensions Online Administrator	COMPLETE GUIDE
Job Title	PENSIONS
Contact Address (if different)	
Telephone Number	01253 774444
Fax Number	
Email Address	an.other@compguide.nhs.uk

Part 2

To be completed by the nominated Local Pensions Online Administrator's Board level manager or Principal Practitioner:

(e.g. G/PEA Code)

Organisation Name	COMPLETE GUIDE TO PENSIONS ONLINE
Address	200 - 220 BROADWAY FLEETWOOD LANCASHIRE
Post Code	FY7 8LF
Full name of nominated Local Pensions Online Administrator	COMPLETE GUIDE
Job Title	PENSIONS
Contact Address (if different)	
Telephone Number	01253 774444
Fax Number	
Email Address	an.other@compguide.nhs.uk

Part 2

To be completed by the nominated Local Pensions Online Administrator's Board level manager or Principal Practitioner:

hereby confirm that the above person is the nominated **NHS Pensions Online** Local System Administrator for our Organisation. I also confirm that we meet with the minimum PC specification requirements in order to use the services, including NHS-net connectivity.

Signature:..... Date:.....

Print name:..... Position:.....

Contact telephone number:.....

For NHSPA use only - application verified

Signed: _____

[Exit](#)

NHS Pensions will then verify the application and you will be issued with a pin and password. Details of how you can then register other users are contained in the guide “Administer Employer Access”, in the section for “Add New Access Rights”.

You will then receive an e-mail with details of your pin number containing an icon called “**Read Me**” – click on this icon for further details. You will also receive a letter with details of your password. You should change the password to one that you will easily remember, which you should then keep safe and never divulge to any one else.

Once the paper registration form is received by NHS Pensions it generally takes 3-4 days before you get access to the system.

Important Note: If you have any problems with the registration process please contact the Pensions Online Helpdesk on 0870 011 7108