

# **NHS Pensions Online Guide**

## **4. Signing-In**

Once you have registered to use Pensions Online (or been registered by your Pensions Manager) and have been issued with your personal PIN and Password you can sign in to use the system. When you select the link you will be asked for these details, as follows:

Welcome to the NHS Pension Scheme ONLINE  
Employers Sign In

**NHS**  
Pensions Agency

[Back](#)

Welcome to the NHS Pensions Scheme Online. Please enter your unique PIN number and password to enter the zone and the options available to you.

Once you have signed in you will see the new look menu page. Everything you have been used to seeing is still available but may now be in a different place. Click [here](#) to read the changes

If you have not yet registered for this service, please [click here](#) to register.

PIN Number

Password

[Sign in](#)

**Important Note:** You MUST NEVER log in to Pensions Online using someone else's PIN and password, as this is a serious breach of NHS Pensions security policy.

If you have forgotten your PIN and/or Password and you are the main administrator of Pensions Online then you should contact NHS Pensions for the PIN/Password to be re-set. Details of how to do this are explained in the “**Frequently Asked Questions**” link.

If you are not the main user then your access rights have not been authorised by NHS Pensions and you should ask the main administrator to re-set your PIN and Password for you. Details of how this is done are also in “**Frequently Asked Questions.**”

Once you have successfully accessed the system you are then presented with details of all the contact names, addresses, telephone numbers and email addresses. There is an option to amend these details if needed, otherwise select the link at the bottom of the page to continue into the Pensions Online Employer Menu:

**“If all these contacts are correct, please click here to continue”**

Now go to the section headed “Employer Menu”.