

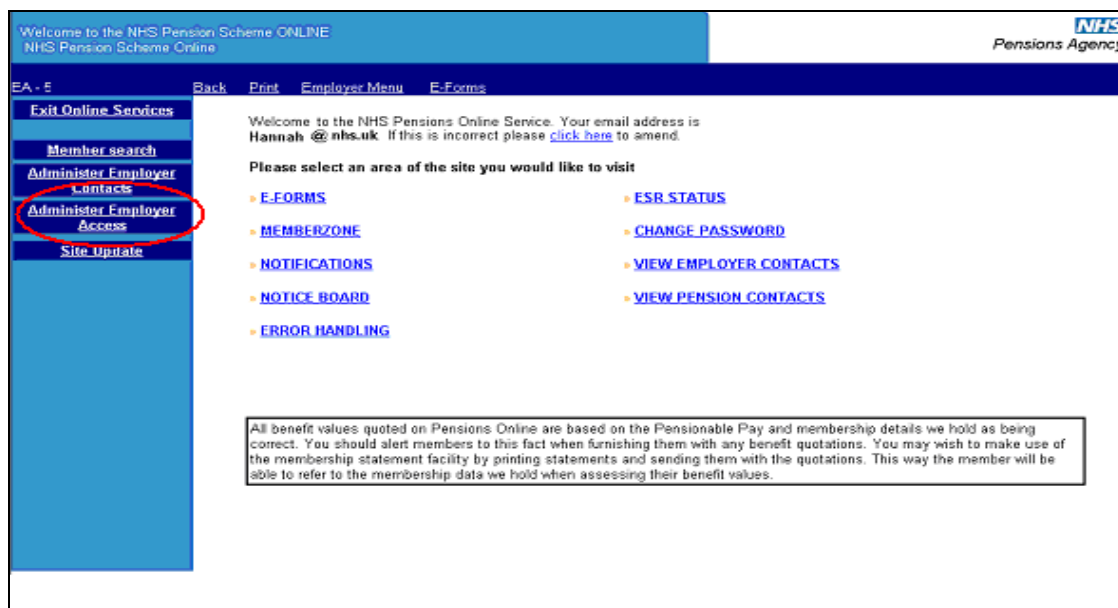
# **NHS Pensions Online Guide**

## **7. Administer Employer Access**

## 1. Main Pensions Online Administrator

This is the person who was given the authority to register to user Pensions Online with the NHS Pension Scheme. They have different access rights to other users within your Authority/GP Practice, as mentioned in the following paragraphs.

As a main administrator you now have access to the full Pensions Online menu, as follows:



### Administer Employer Access

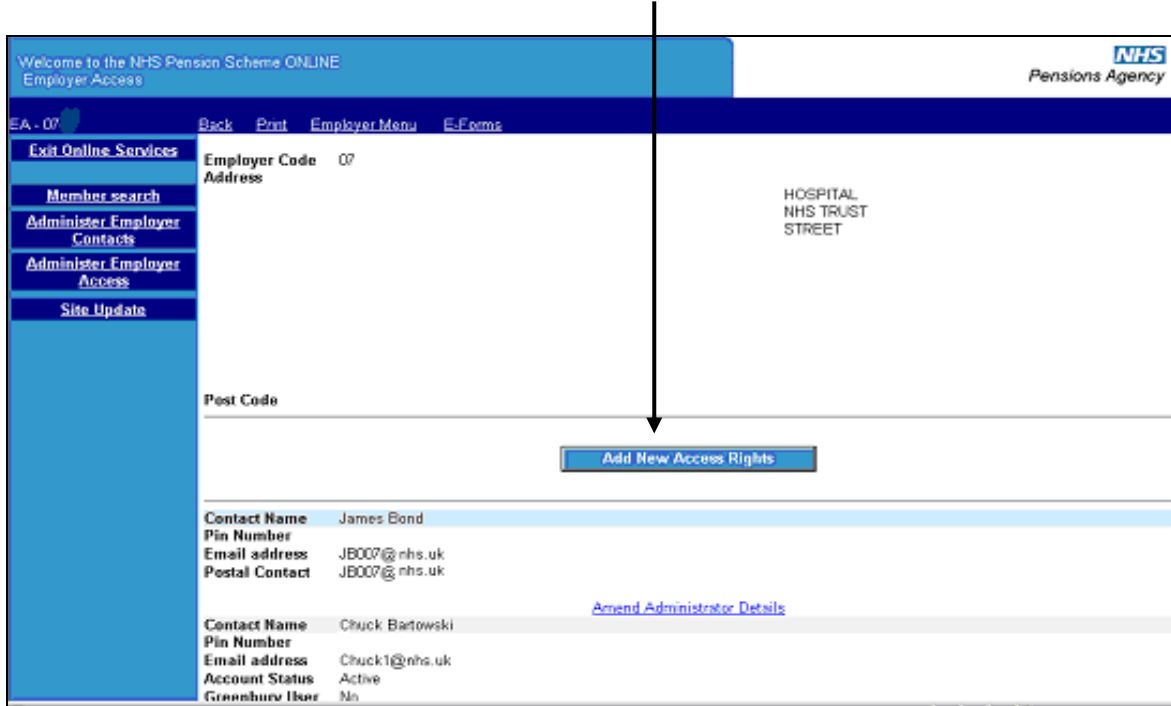
This option is only available to the main Pensions Online Administrator and is not present on your screen if you are not the main administrator.

As the main administrator it is essential that you NEVER allow any other administrator to use your PIN and password.

If a different POL user needs to be supplied with access rights then as the main administrator you can set these via the “Administer Employer Access” link, as shown on the above screenshot and as detailed in the next section.

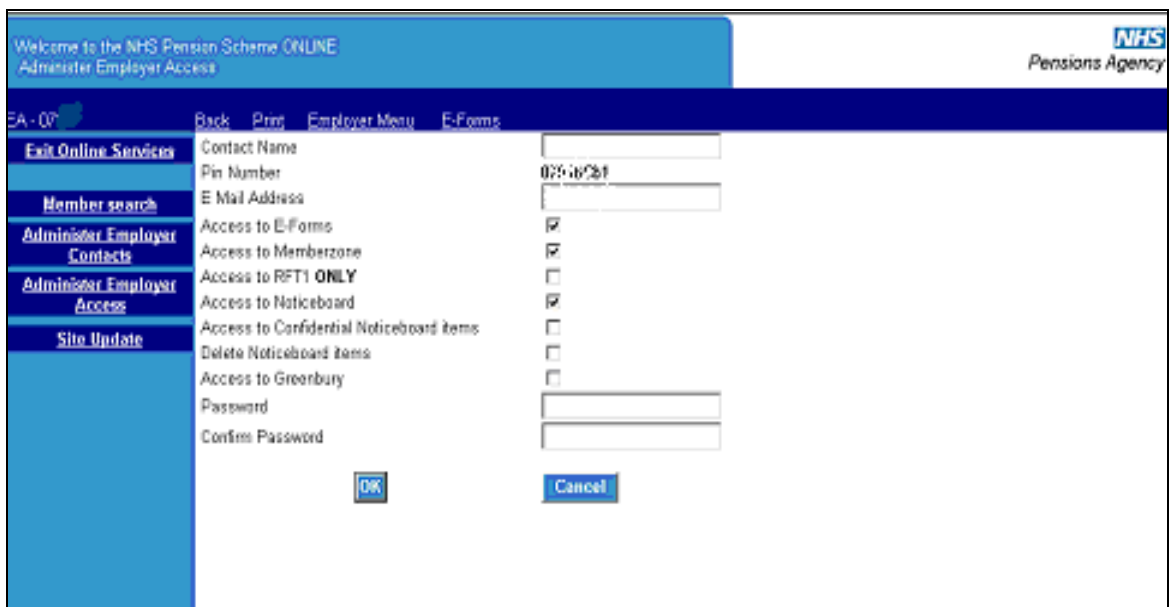
### Add New Access Rights

After selecting this link you will be taken to the Employer Access screen that shows your Pensions Online (POL) user accounts. Select the link to “Add New Access Rights”



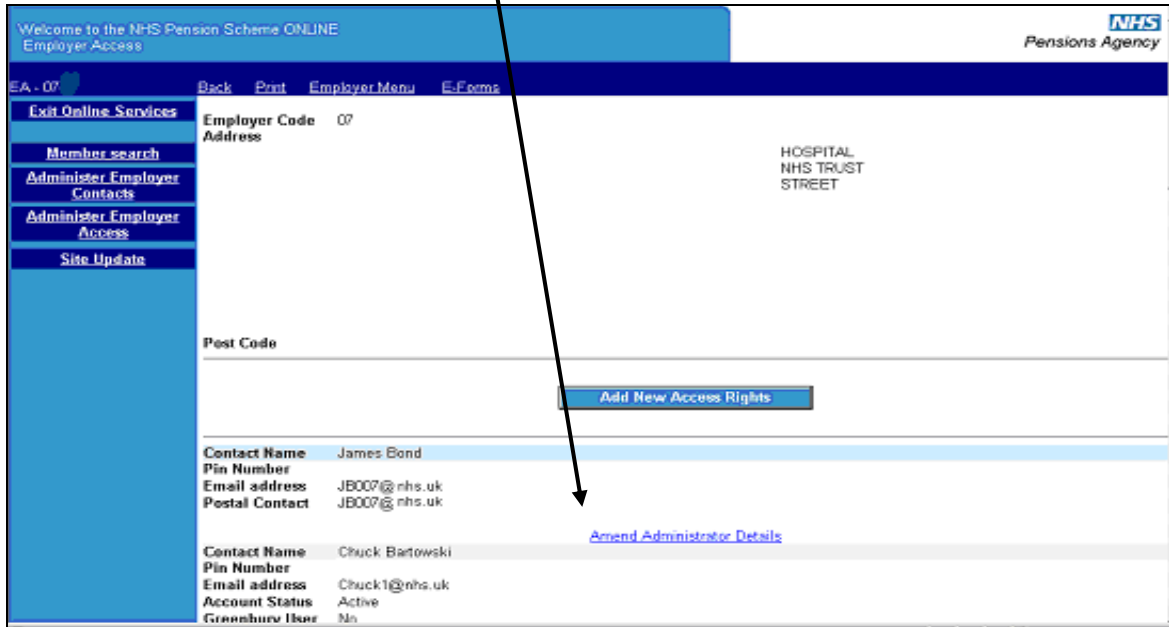
This will allow you to add the new users and assign them their access by ticking the relevant access boxes.

An e-mail address must be supplied to allow any automated e-mails or notifications to be directed to the intended POL user.



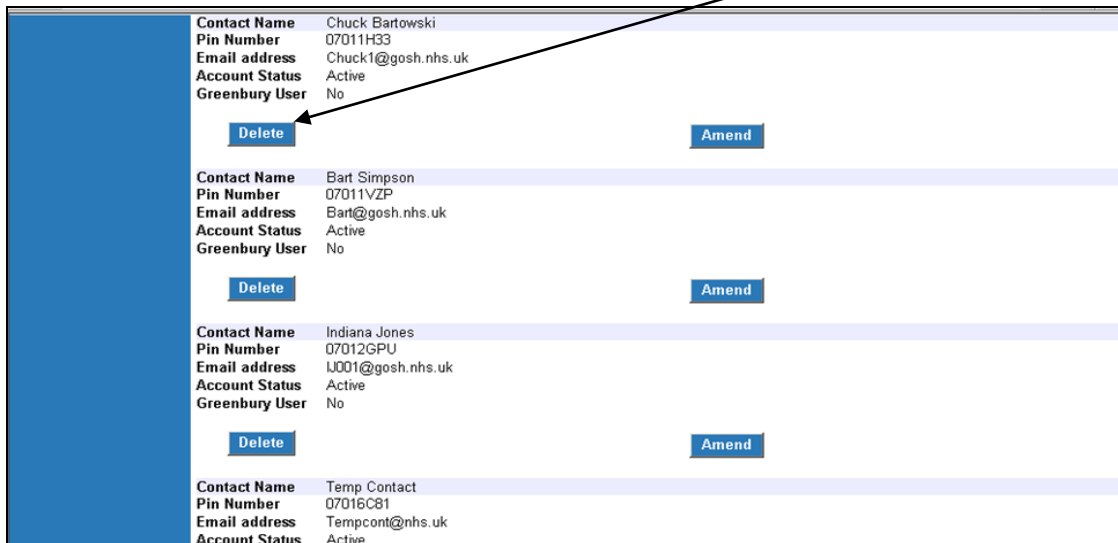
## Amend Access Rights

If you have given an administrator access rights to an area on a temporary basis, i.e. Access to “Greenbury”, then you can remove these access rights at the appropriate time by selecting “Amend Administrator Details” alongside the administrators name, and unticking the relevant box(es):



It is important that access rights for an administrator who is no longer employed by your Authority/GP Practice, or changes jobs within the Authority/Practice, and no longer requires access to Pensions Online, are deleted IMMEDIATELY to avoid any potential breaches of NHS Pensions security policies.

If you wish to delete an administrator’s access selecting the “delete” link does this:

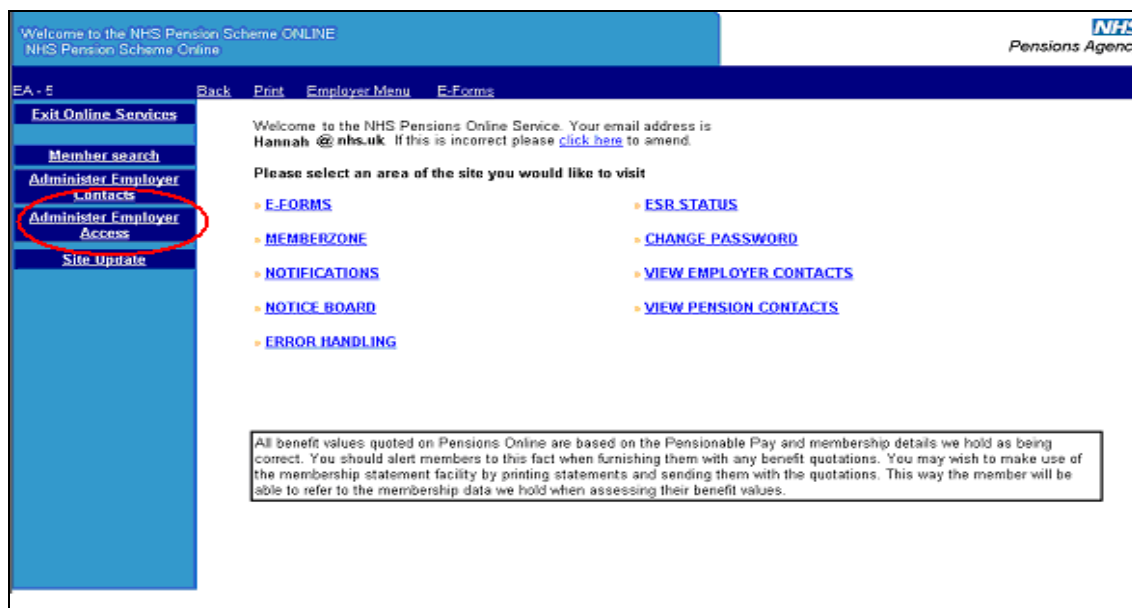


**Note:** Further detailed information on Greenbury cases can be found in the guide ‘40.Greenbury Guide (V2) 11.2011’

## 2. Main Pensions Online Administrator

This is the person who was given the authority to register to user Pensions Online with the NHS Pension Scheme. They have different access rights to other users within your Authority/GP Practice, as mentioned in the following paragraphs.

As a main administrator you now have access to the full Pensions Online menu, as follows:



### Administer Employer Access

This option is only available to the main Pensions Online Administrator and is not present on your screen if you are not the main administrator.

As the main administrator it is essential that you NEVER allow any other administrator to use your PIN and password.

If a different POL user needs to be supplied with access rights then as the main administrator you can set these via the “Administer Employer Access” link, as shown on the screenshot below and as detailed in the next section.

### Add New Access Rights

After selecting this link you will be taken to the Employer Access screen that shows your Pensions Online (POL) user accounts. Select the link to “Add New Access Rights”

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes: Exit Online Services, Member search, Administer Employer Contacts, Administer Employer Access, and Site Update. The main content area displays details for an employer with code '07' and address 'HOSPITAL NHS TRUST STREET'. Below this, there is a 'Post Code' field and a prominent blue button labeled 'Add New Access Rights'. A list of contacts is shown below, including James Bond and Chuck Bartowski, with a link to 'Amend Administrator Details'.

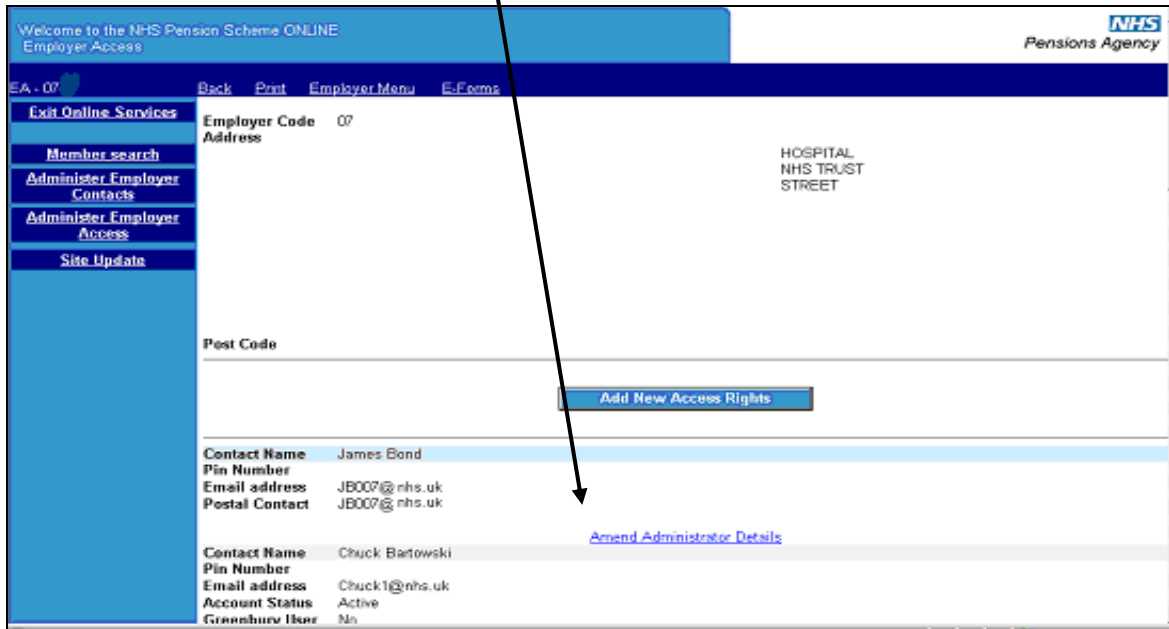
This will allow you to add the new users and assign them their access by ticking the relevant access boxes.

An e-mail address must be supplied to allow any automated e-mails or notifications to be directed to the intended POL user.

The screenshot shows the 'Add New Access Rights' form. At the top, it says 'Welcome to the NHS Pension Scheme ONLINE Administer Employer Access' and includes the NHS Pensions Agency logo. The form has a header with 'EA - 07' and navigation links for 'Back', 'Print', 'Employer Menu', and 'E-Forms'. The left-hand navigation menu is the same as in the previous screenshot. The form fields include: Contact Name, Pin Number (02546261), E Mail Address, and a series of checkboxes for access rights: Access to E-Forms (checked), Access to Memberzone (checked), Access to RFT1 ONLY (unchecked), Access to Noticeboard (checked), Access to Confidential Noticeboard items (unchecked), Delete Noticeboard items (unchecked), and Access to Greenbury (unchecked). There are also fields for Password and Confirm Password, and 'OK' and 'Cancel' buttons at the bottom.

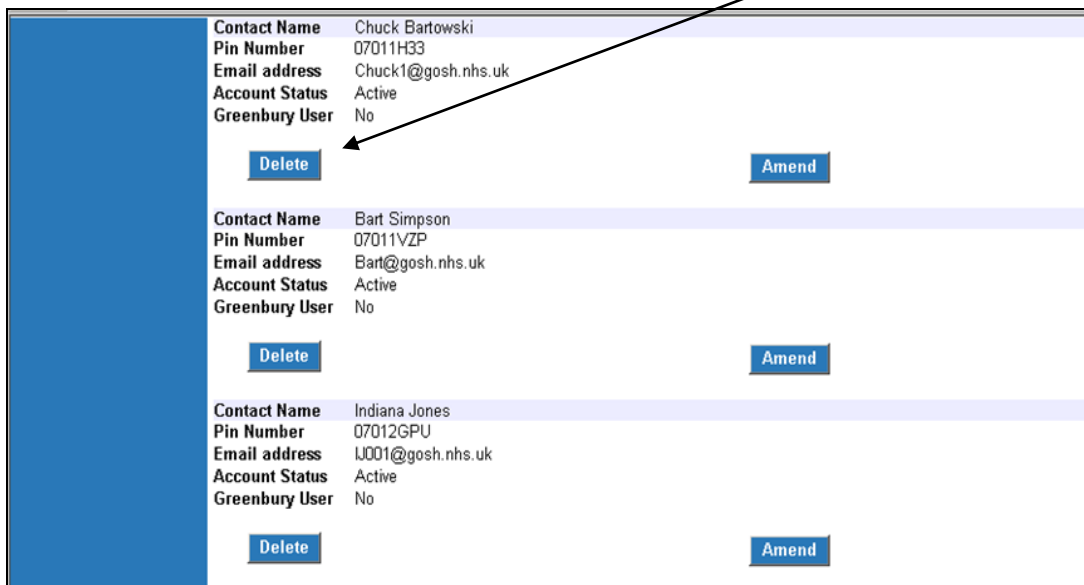
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If you wish to delete an administrator’s access selecting the “delete” link does this:



## Administer Employer Contacts

This link allows you to add, edit or delete contact information for all pensions managers and administrators within your Authority/GP Practice including those who do not require access to Pensions Online.

It is important that this information is reviewed regularly and kept up to date to enable the correct person to be contacted.

If an “employer contact” leaves your Authority/GP Practice then their details should be deleted from the list.

### 3. All Registered Users:

A pensions administrator, who is not the main user, would see the following screen once they login to Pensions Online. The links to “Administer Employer Contacts” and “Administer Employer Access” are not present but all other functionality is available.

The screenshot shows the NHS Pensions Online Service interface. At the top, it says "Welcome to the NHS Pension Scheme ONLINE" and "Welcome". The NHS Pensions Agency logo is in the top right. Below the header, there is a navigation bar with "EA - 5812", "Back", "Print", "Employer Menu", and "E-Forms". A left sidebar contains "Exit Online Services", "Member search", and "Site Update". The main content area displays a welcome message for user 5812, followed by a list of site navigation options: E-FORMS, MEMBERZONE, NOTIFICATIONS, NOTICE BOARD, ERROR HANDLING, ESR STATUS, CHANGE PASSWORD, VIEW EMPLOYER CONTACTS, and VIEW PENSION CONTACTS. A disclaimer box at the bottom states that benefit values are based on pensionable pay and membership details.