NHS Pensions Online (POL) Guide

5. Member Search

The Member Search facility allows you to search the National Health Service Business Services Authority (NHSBSA) database to confirm the personal details held for scheme members who have an open employment with you. It is accessed using the following link in all pages of Pensions Online:
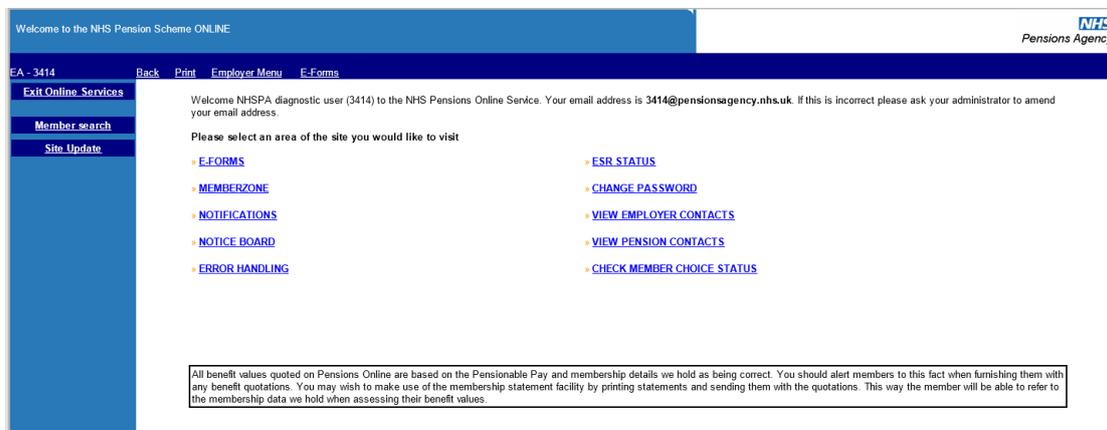
This may be useful if the original joiner details were submitted with some incorrect details and you are now unable to trace the member on the ADP4 list in E-Forms, or you have more than one employee with the same name. It now also allows you to copy and paste the data from any of the fields.

Example of a search using surname only:
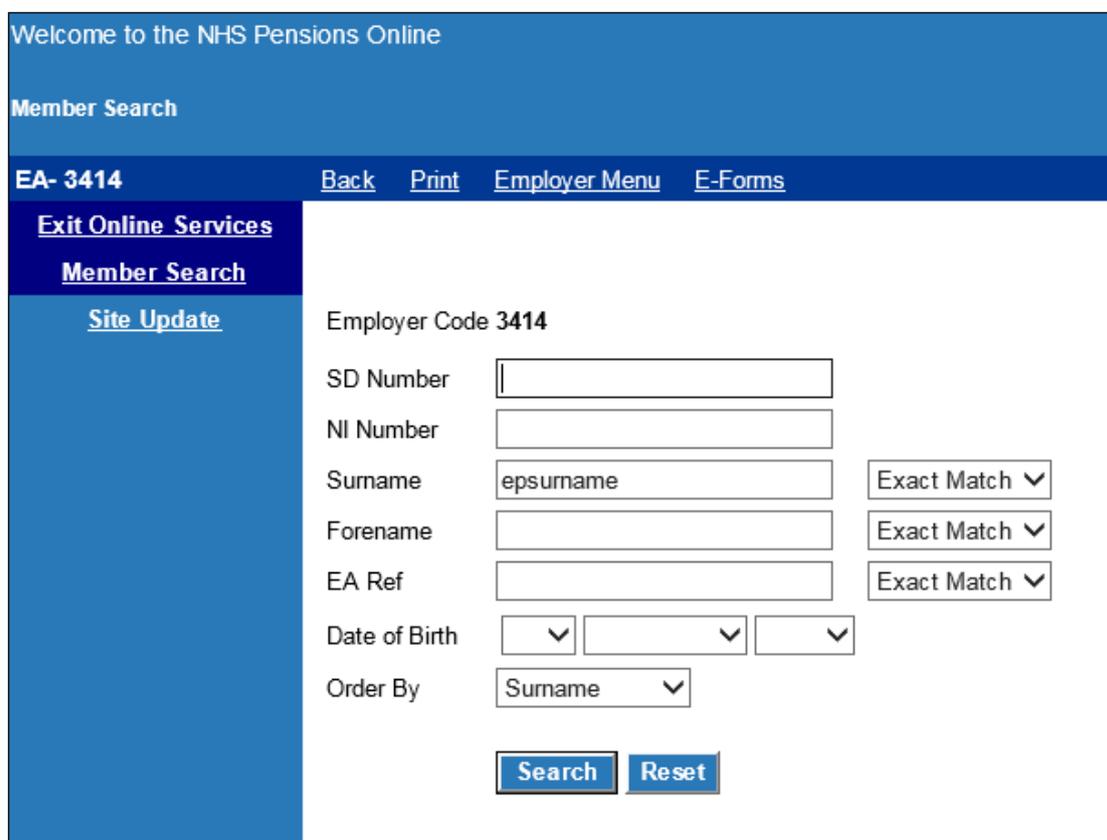
This search traced the following members:

EA- 3414	Back	Print	Employer Menu	E-Forms					

Exit Online Services
Member Search
    Site Update

New Search

NINO	SD Number	EA REF	Surname	Forename	DoB	Scheme	EmpID	Start Date	Updated To
RH125435A	....	11162271	EPSURNAME	EPFORENAME	04-05-1950	NHS	4	27-03-2000	31-03-2017
JT506467A	21000002	11173424	EPSURNAME	EPFORENAME	06-08-1962	NHS	1	24-01-2005	31-03-2017
RH205016A	21000003	11162271	EPSURNAME	EPFORENAME	05-04-1950	NHS	4	27-03-2000	31-03-2017
JT506467A	21000002	11173424-2	EPSURNAME	EPFORENAME	06-08-1962	NHS	2	06-08-2007	31-03-2017

The returned data can be copied and pasted by using:

    Control & C - to copy
    Control & V - to paste

Where no match is found you will receive the following on screen message:

EA- 3414	Back	Print	Employer Menu	E-Forms	

Exit Online Services
Member Search
    Site Update

**Sorry, the search criteria you entered returned no results. Please try again.

Employer Code **3414**

SD Number	[ ]
NI Number	AA123465A
Surname	EPSURNAME	Exact Match ∨
Forename	C	Exact Match ∨
EA Ref	[ ]	Exact Match ∨
Date of Birth	∨ ∨ ∨
Order By	Surname ∨

Search   Reset

You can also search for a member if you only have a partial surname or forename by selecting the search options on the drop down menu alongside each of these fields:

You can also choose the order that you wish the results to be returned in using the drop down menu alongside the "order by" field.