# NHS Pensions Online (POL) 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 National Health Service Business Services Authority (NHSBSA) Pension Scheme. They have different access rights to other users within your Authority/General Practice (GP), as mentioned in the following paragraphs.

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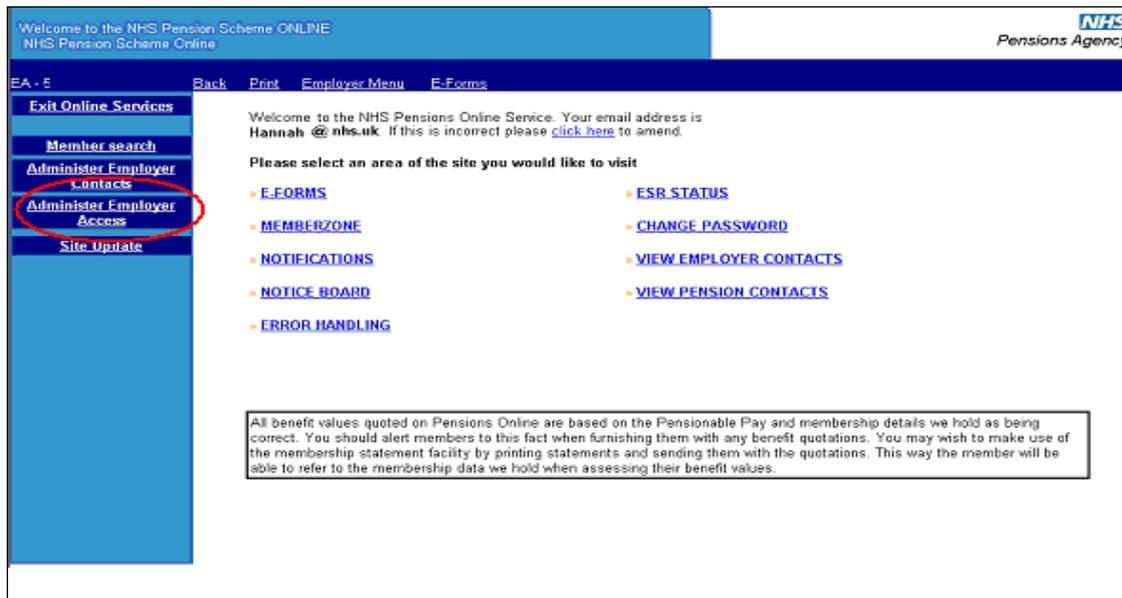
Administer Employer Access

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 NHSBSA security policies.

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.

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.