



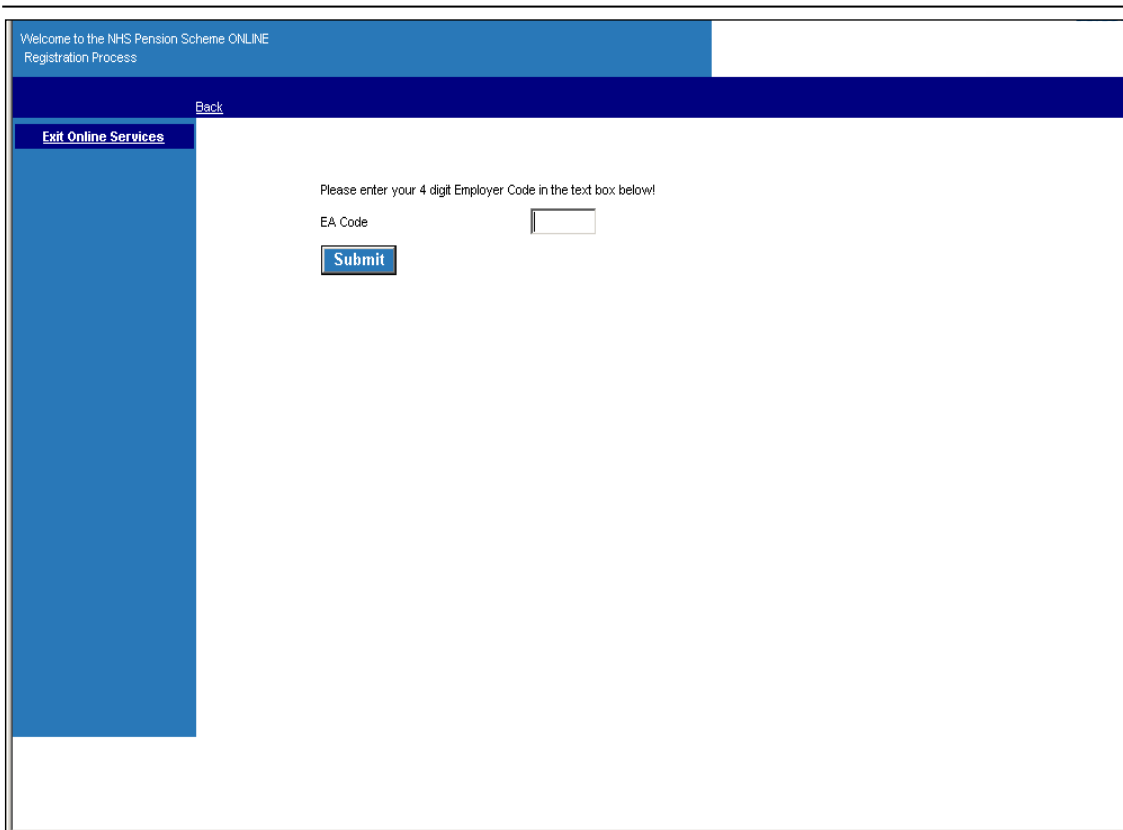
NHS Pensions Online (POL) Guide

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 online registration process.

Only one registration per National Health Service Business Services Authority (NHSBSA) 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". The page has a blue header with a "Back" link. On the left, there is a blue sidebar with a link for "Exit Online Services". The main content area contains the instruction "Please enter your 4 digit Employer Code in the text box below!". Below this instruction is a text input field labeled "EA Code" and a blue "Submit" button.

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:

NHS Pensions Online - Application for Registration by an Employer

Employer Code <small>(e.g. GP/EA Code)</small>	9998
Organisation Name	9998 - Peaks & Plains Housing Trust
Address	.
Post Code	
Full name of nominated Local Pensions Online Administrator	<input type="text"/>
Job Title	<input type="text"/>
Contact Address (if different)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>


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:

Pensions Online Helpdesk
NHS Pensions
PO BOX 2269,
Bolton,
BL6 9JS

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/FEA Code)</small>	9001
Organisation Name	COMPLETE GUIDE TO PENSIONS ONLINE
Address	
	LANCASHIRE
Post Code	FY7 8LF
Full name of nominated Local Pensions Online Administrator	COMPLETE GUIDE
Job Title	PENSIONS
Contact Address (if different)	
Telephone Number	
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/FEA Code)

Organisation Name	COMPLETE GUIDE TO PENSIONS ONLINE
Address	
	LANCASHIRE
Post Code	FY7 8LF
Full name of nominated Local Pensions Online Administrator	COMPLETE GUIDE
Job Title	PENSIONS
Contact Address (if different)	
Telephone Number	
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](#)

The NHSBSA 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 email 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 The NHSBSA 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