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:

Welcome to the NHS Pens	sion Scheme ONLINE	Ì	NHS Pensions Agency
Welcome to the NHS Pent EA - 3414 Exit Online Services Member search Site Update	ion Scheme ONLINE Back Print Employer Manu E-Forms Welcome NHSPA diagnostic user (3414) to the NHS your email address. Please select an area of the site you would like E-E-DRMS MEMBER220NE NOTIFICATIONS NOTIFICATIONS FROR HANDLING	Pensions Online Service. Your email address is 3414@pensi to visit	Pensions Agency ionsagency.nhs.uk If this is incorrect please ask your administrator to amend TACTS ACTS ACTS
	All benefit values quoted on Pensions Online are bas any benefit quotations. You may wish to make use on the membership data we hold when assessing their is	ed on the Pensionable Pay and membership details we hold a the membership statement facility by printing statements an enefit values.	as being correct. You should alert members to this fact when furnishing them with d sending them with the quotations. This way the member will be able to refer to

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:

Welcome to the NHS Pensions Online				
Member Search				
EA- 3414	<u>Back</u> Print	Employer Menu E-Forms		
Exit Online Services				
<u>Member Search</u>				
Site Update	Employer Code	e 3414		
	SD Number			
	NI Number			
	Surname	epsurname	Exact Match 🗸	
	Forename		Exact Match 🗸	
	EA Ref		Exact Match 🗸	
	Date of Birth	× × ×]	
	Order By	Surname 🗸		
		Search Reset		

This search traced the following members:

Welcome to the NHS Pens	sions Online									
Search Results										
EA- 3414	Back Print	Employer Me	<u>nu E-Form</u>	<u>15</u>						
Exit Online Services										
Member Search	New Search									
Site Update	NINO	SD Number	EA REF	Surname	Forename	DoB	Scheme	EmplD	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
<u>Site Update</u>	NINO RH125435A JT506467A RH205016A JT506467A	SD Number 21000002 21000003 21000002	EA REF 11162271 11173424 11162271 11173424-2	Surname EPSURNAME EPSURNAME EPSURNAME EPSURNAME	Forename EPFORENAME EPFORENAME EPFORENAME	DoB 04-05-1950 06-08-1962 05-04-1950 06-08-1962	Scheme NHS NHS NHS NHS	EmplD 4 1 4 2	Start Date 27-03-2000 24-01-2005 27-03-2000 06-08-2007	Updated 31-03-201 31-03-201 31-03-201 31-03-201

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:

Welcome to the NHS Pensions Online				
Member Search				
EA- 3414	<u>Back</u> <u>Print</u>	Employer Menu	E-Forms	
Exit Online Services				
<u>Member Search</u>	**Sorry, the s	earch criteria y	ou entered ret	urned no results. Please try again.
<u>Site Update</u>	Employer Code	3414		
	SD Number			
	NI Number	AA123465A		
	Surname	EPSURNAME		Exact Match 🗸
	Forename	С		Exact Match 🗸
	EA Ref			Exact Match 🗸
	Date of Birth	~	~ ~	•
	Order By	Surname 💊	 	
		Search Res	set	

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:

Welcome to the NHS Pen	isions Online
Member Search	
EA- 3414	Back Print Employer Menu E-Forms
Exit Online Services	
Member Search	
<u>Site Update</u>	Employer Code 3414
	SD Number
	NI Number
	Surname Exact Match 💌
	Forename Exact Match Begins With
	EA Ref Ends With
	Date of Birth
	Order By Surname 💌
	Search Reset

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.