

A decorative horizontal bar with a blue top layer and a green bottom layer, tapering towards the center.

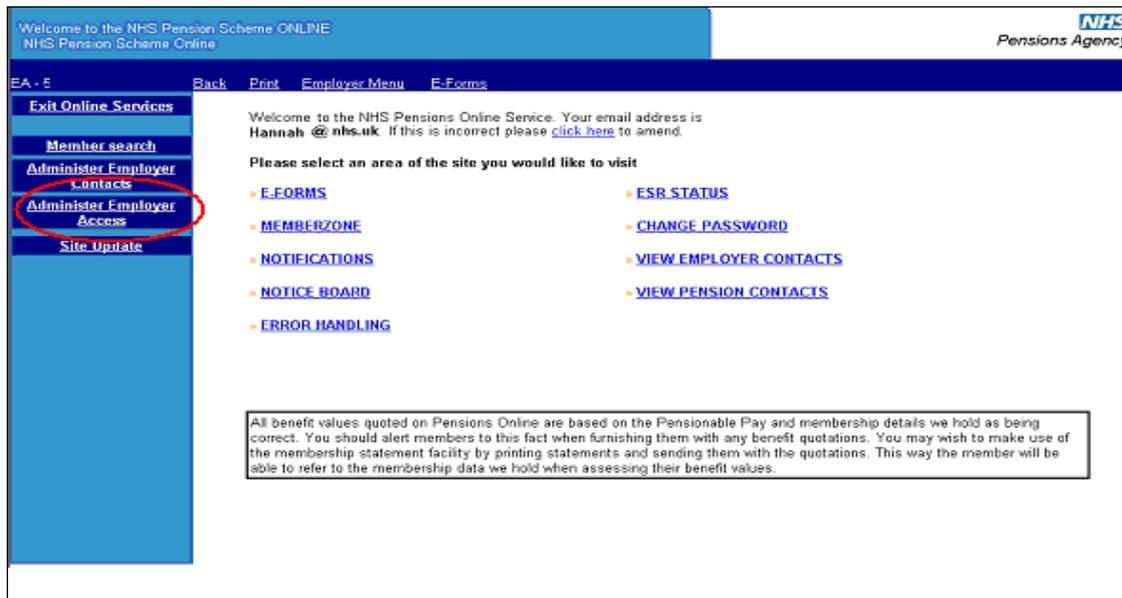
NHS Pensions Online (POL) Guide

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”

Welcome to the NHS Pension Scheme ONLINE
Employer Access

EA - 07 Back Print Employer Menu E-Forms

Exit Online Services
Member search
Administer Employer Contacts
Administer Employer Access
Site Update

Employer Code 07
Address HOSPITAL NHS TRUST STREET

Post Code

Add New Access Rights

Contact Name
Pin Number
Email address
Postal Contact

Contact Name
Pin Number
Email address
Account Status
Greenbury User

Administer 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.

Welcome to the NHS Pension Scheme ONLINE
Administer Employer Access

EA - 07 Back Print Employer Menu E-Forms

Exit Online Services
Member search
Administer Employer Contacts
Administer Employer Access
Site Update

Contact Name
Pin Number
E Mail Address

Access to E-Forms
Access to Memberzone
Access to RFT1 ONLY
Access to Noticeboard
Access to Confidential Noticeboard items
Delete Noticeboard Items
Access to Greenbury

Password
Confirm Password

OK Cancel

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):

Welcome to the NHS Pension Scheme ONLINE
Employer Access

EA - 07 Back Print Employer Menu E-Forms

Exit Online Services
Member search
Administer Employer Contacts
Administer Employer Access
Site Update

Employer Code: 07
Address: HOSPITAL NHS TRUST STREET

Post Code

Add New Access Rights

Contact Name
Pin Number
Email address
Postal Contact

Contact Name
Pin Number
Email address
Account Status
Greenbury User

Delete Amend Administrator Details

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:

Contact Name
Pin Number
Email address
Account Status
Greenbury User

Delete Amend

Contact Name
Pin Number
Email address
Account Status
Greenbury User

Delete Amend

Contact Name
Pin Number
Email address
Account Status
Greenbury User

Delete Amend

Contact Name
Pin Number
Email address
Account Status

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.

The screenshot shows the NHS Pensions Online interface for a diagnostic user (EA - 3414). The page title is "Welcome to the NHS Pension Scheme ONLINE". The user's email address is 3414@pensionsagency.nhs.uk. The page contains a navigation menu on the left with options: Exit Online Services, Member search, and Site Update. The main content area displays a list of links for the user to visit, including: E-FORMS, MEMBERZONE, NOTIFICATIONS, NOTICE BOARD, ERROR HANDLING, ABS STATUS, ESR STATUS, CHANGE PASSWORD, VIEW EMPLOYER CONTACTS, VIEW PENSION CONTACTS, CHECK MEMBER CHOICE STATUS, and GREENBURY - SENIOR MANAGERS' PAY. A disclaimer at the bottom states: "All benefit values quoted on Pensions Online are based on the Pensionable Pay and membership details we hold as being correct. You should alert members to this fact when furnishing them with any benefit quotations. You may wish to make use of the membership statement facility by printing statements and sending them with the quotations. This way the member will be able to refer to the membership data we hold when assessing their benefit values."