

A decorative horizontal bar at the top of the page, featuring a blue background with a green gradient on the left side.

# NHS Pensions Online (POL) Guide

## 9. Automated Forms Overview

Once the link is selected you will initially receive details of “Automated Forms” sent electronically from The National Health Service Business Services Authority (NHSBSA) to yourselves, requesting urgent information:

Welcome to the NHS Pension Scheme ONLINE  
Automated Forms

EA - 6645 Back Print Employer Menu E-Forms

Exit Online Services

Member search

Administer Employer Contacts

Administer Employer Access

Site Update

IMPORTANT – Missing Statutory Data Items Required

Automated Forms	
Automated SD55e	234
Constructed Values SD55E	20
ESR Mid Year Contribution Rate Change	2
ESR Change to Standard Hours	4
SM8	7

[Continue to E-Forms](#)

You will only be presented with the automated e-forms screen when you initially login to Pensions Online. After that the link to these automated forms is present in the main E-Forms menu. After logging out you will be taken straight to the automated requests when you next log-in.

It is important that these are looked at, and responded to, on a regular basis. As you complete and submit responses the number shown in red will reduce. Likewise they will increase if The NHSBSA require information for additional errors.

If you do not wish to take any action on automated forms at this stage, select the link “Continue to E-Forms” to access the full E-Forms menu:

On this page there is still a link to “Member Search” if you need to check this before submitting a joiner form etc.

There is also shortcut links to the Employer Menu, Print or Back to the previous screen; these are located on the dark blue banner above the E-Forms menu.

Wherever you see “?” within any of the E-Forms this is a link to Help Text which contains information specific to the E-Form you are completing.