

NHS Pensions – Pensions Online (POL) access amendment form

Pensions Online (POL) is an online tool based on the internal Health and Social Care network (HSCN) which gives employers the facility to update and amend members' records. More information is available on our website at:

www.nhsbsa.nhs.uk/employer-hub/pensions-online.

Each organisation that has a HSCN connection must register a POL administrator. As you have already registered for POL you do not need to re-register to amend your POL administrator contact please complete this form including an authorised signature, and then return the form to us at: polhd@nhsbsa.nhs.uk

You can also use this form to amend your address in our records

Employing Authority Information

Employer code (EA Code)

(EA code should consist of either four numbers or a letter followed by three numbers. For example, 1234 or A123)

EA name

General Practitioner code
(if applicable)

New administrator details

Administrator name

Administrator email address

Postcode of EA

Telephone number

New main address details

New address

Telephone number

Authority to amend POL Administrator and/or Main address details

Signature

This can be signed by either a GP Partner, Board Member or Chief Executive Valid signature. (Digital signature not accepted)

GMC number (GPs only)

Print name

Position

Once we receive the information the new administrator will be issued with a new PIN number to their email address and a password will be issued separately. There is no need to re-register.

If you have any queries, please contact the POL helpline on 0300 330 1353
(option 1, then option 2 for Pensions Online)