

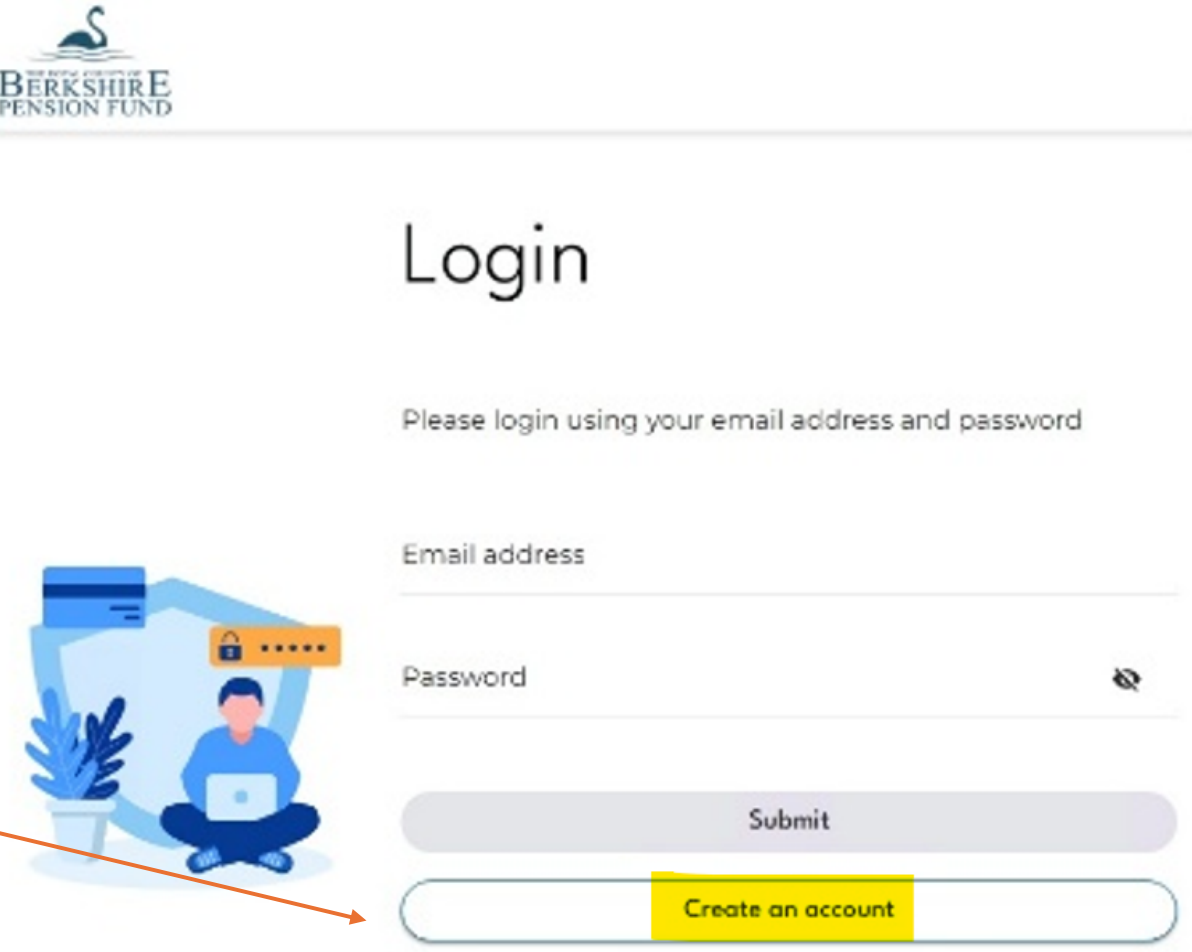
Complete your ‘Engage’ Account Creation

Use this guide if you have received an Activation code in the post and you wish to complete your ‘Engage’ registration.

Step 1

Login screen

Select ‘Create an Account’

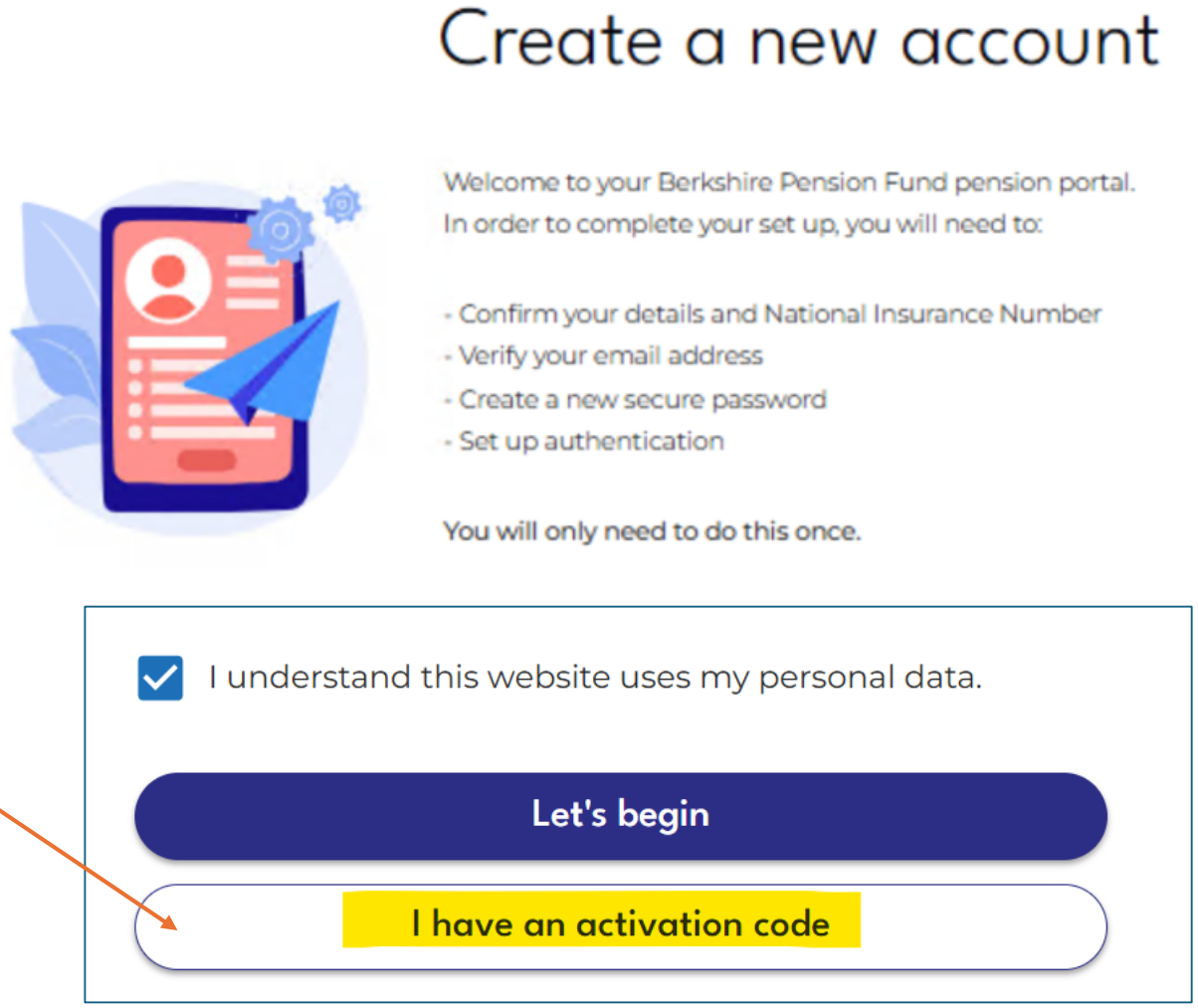


[Engage pension portal]

Step 2

Activation Code received

Select **‘I have an activation code’**



Step 3

Confirm your details

You will be asked to confirm your details by entering your:

* Surname
* Date of birth
* National Insurance number
* Activation code

Click ‘Submit’



Confirm your details

Please confirm your details below. If the details you enter match the information we hold, you will be sent a one-time passcode to the email address we hold for you. If we don’t hold an email address for you, for your security, we will need to send you a letter containing an activation code first.

Surname

Date of birth

Day Month Year

National Insurance Number

Activation code

Submit

Step 4

Set up your email address

Once you have entered your Activation code you will be prompted to confirm your email address.

We recommend you use a personal email address rather than a work email address so you can continue to access your online account if you were to leave your job or retire.

Click ‘Confirm email’



Set up your email address

Thank you for verifying your identity.

To complete set up, we need you to confirm the email you would like associated to your account.

This is the email we will use to contact you and to send your annual statements to, so please use an email that you won't lose access to should you change job.

Email address

Confirm email address

Confirm email

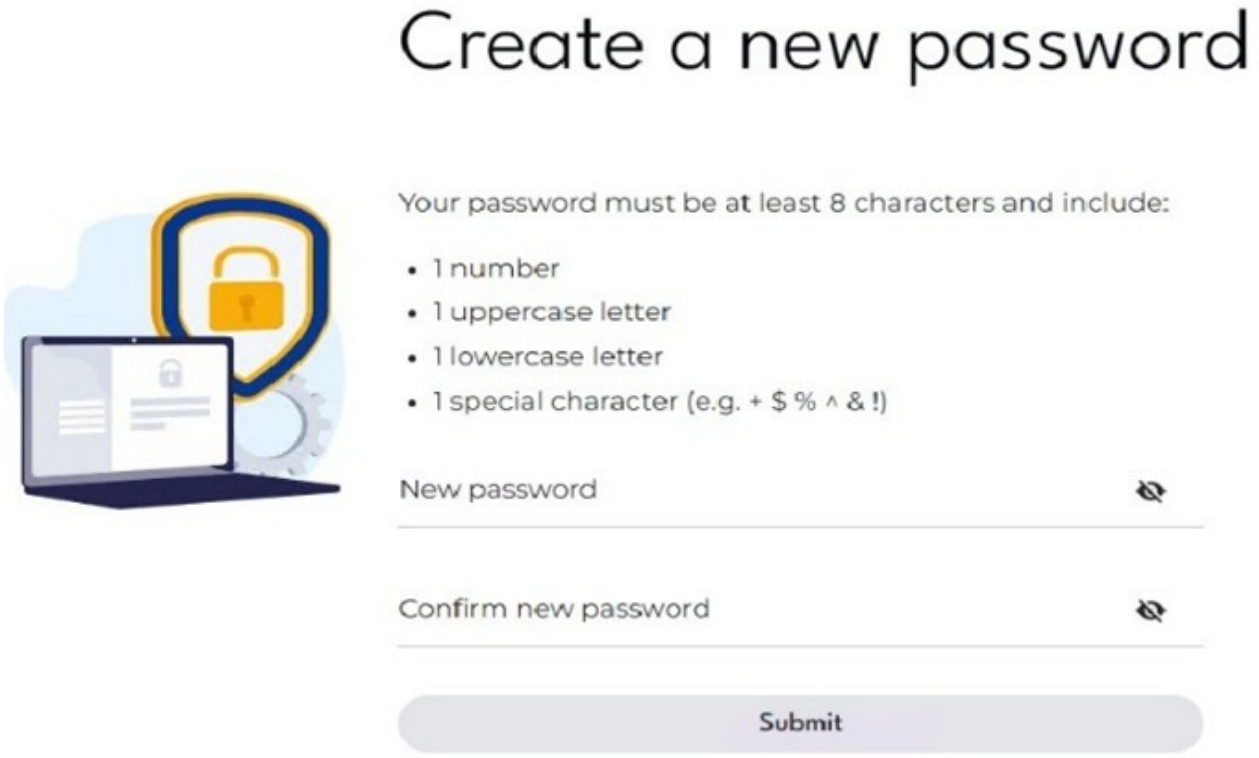
Step 5

Create new password

Your password must be at least 8 characters and include:

***1 number**
***1 uppercase letter**
***1 lowercase letter**
***1 special character (e.g. + $ % ^ & !)**

Click Submit

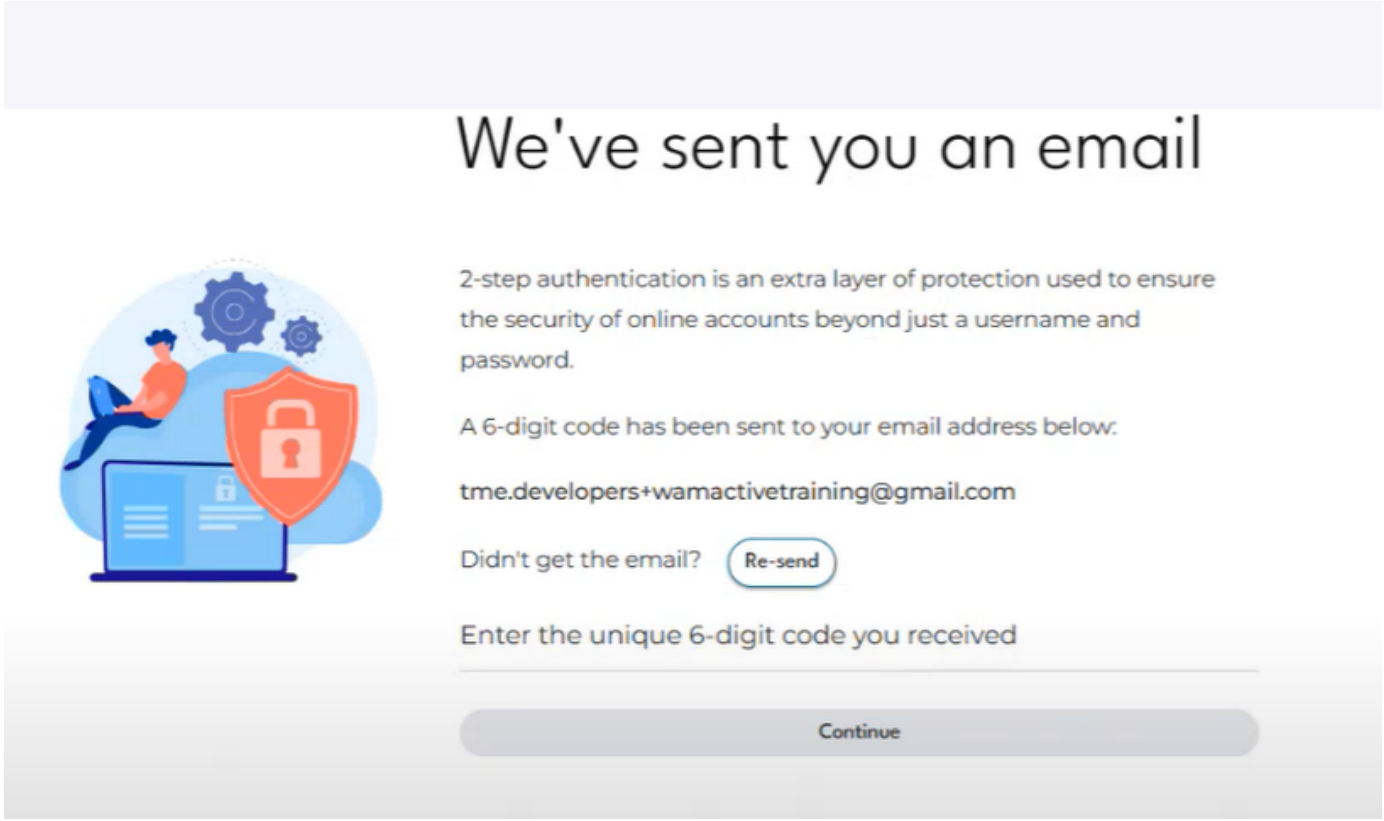


Step 6

We’ve sent you an email

You will be asked to enter the 6-digit code you have received by email.

Click ‘Continue’



Step 7

Your account has been created and you can login to ‘Engage’

Each time you login you will be receive an email containing a one-time 6-digit passcode. This ensures that your account is kept safe and secure.



Login - Berkshire Pension Fund