

Engage with your Berkshire Pension

THE ROYAL COUNTY OF BERKSHIRE PENSION FUND

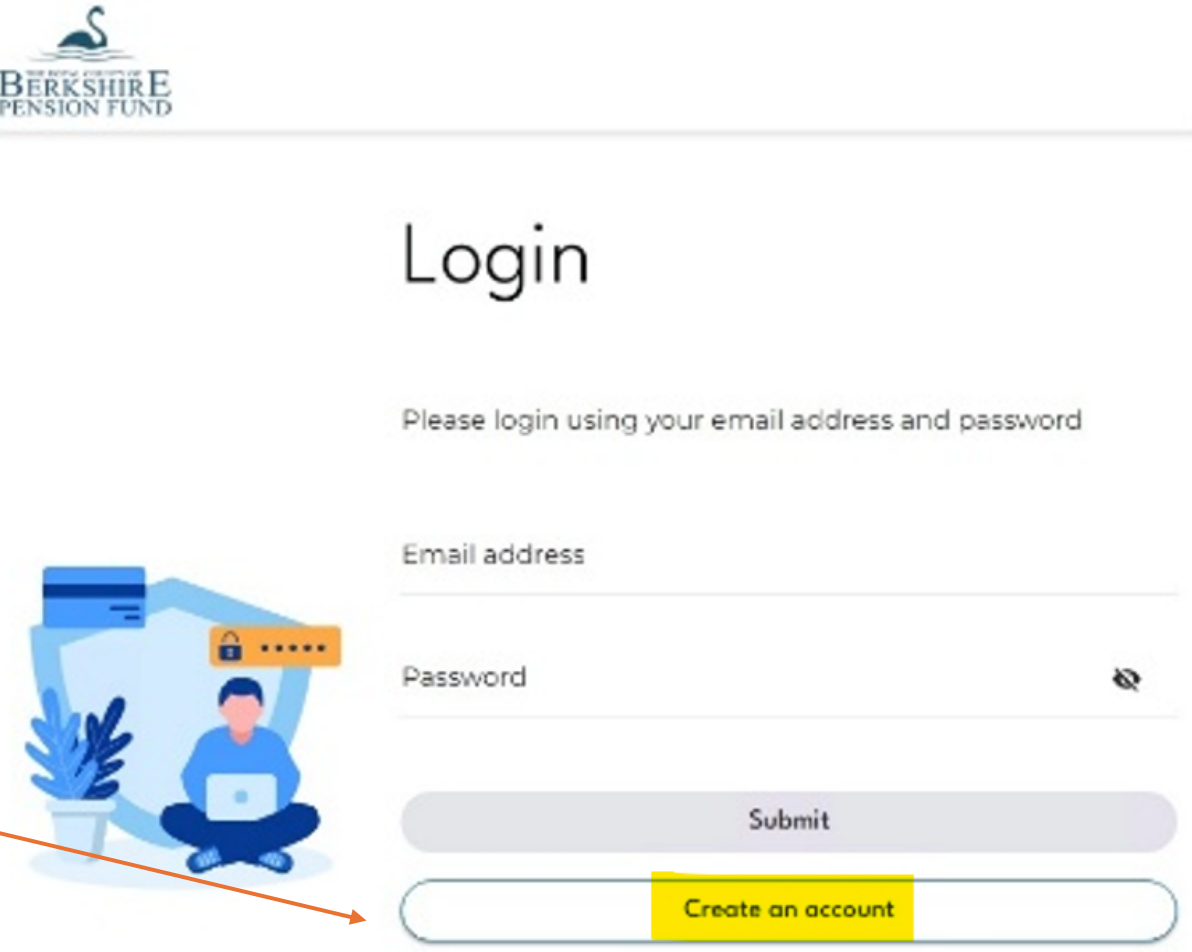
‘Engage’ Account Creation

If you <u>do not</u> have an email address registered with us please follow these steps to create your ‘Engage’ account

Step 1

Login

Select ‘Create an Account’



[Engage pension portal]

Step 2

Tick the box

Click ‘Let’s begin’



Create a new account

Welcome to your Berkshire Pension Fund pension portal.
In order to complete your set up, you will need to:

- Confirm your details and National Insurance Number
- Verify your email address
- Create a new secure password
- Set up authentication

You will only need to do this once.

Use of personal data

This website uses personal data from your employer to provide the services required to manage your pension. For more information, view our privacy and personal information page.

☐ I understand this website uses my personal data.

Let's begin

I have an activation code

Step 3

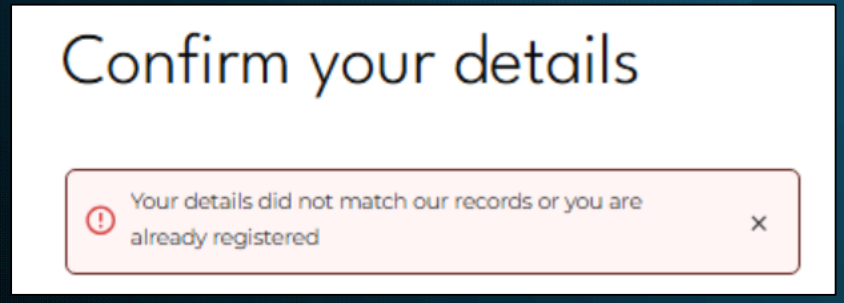
Confirm your details

You will be asked to input your...

* Surname
* Date of birth
* National Insurance Number

Click ‘Submit’

If the details you have entered do not match our records or you have already registered you will see the following message:





Confirm your details

First of all, we need you to confirm your details so we can finish setting up your account.

Surname

Date of birth

Day Month Year

National Insurance Number

Submit

Step 4

Verification needed

We will need to verify your identity in order to complete your registration.

You will receive an activation code through the post within the next 5-10 working days.

Click ‘Send code’



Verification needed

We've found your account! However, we need to verify your identity in order to complete registration.

We will send an activation code to your registered address.

LONDON ROAD

You will receive the code in the next 5-10 days.

Send code

Step 5

The code is on its way

Once you receive your activation code please come back to this portal to complete your registration.



The code is on its way!

You'll receive your activation code within 5-10 working days in the post.

Once you receive the code, please come back to this portal to complete your registration.

This code will expire in 90 working days

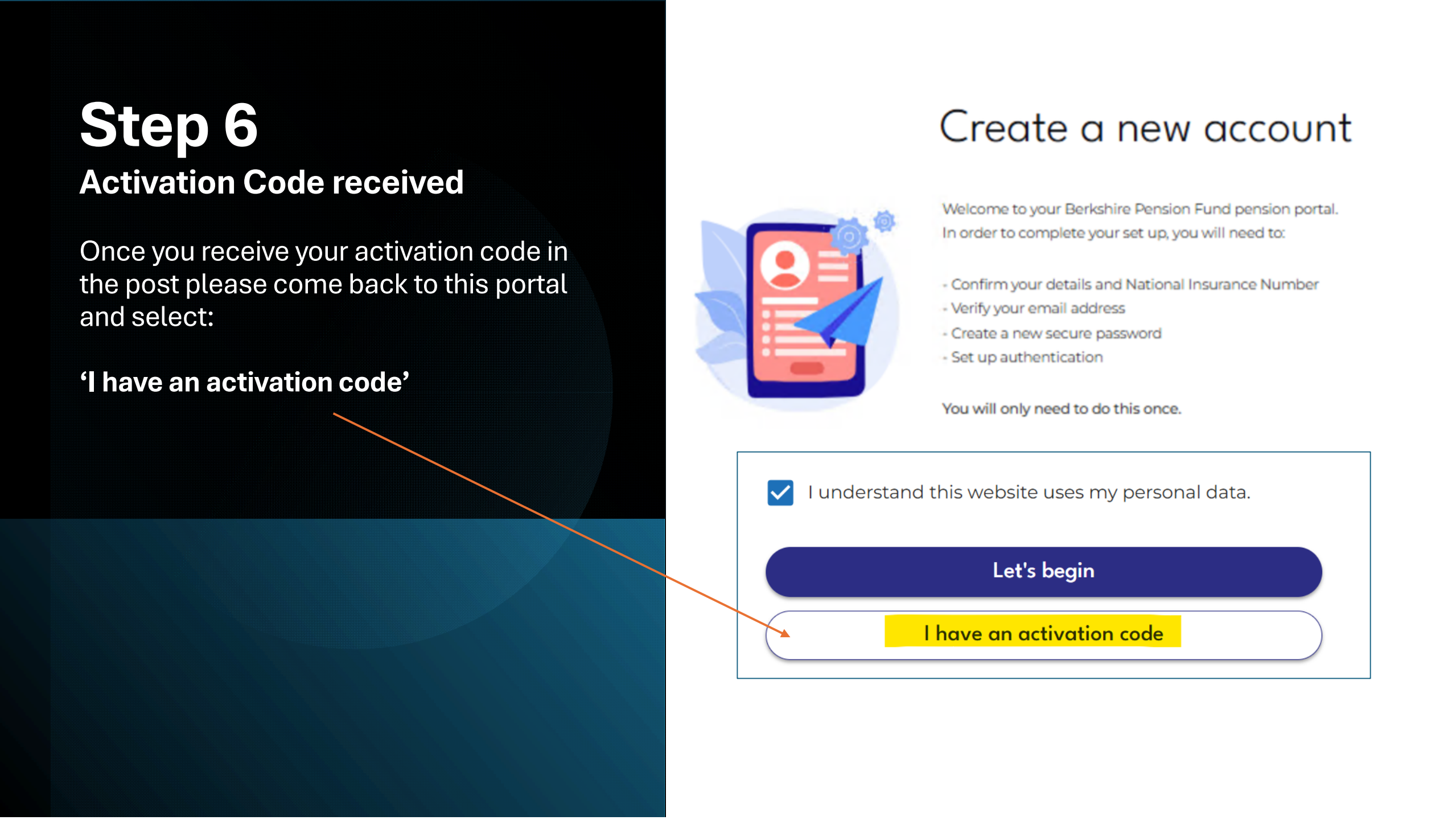
Back to homepage

Step 6

Activation Code received

Once you receive your activation code in the post please come back to this portal and select:

‘I have an activation code’



Step 7

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 8

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

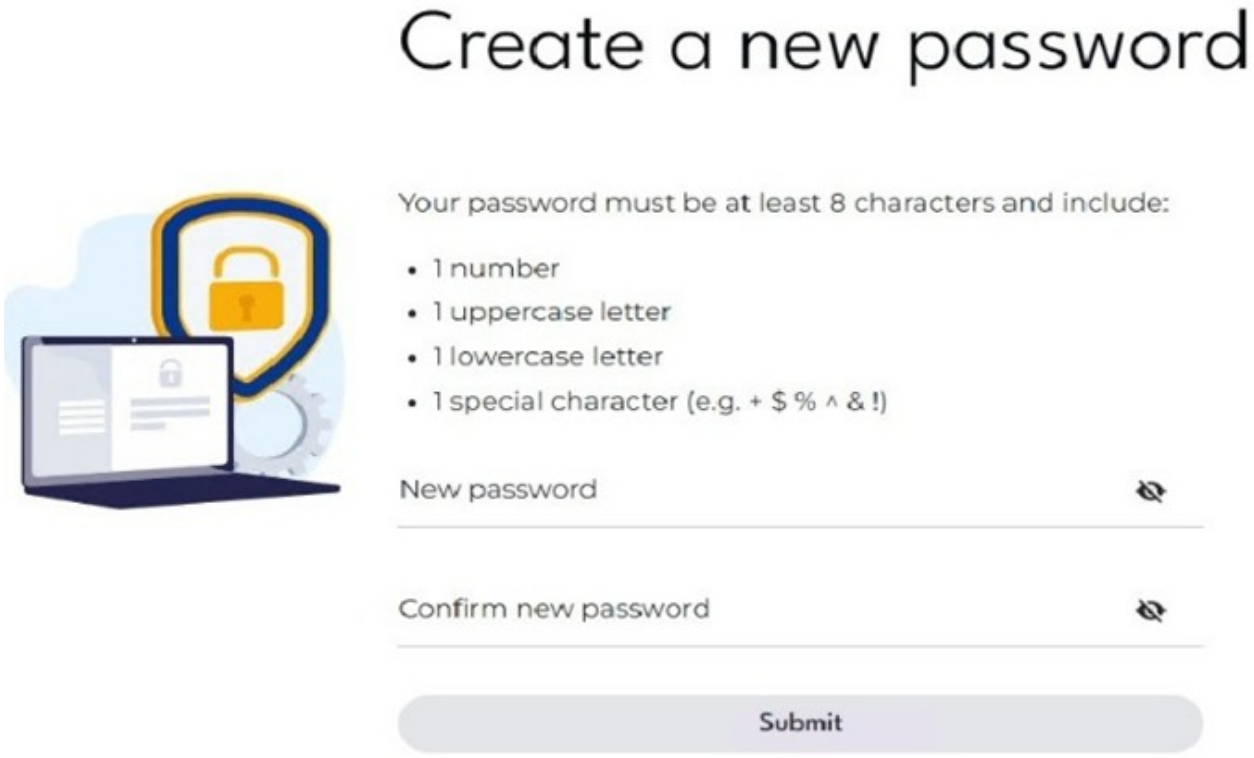
Step 9

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

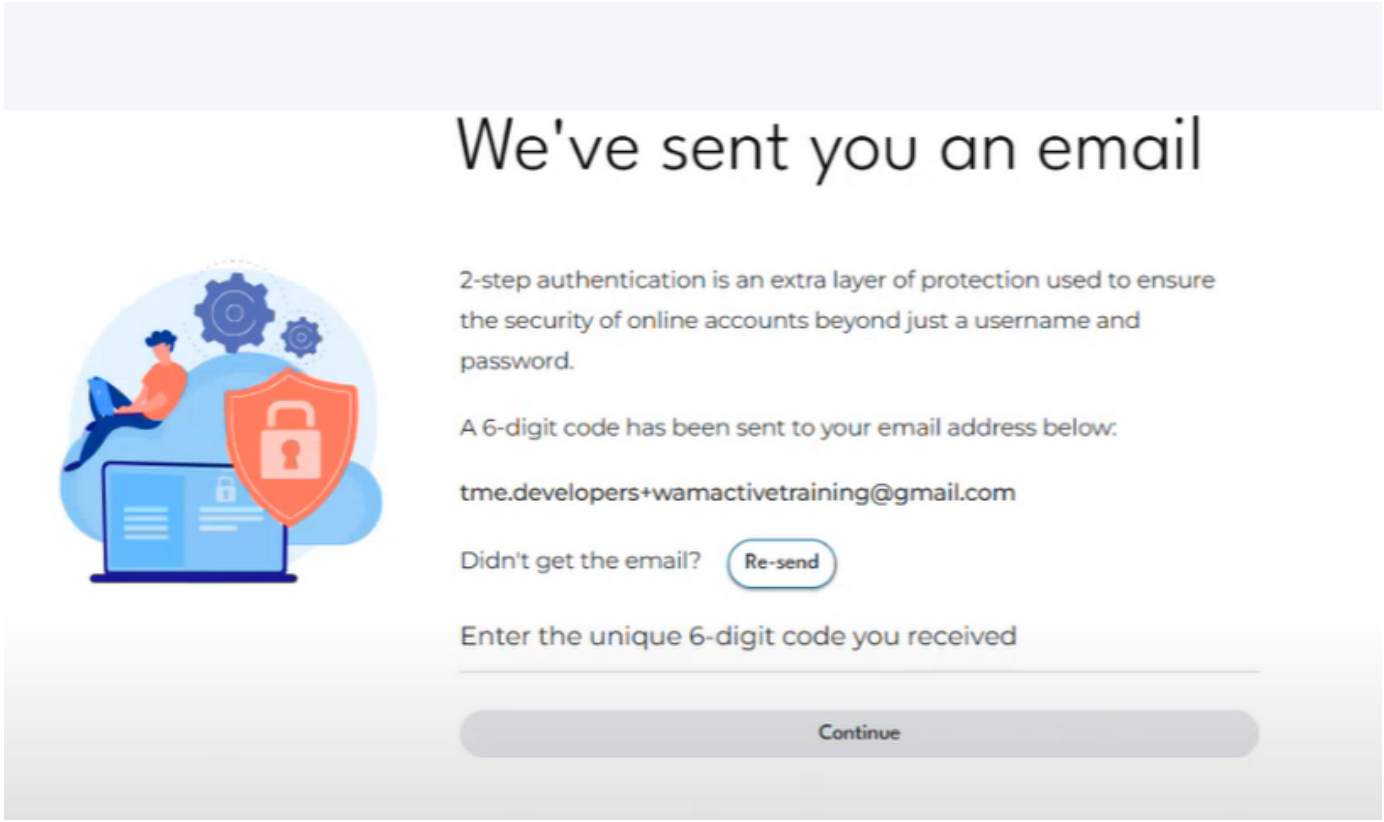


Step 10

We’ve sent you an email

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

Click ‘Continue’



Step 11

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



Login - Berkshire Pension Fund