

myPENSION

• My Pension manual •

This booklet covers:

How to register your account ...1

How to activate your account ...3

How to register your account

- 1) Go to <https://mypension.wypf.org.uk/>
- 2) Select the 'Click here to register' link.



MyPension

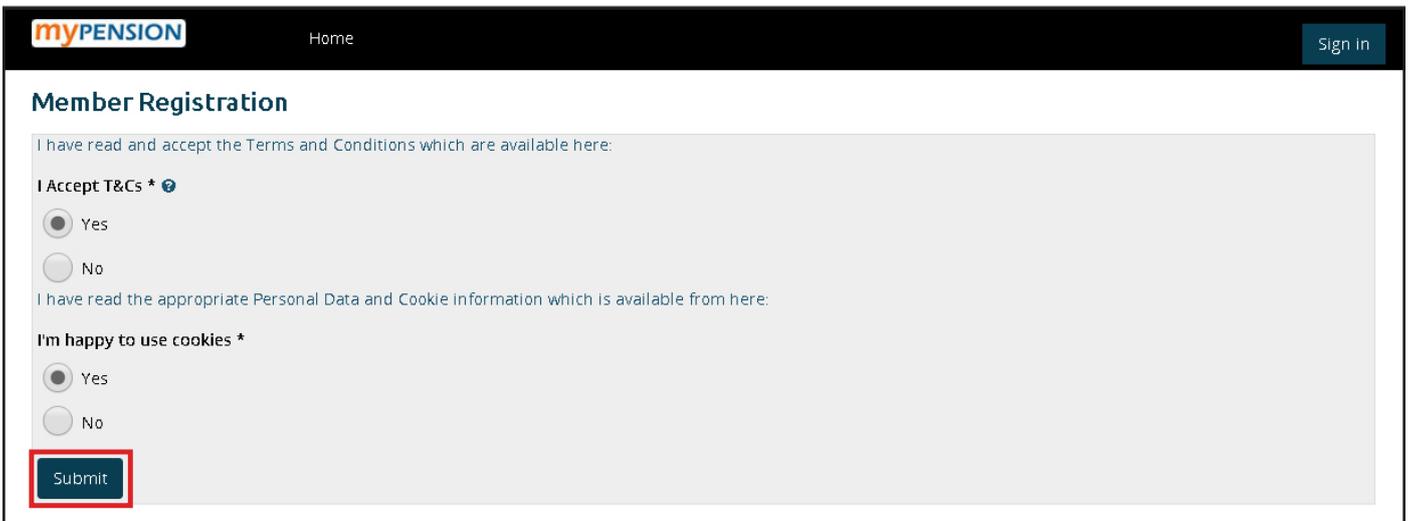
The MyPension page is a great place to view and update the accounts you hold with us. You will need to [sign in](#) or [register](#) to interact with your accounts (subject to a simple verification).

- [MyPension - Registration manual \(pdf opens in new window\)](#)

Not got an account yet? Start your journey below.

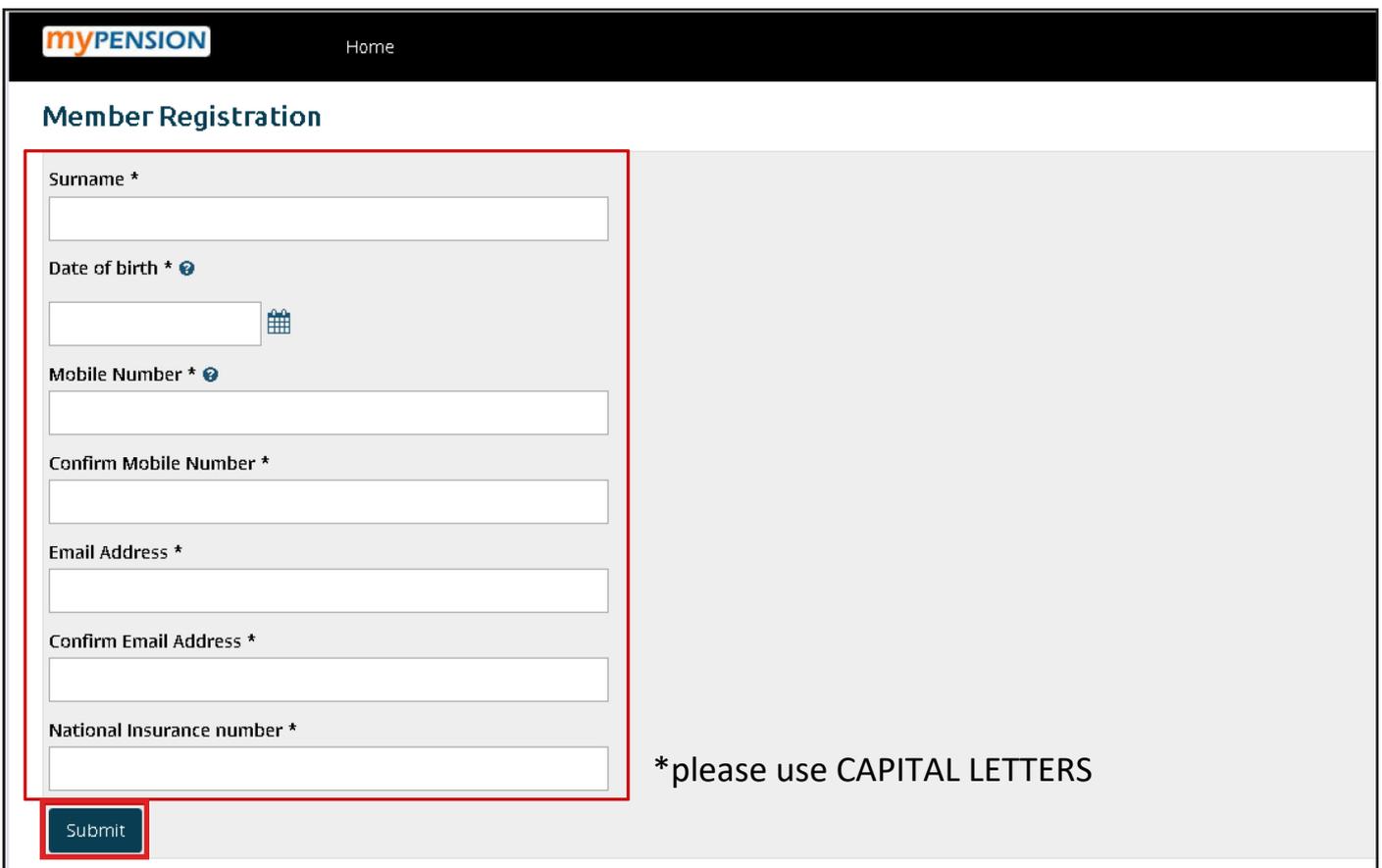
[Click here to register](#)

- 3) You will be taken to the 'Member Registration' page.
- 4) Select 'Yes' to accept the Terms and Conditions and 'Yes' to accept cookies, then select 'Submit'.



The screenshot shows the top navigation bar with the myPENSION logo, a 'Home' link, and a 'Sign In' button. The main heading is 'Member Registration'. Below it, there are two sections for acceptance: 'I have read and accept the Terms and Conditions which are available here:' and 'I have read the appropriate Personal Data and Cookie information which is available from here:'. Each section has radio buttons for 'Yes' and 'No'. The 'Yes' options are selected. At the bottom left, a 'Submit' button is highlighted with a red box.

- 5) Complete the mandatory fields (indicated with an asterisk) and select 'Submit'.



The screenshot shows the same 'Member Registration' page. A red box highlights the mandatory fields: Surname *, Date of birth *, Mobile Number *, Confirm Mobile Number *, Email Address *, Confirm Email Address *, and National Insurance number *. A 'Submit' button is also highlighted with a red box. To the right of the form, there is a note: '*please use CAPITAL LETTERS'.

- 6) Choose your security question, enter your answer, create a username and password and then select 'Submit'.

Member Registration

Enter Security Question *

Enter Security Answer

*make sure your security answer is one word

Username (Upper Case) * This field is mandatory.

Retype Username (Upper Case) *

Password *

Password must be between 9 and 20 characters long and contain 1 number, lower and uppercase letters, but not contain special characters (e.g. \$).

Retype Password *

Submit

- 7) If registered successfully, the following message will be displayed and an 'Activation Code' will be sent to the email address used to register. Select 'Done' on this screen.

Member Registration

The first part of registration is now complete. You will shortly be receiving an activation code by email with instructions on how to complete your registration.

Done

*the activation email may take up to 1 hour to be received

How to activate your account

- 1) Once you have received your 'Activation Code' by email, log back into the 'myPENSION website.' Enter your user name and password and answer your security question. You will then be prompted to enter your 'Activation Code'. Enter the code and select 'Submit'.

myPENSION Home

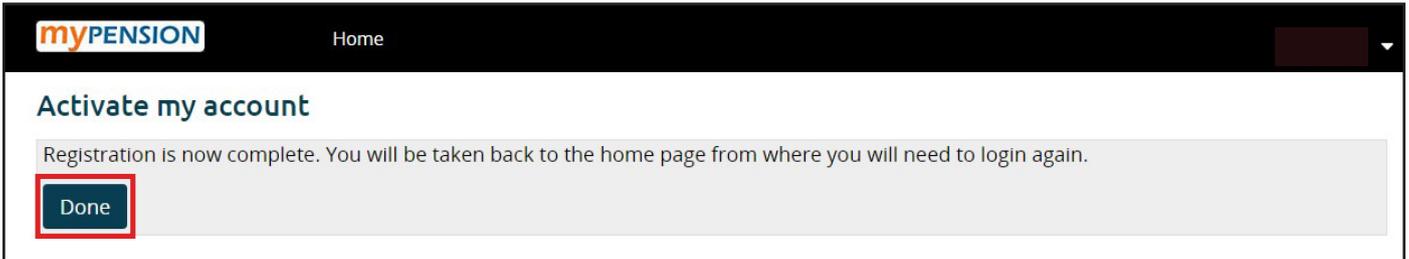
Activate my account

Please enter your Activation Code

Activation Code *

Submit

2) If registered successfully, select 'Done'.



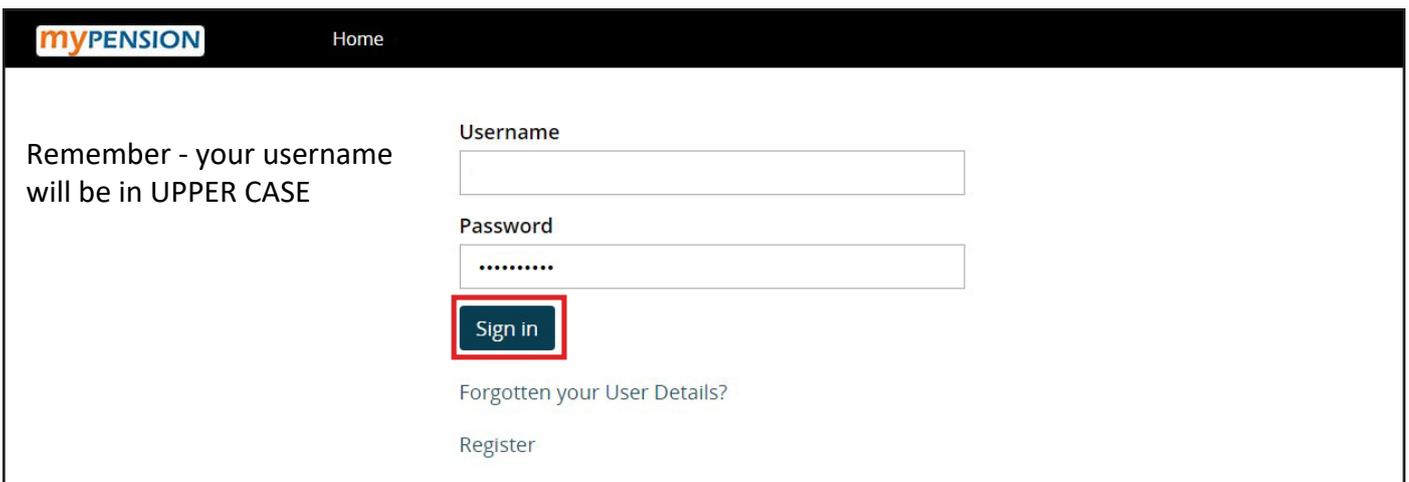
myPENSION Home

Activate my account

Registration is now complete. You will be taken back to the home page from where you will need to login again.

Done

3) You will then need to re-enter your username and password and answer your security question to log back in.



myPENSION Home

Remember - your username will be in UPPER CASE

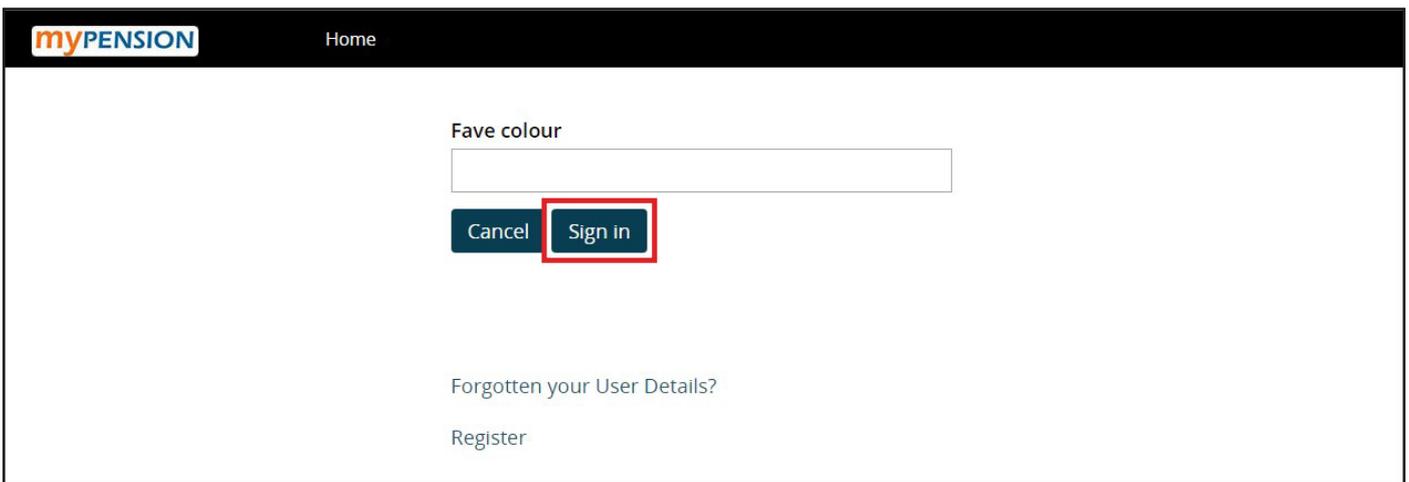
Username

Password

Sign in

[Forgotten your User Details?](#)

[Register](#)



myPENSION Home

Fave colour

Cancel **Sign in**

[Forgotten your User Details?](#)

[Register](#)

For help using the My Pension service have a look at our other guides available on line.