Dear

Have you registered for the pensions online portal ***mypension***?

The Local Government Pension Scheme is an important part of your employment package and provides an excellent range of benefits. Having instant access to your pension account means you can ensure you are on track to receive your lifestyle goals in retirement.

To access your pension records simply register for the online portal at [www.sypensions.org.uk](http://www.sypensions.org.uk) and select the ***mypension*** icon.

**Registration Process**

**Step 1 –** complete the registration page where you will be asked to set a username and password. Please make sure you have your National Insurance number and email address to hand.

Upon completion of the registration stage you will receive an activation code to your email address.

**Step 2** – with your user name, password and one time activation code, log in to your secure account.

Getting online couldn’t be easier!

**What are the benefits of being online?**

Online communication is the way forward, check the current value of your benefits from any device, anywhere, anytime.

Once you’ve successfully registered, there are many benefits to being online. mypension is a one stop shop for information on your pension account, with the following facilities available:

* Produce unlimited retirement quotes.
* Check your full membership history.
* Make or update Lump Sum Death Grant Nomination(s).
* Keep track of your pension account and watch your pension grow each year.
* Update personal details.
* Contact us with a query.

If you experience any difficulties with the registration process, please contact South Yorkshire Pensions Authority on 0300 303 616 or use their live chat facility at [www.sypensions.org.uk](http://www.sypensions.org.uk)

Kind Regards