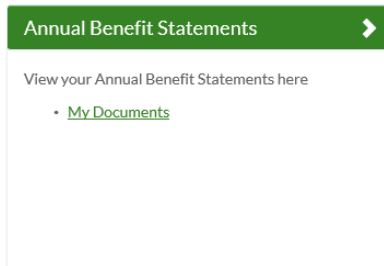




## North Yorkshire Pension Fund Online Annual Benefit Statements

Your most recent Annual Benefit Statements are available to view on your personal [online pension record\(s\)](#) at [www.nypf.org.uk](http://www.nypf.org.uk) – My Pension Online. You must have registered for access to your online pension record in order to access your Statement. Once you have logged into your online record your Statement can be found in Annual Benefit Statements > My Documents as shown below:



**If you have never accessed My Pension Online** go to [www.nypf.org.uk](http://www.nypf.org.uk) – [My Pension Online](#) and select the Create an Account option from the Home page. Click on the link Request an activation key here to create an account. You will be asked to confirm your surname, National Insurance number and date of birth; you will also need to enter a valid email address.

- **If the email address you provided is already held on your pension record**

An automated email will be sent to you containing a link to complete the registration process. The link is only active for five days, if you do not complete your registration within this time the link will expire and you will need to request another activation key. Click on the link in the email and complete the Registration page.

- **If the email address you provided is not held on your pension record**

The Pensions team will check the personal details that you provided on the 'Sign Up' screen and will email you with an activation key. Please note that your activation key is only valid for 30 days from the date of issue. If the details you provided do not match those held on our records you will be asked to provide further information. Once you have received your activation key, go back to [www.nypf.org.uk](http://www.nypf.org.uk) – [My Pension Online](#), Create an Account and click on If you have received your activation key click here to complete your registration. Complete the registration page.

## Completing the Registration page

Fill in the registration screen taking note of the useful help box that appears against each field.

### Registration

Please provide the following details and click the Register button to complete registration.

Username must be between 6 and 30 characters long, contain only alphanumeric characters (i.e. A-Z, a-z, 0-9) and start with an alphabetical character.

Username	<input type="text"/>
Email Address	<input type="text"/>
Confirm E-mail Address	<input type="text"/>
Enter New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
Password Hint	<input type="text"/>
Security Question 1	Mother's Maiden Name <input type="checkbox"/>
New Response 1	<input type="text"/>
Confirm New Response 1	<input type="text"/>
Security Question 2	Name of First School <input type="checkbox"/>
New Response 2	<input type="text"/>
Confirm New Response 2	<input type="text"/>

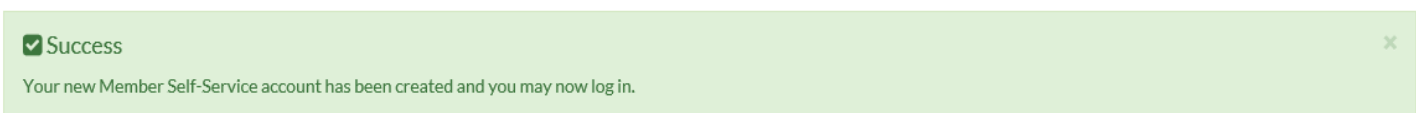
Username – must be between 6 and 30 characters long, contain only alphanumeric characters (i.e. A-Z, a-z or 0-9) and start with an alphabetical character.

Password – New passwords must be at least 8 characters in length and must include at least one numeric, one lower case, one upper case, and one special character (passwords are case sensitive). A special character can be one of the following ! # \$ % & ' ( ) \* + , \ - . / : ; = ? @ [ ] ^ \_ ` { | } ~. Valid passwords must also be unique from Lifestyle question responses.

Security Questions - must be different, the responses are cases sensitive and the response cannot be the same as your password above.

When you have successfully completed each field the box will turn from red to green. If any red boxes remain you will not be able to complete the registration until you have amended the information to meet the criteria shown in each help box. When all fields are green tick, click Register.

You will receive the following message after you have successfully registered.



Your activation key will expire following a successful registration; you must therefore login to your online record using the username and password that you created in the Registration screen. Your username and password are both case sensitive so take care!

**Username**

**Password**

[Forgotten your password?](#)

[Forgotten your username?](#)

Login

Following a successful registration, each time that you log on to your online record you will use the username and password that you created in the registration process.

Please note that the information held on your online record has either been supplied by you or by your employer. If you think any of it is wrong or if you have any difficulties in accessing your online pension record, please contact the Pensions Help and Information Line on 01609 536335 or email [pensions@northyorks.gov.uk](mailto:pensions@northyorks.gov.uk) quoting your name, date of birth, National Insurance number and a brief description of the problem.