



Esther S <esther@pensionpractitioner.com>

Fwd: Pension Scheme administrator (KMM69747980115977L0KM)

1 message

Geoff Jones <geoff.owenjones@btinternet.com>
To: "Esther S." <esther@pensionpractitioner.com>

6 July 2019 at 20:52

Here you go..... fingers crossed!

Sent from my iPhone

Begin forwarded message:

From: Pension Schemes Helpdesk <pensionschemes@notifications.hmrc.gov.uk>
Date: 5 July 2019 at 4:38:32 pm BST
To: <geoff.owenjones@btinternet.com>
Subject: Pension Scheme administrator (KMM69747980115977L0KM)

Dear Geoff /Lisa

Thank you for your completed pension scheme administrator pre-registration form.

You have been successfully pre-registered as a scheme administrator. We have sent your Scheme Administrator ID separately. Your Activation Token is

PP155669812

To complete your registration, you'll need to set up a User ID and password to access the online service. Please follow the steps below.

1. Go to <https://www.tax.service.gov.uk/government-gateway-registration-frontend?accountType=organisation&continue=%2Fenrolment-management-frontend%2FHMRC-PSA-ORG%2Frequest-access-tax-scheme%3Fcontinue%3D%2Faccount&origin=unknown®isterForSa=skip> You need to copy and paste this link into your web browser.
2. Enter your email address, confirm that it is correct and select 'continue'.
3. You'll receive a code to the email address you provided. Enter this code and select 'confirm'.
4. Select 'continue' when your email address has been confirmed.
5. Enter your full name and select 'continue'.
6. You'll need to create a password and confirm the password. Your password should be no longer than 12 characters. Please make sure you keep a note of the password you create.
7. You'll be asked to set up a recovery word in case you forget your password in the future. Enter this and select 'continue'.
8. You'll be provided with a government gateway user ID, which will also be sent to your email address. You'll need to use your user ID and password every time you sign in. Select 'continue'.
9. Enter your scheme administrator ID and activation token that we have sent to you. Select 'request access'. You'll be able to access the Pension Schemes Online service.

Guidance on using the online service can be found at <https://www.gov.uk/government/publications/pension-schemes-online-user-guide/a-guide-to-using-the-online-service-for-scheme-administrators-and-practitioners>

We may have removed personal details from this reply to protect confidentiality

Yours sincerely

Service delivery

Pension Scheme Services website:

<https://www.gov.uk/business-tax/pension-scheme-administration>

Telephone: 0300 123 1079 opt5 and opt2

Opening hours: Monday to Friday 9.00 to 17.00