

**Pension Schemes Services
HM Revenue and Customs
BX9 1GH**

Phone 0300 123 1079
9am - 5pm

Web www.gov.uk

Administrator Pre-Registration

1 pension scheme administrator pre-registration form.

2 pre-registered as a scheme administrator. We have sent your
3 arately. Your Activation Token is PP177944434.

4 , you'll need to set up a User ID and password to access the
5 he steps below.

6 [service.gov.uk/government-gateway-registration-
7 continue=organisation&continue=%2Fenrolment-management-
8 SA-ORG%2Frequest-access-tax-
9 %3D%2Faccount&origin=unknown®isterForSa=skip](http://service.gov.uk/government-gateway-registration-continue=organisation&continue=%2Fenrolment-management-SA-ORG%2Frequest-access-tax-%3D%2Faccount&origin=unknown®isterForSa=skip) . You
10 re this link into your web browser.

11 ess, confirm that it is correct and select 'continue'.

12 o the email address you provided. Enter this code and select

13 your email address has been confirmed.

14 nd select 'continue'.

15 a password and confirm the password. Your password should
16 characters. Please make sure you keep a note of the password

17 in large print, audio and Braille formats.
18 number – 18001



up a recovery word in case you forget your password in the select 'continue'.

h a government gateway user ID, which will also be sent to your need to use your user ID and password every time you sign in.

Administrator ID and activation token that we have sent to you. s'. You'll be able to access the Pension Schemes Online

e online service can be found at [government/publications/pension-schemes-online-user-guide/online-service-for-scheme-administrators-and-practitioners](https://www.gov.uk/government/publications/pension-schemes-online-user-guide/online-service-for-scheme-administrators-and-practitioners) .

already using their Personal Tax Account to access a range of a few minutes to get started, go to www.gov.uk/personal-tax-

ect from us and what we expect from you go to er and have a look at 'Your Charter'.