



Georgina Martin <georginam@retirement.capital>

Fw: Activation Token (KMM77523986V83865L0KM)

John Ryan <John@johnmryan.co.uk>

Mon, Jun 17, 2024 at 10:39 AM

To: "georginam@retirement.capital" <georginam@retirement.capital>

From: HMRC No Reply <noreply@notifications.hmrc.gov.uk>

Sent: 04 June 2024 06:54

To: John Ryan <John@johnmryan.co.uk>

Subject: Activation Token (KMM77523986V83865L0KM)

Dear Sir/Madam

We understand that you require your activation token in order for you to complete your scheme administrator registration.

Your Activation Token is **PP110772911**

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&>

[registerForSa=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 between 6-8 characters 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.
10. 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>

In preparation for the migration of pension schemes to the Managing Pension Schemes service in 2022, once you have completed the above steps, you can enrol on the Managing Pension Schemes service, keeping your existing scheme administrator ID beginning with 'A0'.

To make sure you keep the same administrator ID, you'll need to enrol using the same credentials (user ID and password) that you use for the Pension schemes online service.

Please read our Managing Pension Schemes newsletter to make sure you have enrolled for the service and taken the necessary steps. Go to www.gov.uk and search for 'Managing Pension Schemes service newsletter – March 2021'.

Kind regards

Service Delivery

Pension Scheme Services website:

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

Telephone: 0300 123 1079

Opening hours: Monday to Friday 9.00 to 17.00