



Registering for 'My Cheshire Pension' couldn't be easier...

You will need the following details to register:

- Your National Insurance number (NI, or NINO)
- Your Date of Birth (DOB)
- A Mobile phone number
- An email address (preferably a personal one)

Once you have these to hand, visit the portal site at –

www.mycheshirepension.org

You will see two options, one in the upper right-hand side for logging in, and one on the bottom left '**click here to register**'.

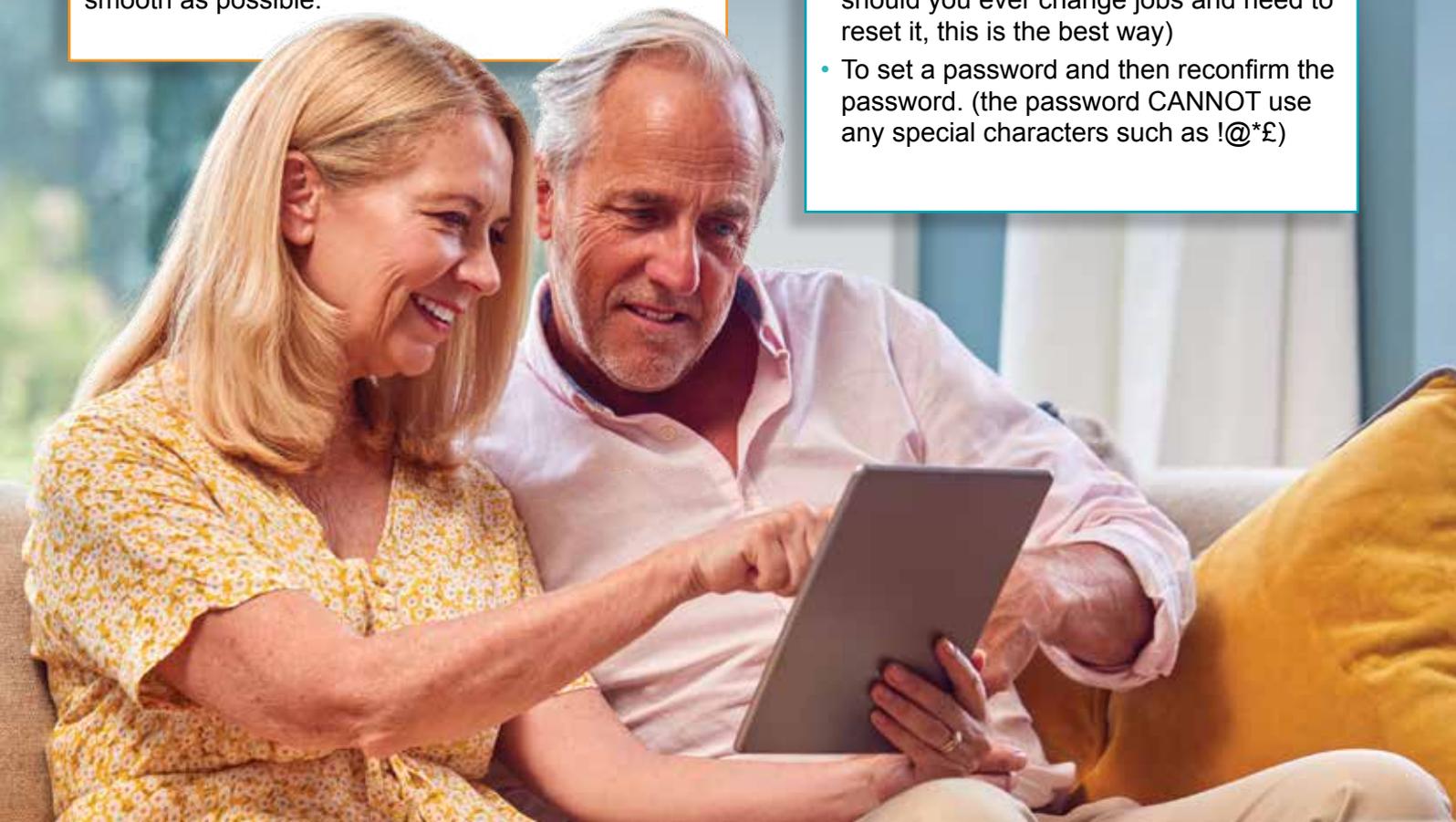
Please click on that link and you'll be taken to a screen which asks you to accept the terms and conditions of use, as well as the cookies, which are necessary to ensure the user experience is as smooth as possible.

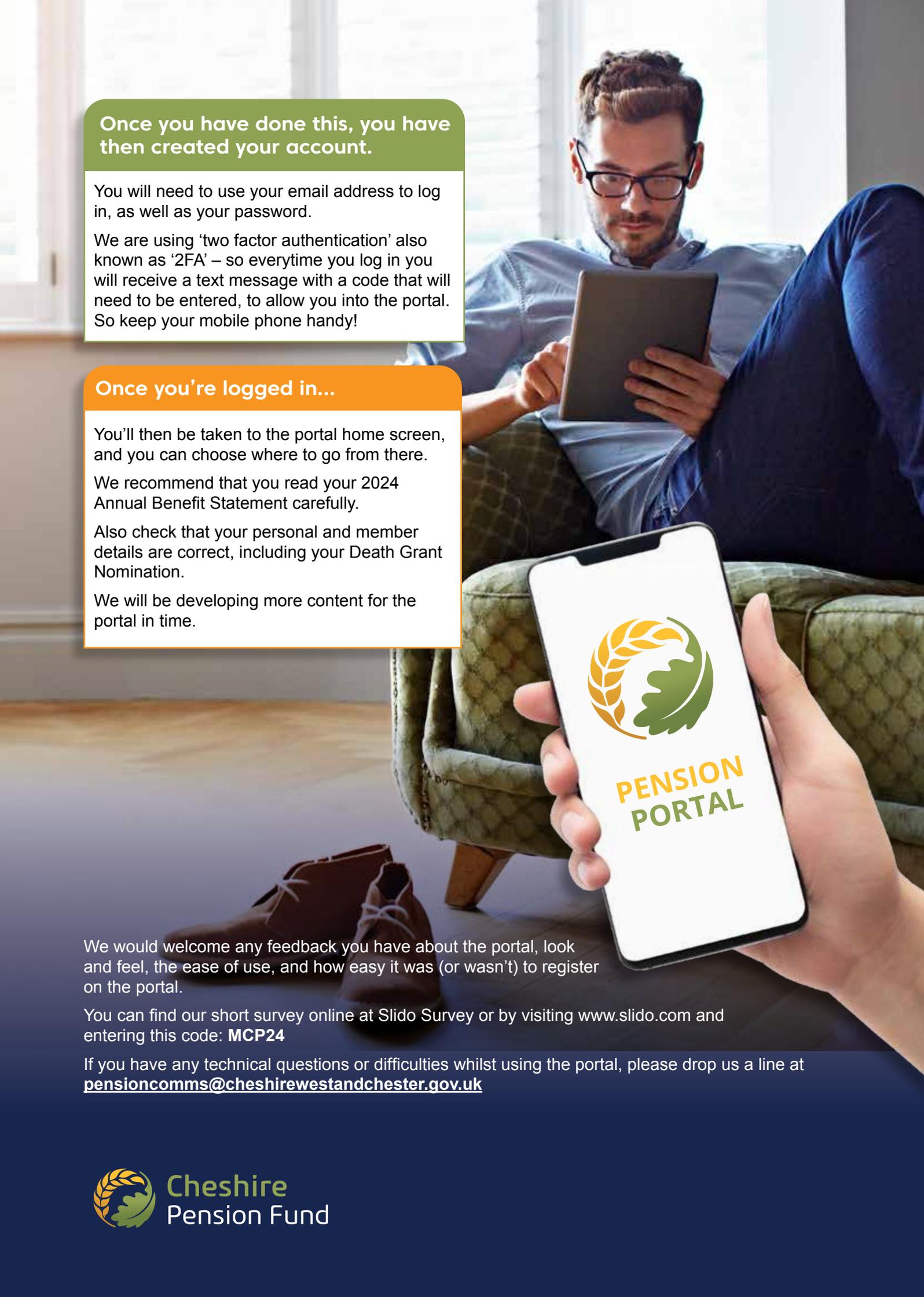
Once you have agreed to those two conditions, you'll be taken to a personal details page asking for:

- Surname
- Date of Birth
- Mobile number
- National Insurance number
- Preferred method of contact

You'll then be moved to a page which asks you to:

- Set a security question
- Set an answer to the question
- Provide and confirm an email address (we recommend using a personal one, should you ever change jobs and need to reset it, this is the best way)
- To set a password and then reconfirm the password. (the password CANNOT use any special characters such as !@*£)





Once you have done this, you have then created your account.

You will need to use your email address to log in, as well as your password.

We are using 'two factor authentication' also known as '2FA' – so everytime you log in you will receive a text message with a code that will need to be entered, to allow you into the portal. So keep your mobile phone handy!

Once you're logged in...

You'll then be taken to the portal home screen, and you can choose where to go from there.

We recommend that you read your 2024 Annual Benefit Statement carefully.

Also check that your personal and member details are correct, including your Death Grant Nomination.

We will be developing more content for the portal in time.

We would welcome any feedback you have about the portal, look and feel, the ease of use, and how easy it was (or wasn't) to register on the portal.

You can find our short survey online at Slido Survey or by visiting www.slido.com and entering this code: **MCP24**

If you have any technical questions or difficulties whilst using the portal, please drop us a line at pensioncomms@cheshirewestandchester.gov.uk



Cheshire
Pension Fund