

Uploading Documents

It is now possible to upload documents to your pension record. You can submit certificates and option forms to us by using the following method. Wording in this document may vary slightly from what you see onscreen.

1. Once you have logged into our mypension account click 'Membership Details'

Membership Details

Personal Details

Update Security Details

View My Documents

Active Member Guides

Deferred Member Guides

Pensioner Member Guides

2. On the menu click 'Upload'

In this section

- > Pension and Membership Information Views
- > Update Nomination
- > Run a Pension Estimate
- > View My Folder Documents
- > **UPLOAD**

3. Select 'Add Files..'

Please ensure that you select 'Upload' prior to selecting 'Submit'

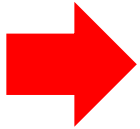
Do you wish to upload your document?

Yes ▼

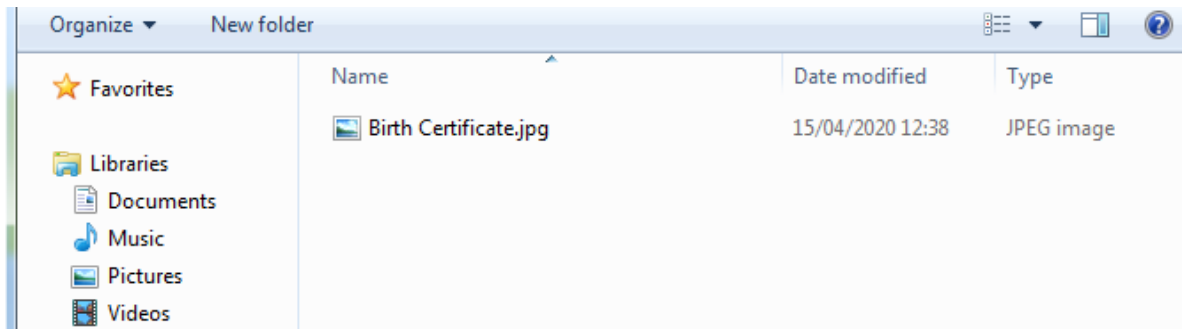
Upload Certificate

Add Files... Choose File No file chosen

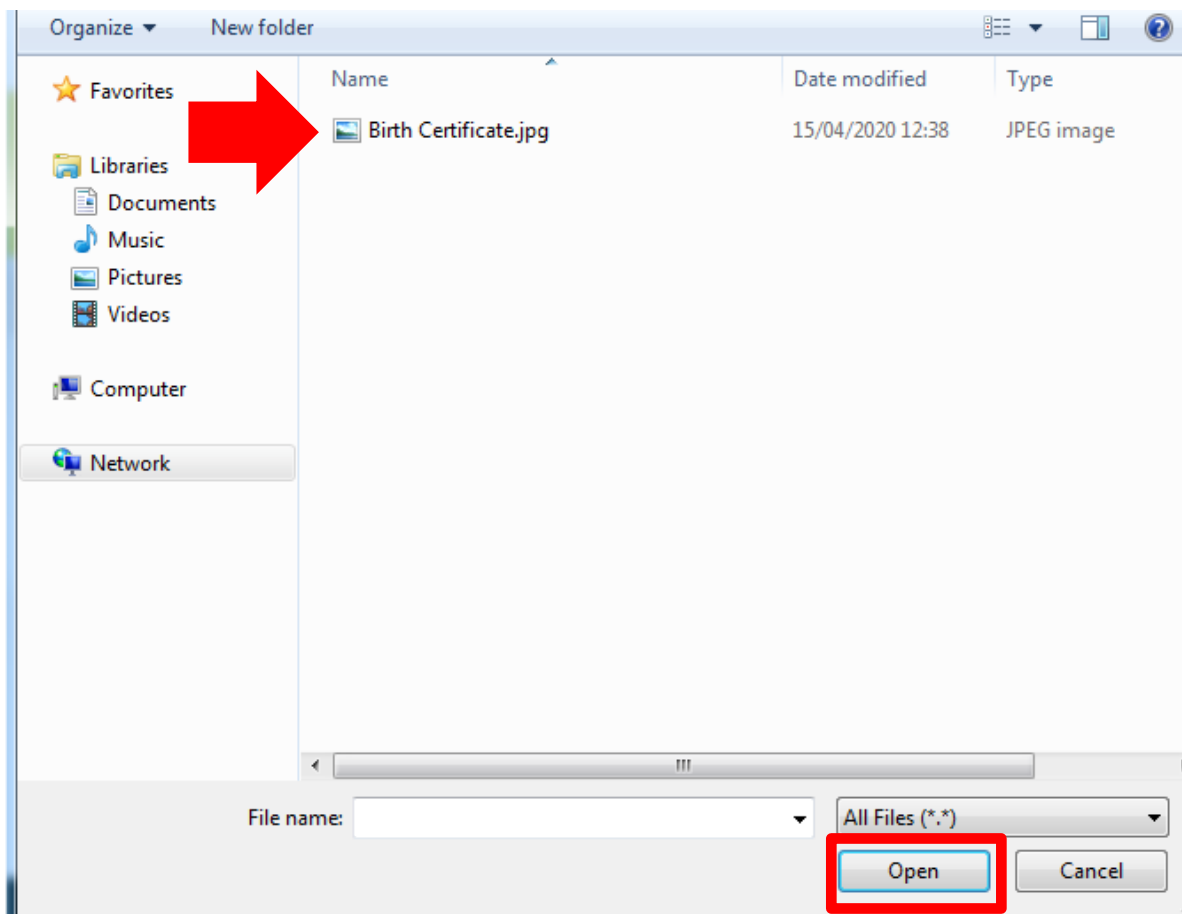
Submit



4. A window will open on your screen. You will need to navigate to the location your document is stored on your hard drive.



5. Select the file you wish to upload and then click 'Open'



6. Select 'Upload' and wait for the next message to be displayed. Larger files may take longer to upload.


Please ensure that you select 'Upload' prior to selecting 'Submit'

Do you wish to upload your document?

Yes ▼

Upload Certificate

Choose File Birth Certificate.jpg



Birth Certificate.jpg

Upload Remove

Submit

7. Once this message appears select 'Submit'

Please ensure that you select 'Upload' prior to selecting 'Submit'

Do you wish to upload your document?

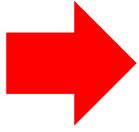
Yes ▼

Submit



8. Finish the process by selecting 'Complete'

Your Document Has Been Uploaded.



Complete

9. Your uploaded document will now be visible in the documents section.

10. Any document uploaded by this method will show in your documents as 'Uploaded Document Member'

My Pension / My Membership Details / My Folder Documents

My Folder Documents

Date	Title
15/04/2020	Uploaded Document Member
19/03/2020	mypension letter to member
19/03/2020	mypension letter to member
17/03/2020	Uploaded Certificate
17/03/2020	Uploaded Certificate

Showing 1 to 5 of 7 entries

11. Your document will appear in the viewing window and you can download a pdf version. Please note that large documents may take time to display and multiple uploads may require you to log out and back in before being able to view them.

My Pension / View My Documents / View Document

Document type

Uploaded Document Member

Created date

15/04/2020

Download PDF

01190577

VC 630491

CERTIFIED COPY OF AN ENTRY
Pursuant to the Births and Deaths Registration Act 1953

BIRTH		Entry No.
Registration district	Grateshead	Administrative area
Sub-district	Grateshead	Metropolitan District OF Grateshead
1. Date and place of birth	CHILD	
Queen Elizabeth Hospital, Grateshead		
2. Name and surname		3. Sex
4. Name and surname	FATHER	
5. Place of birth		
6. Occupation		
7. Name and surname	MOTHER	