



**Pace**  
pension  
scheme

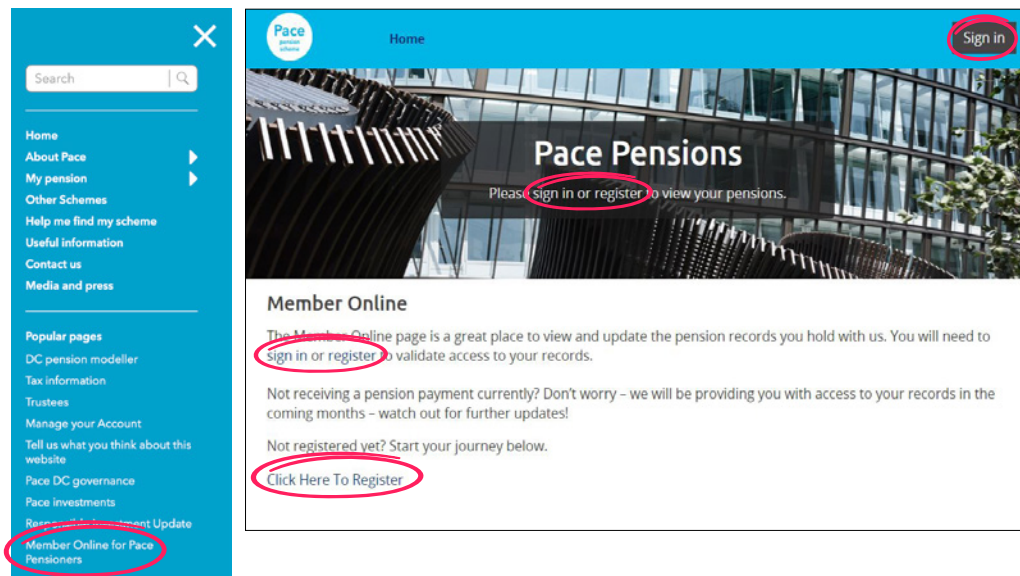
# How to Register for Pace Pensions Online



It's what we do

You will only be able to register for Pace Pensions Online if you have a pension in payment from Pace.

- 1 To register, click on the 'Member Online for Pace Pensioners' link from this Pace website menu. Once you get to the Pace Pensions Online website, there are four places to register, shown below.'



- 2 Once you have clicked to register, you will be taken to a page to accept the Pace Terms of Use and Cookie Policy. Further information for both of these can be found by clicking on the question mark beside each phrase.

A screenshot of the 'Member Registration' page. At the top is the title 'Member Registration'. Below it is a paragraph: 'By proceeding to use our website, you agree to be bound by our Terms of Use and to comply with them. You may access our Terms of Use by clicking on the question mark icon below'. This is followed by the heading 'I Accept Terms of Use \* ?' and two radio button options: 'Yes' (selected) and 'No'. Below this is a paragraph of text about data protection and a link to the full Member Privacy Notice. This is followed by the heading 'I'm happy to use cookies \* ?' and two radio button options: 'Yes' (selected) and 'No'. At the bottom is a 'Submit' button.

You need to click 'Yes' to both policies to gain access to the website.


- 3 We then require some information to be able to match you up with your pension benefits.

All details will need to be populated. Don't worry if you don't have a mobile number, the registration process works with a land line as well. We will only use this number to contact you if absolutely necessary. You will need to use an active email address as we will email a one-time passcode to this email address.

### Member Registration

Surname \*

Date of birth \* ?

Phone Number \* ?

Confirm Phone Number \*

Email Address \*

Confirm Email Address \*

National Insurance number \*

- 4 You will then be asked to enter some security details.  
Try and use something you will remember as your username.

Password must be between 9 and 20 characters long and contain at least 1 number and both upper and lower-case letters. No special characters can be used.

### Member Registration

Enter Security Question \*

Enter Security Answer \*

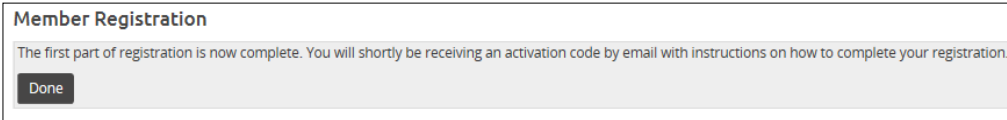
Username (Upper Case) \* ?

Retype Username (Upper Case) \*

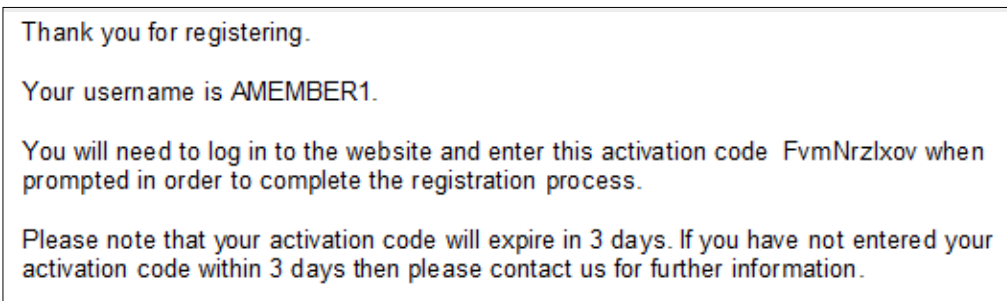
Password \*

Retype Password \*

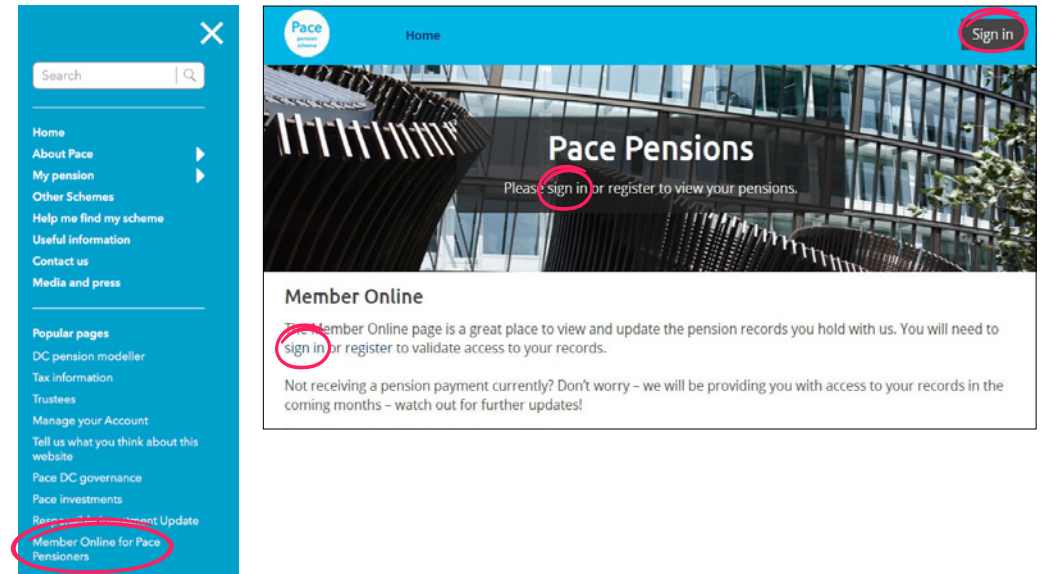
- 5 Once all your details are entered correctly you will see the attached message. Check your email for your activation code. Remember to check your junk folder if you don't receive the email.



- 6 The email should look similar to this.



- 7 To log in, click on the 'Member Online for Pace Pensioners' link from the Pace website menu. Once you get to the Pace Pensions Online website, click 'Sign in'.



- 8 Enter the username and password you set when you registered. Then click 'Sign in'.

A screenshot of the login form. It has two input fields: 'Username' with the text 'MEMBER' and 'Password' with masked characters '.....'. Below the password field is a 'Sign in' button. At the bottom, there are links for 'Forgotten your password?' and 'Register'.

- 9 You will then need to answer your security question (the site will remind you what the question was) and click 'Sign in'.

Mothers Maiden Name

[Forgotten your password?](#)

[Register](#)

- 10 Finally, enter your one-time passcode from the email we sent and click 'Submit'.

## Activate My Account

Please enter your Activation Code

Activation Code \*

- 11 You are now registered!

### Activate My Account

Registration is now complete. You will be taken back to the home page from where you will need to login again.

- 12 You will need to log in again using your username, password and security question. Once you are on the website you will be able to view the personal details we hold for you, view your pension memberships, view payslips and P60s, update bank details, update your nominated beneficiary and change your address.

