

HIGHLAND PENSION FUND

My Pension user guide – My uploads

Send us your documents quickly and securely by uploading them to your My Pension account



My uploads

Upload files and view all of the documents you've sent us.

[Upload and view my files](#)

Why should I use My Pension to send my documents and forms?

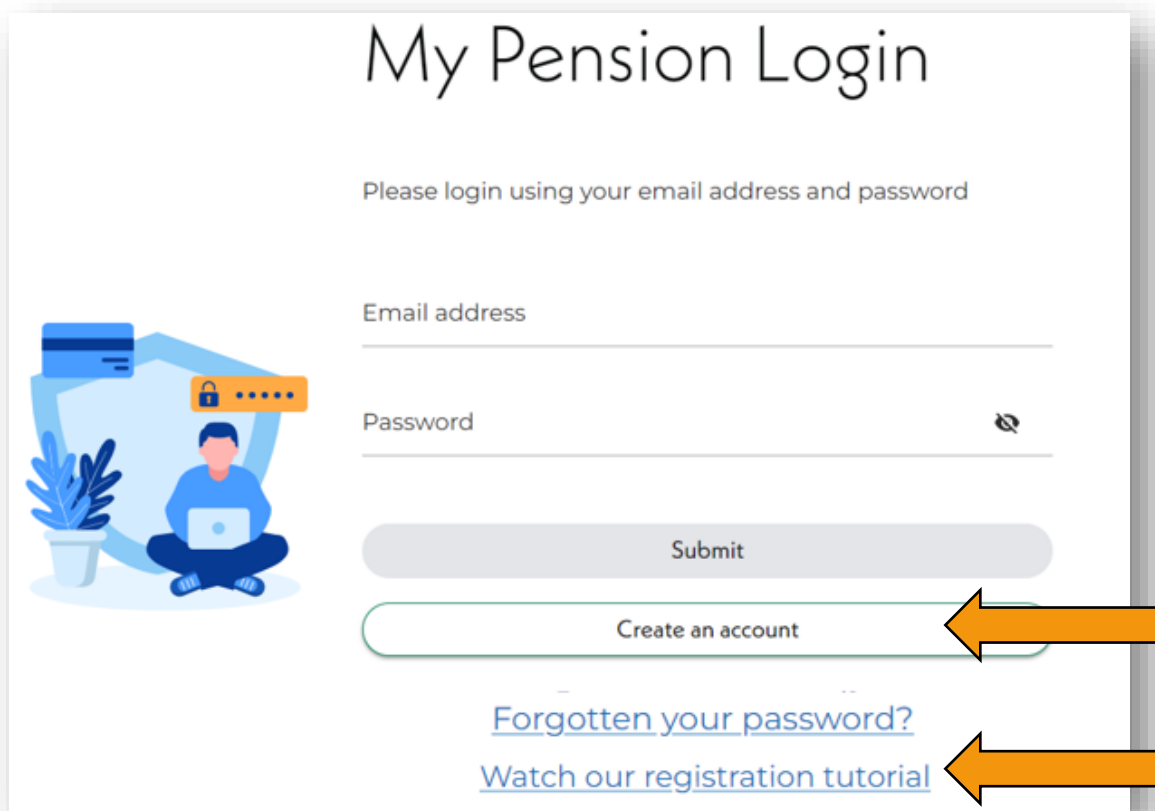
My Pension is a safe, secure way to send us your completed forms and documents.

It is safer than sending your personal information by email or post and it is quick and easy to do.

This is our preferred method of receiving documents from you. Your documents will be available for us to view as soon as you upload them, and we will receive an automatic notification telling us that we have received new documents from you.

Registration process

If you have not yet registered for **My Pension**, you can create your account here: <https://highlandpensionfund.mypensiondetails.co.uk/login>. This link will take you to the My Pension log in page:



My Pension Login

Please login using your email address and password

Email address

Password

Submit

Create an account

[Forgotten your password?](#)

[Watch our registration tutorial](#)

To create your account, click on **Create an account** and follow the instructions provided.

If you need some help, click on the link called **Watch our registration tutorial**. This 3-minute video provides a step-by-step guide to help you create your account:

How to register for a pension portal account



This video will take you through how to register for a pension portal account.

3:18

Login to your My Pension account

You can log into My Pension at: <https://highlandpensionfund.mypensiondetails.co.uk/login>

- Once you have signed in, you will be taken to your **My Pension Dashboard**:

Manage your pension



Documents and uploads

An archive for every document you have uploaded or posted to your pension fund.

[Go to my documents](#)



Annual Benefit Statements

View and compare all of your previous Annual Benefit Statements in one location.

[View my statements](#)



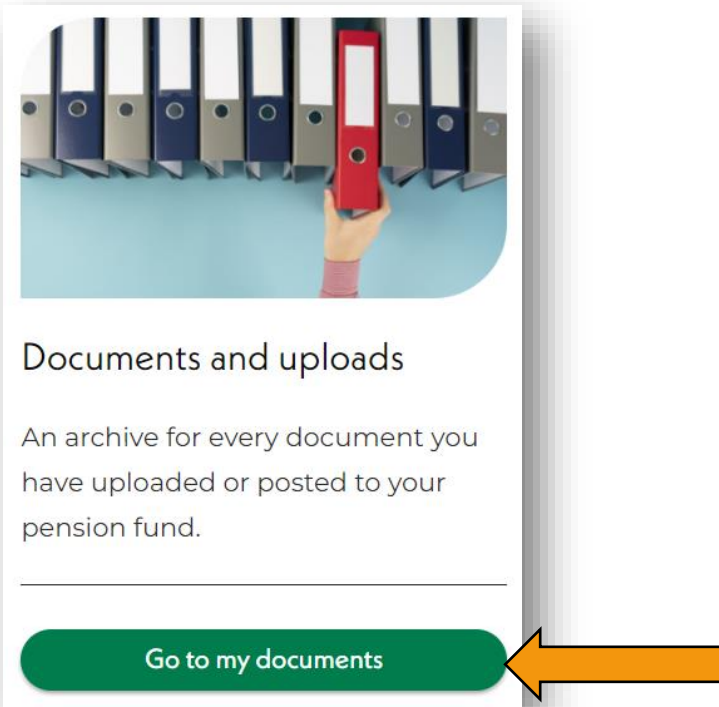
Manage beneficiaries

Manage who should receive your pension benefits if you pass away.

[Manage my beneficiaries](#)

Step 1

Go to **Documents and uploads** and click on **Go to my documents**:



The screenshot shows a card titled "Documents and uploads" with a description: "An archive for every document you have uploaded or posted to your pension fund." Below the text is a green button labeled "Go to my documents". An orange arrow points from the right side of the page towards the button.

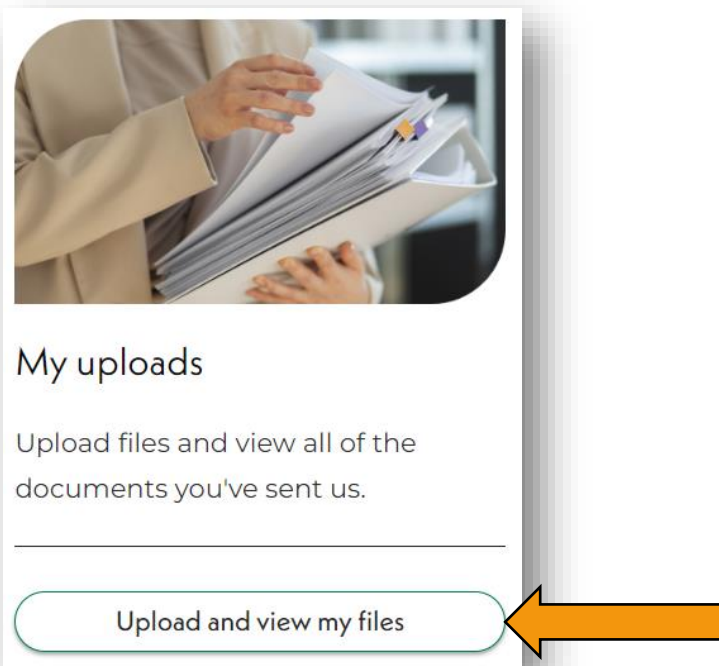
Documents and uploads

An archive for every document you have uploaded or posted to your pension fund.

[Go to my documents](#)

Step 2:

Select **My uploads** and click on **Upload and view my files**:



The screenshot shows a card titled "My uploads" with a description: "Upload files and view all of the documents you've sent us." Below the text is a light blue button labeled "Upload and view my files". An orange arrow points from the right side of the page towards the button.

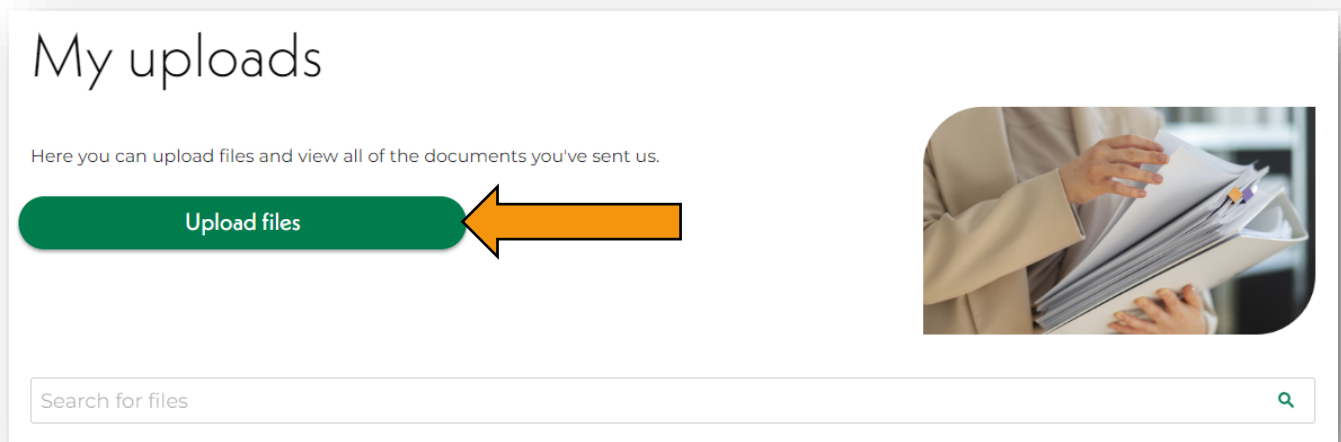
My uploads

Upload files and view all of the documents you've sent us.

[Upload and view my files](#)

Step 3:

Click on **Upload files**:



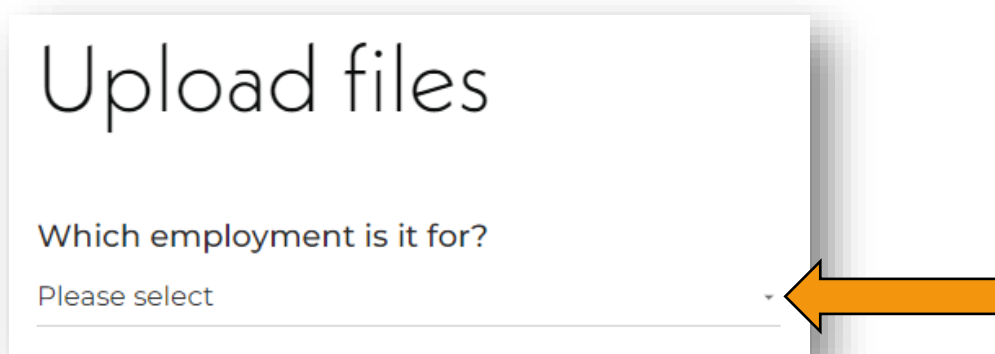
Step 4:

Make sure that you have **saved** any changes to the files you wish to upload.

Step 5:

If you have more than one pension record (or post), select which record you wish your documents to be connected to from the drop-down list.

- This option will **not** be displayed for members with **one** pension record.



Drag and drop your files into the **Upload files** box (you can drag more than one file at a time), or you can click on the **Browse files** button to select the file you wish to upload:


- Each file must be under 10MB.

Choose files to upload

We support the following file formats: pdf, doc, docx, rtf, txt, tif, tiff, jpeg, jpg, png, odt, heic, and eml. Each file has to be under 10MB.

Drag and drop files here or

Browse files



Step 6:


Your chosen file(s) will show in your **Queue** and the file status will show as **ready to upload**:

- Click on the **Start uploading** button to upload your file:

Drag and drop files here or


Browse files

Queue

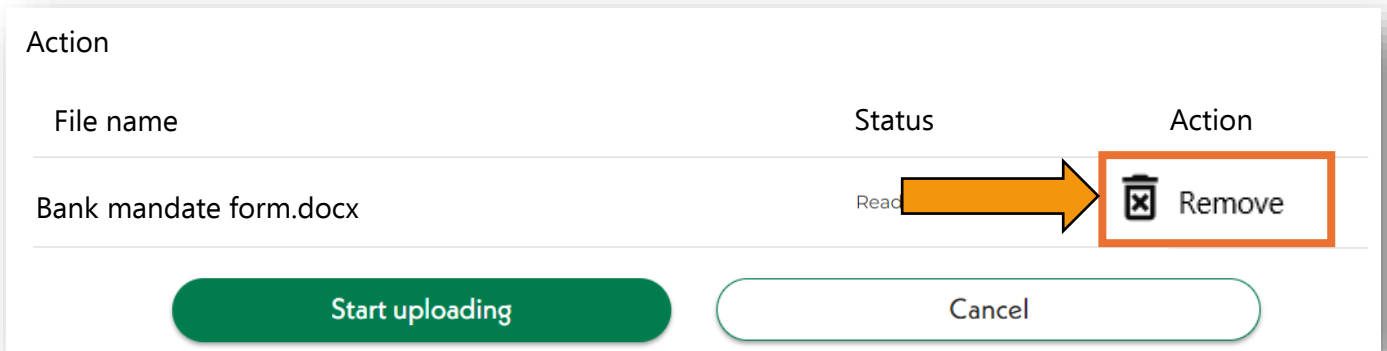
File name	Status	Action
Bank mandate form.docx	Ready to upload	 Remove

Start uploading

Cancel

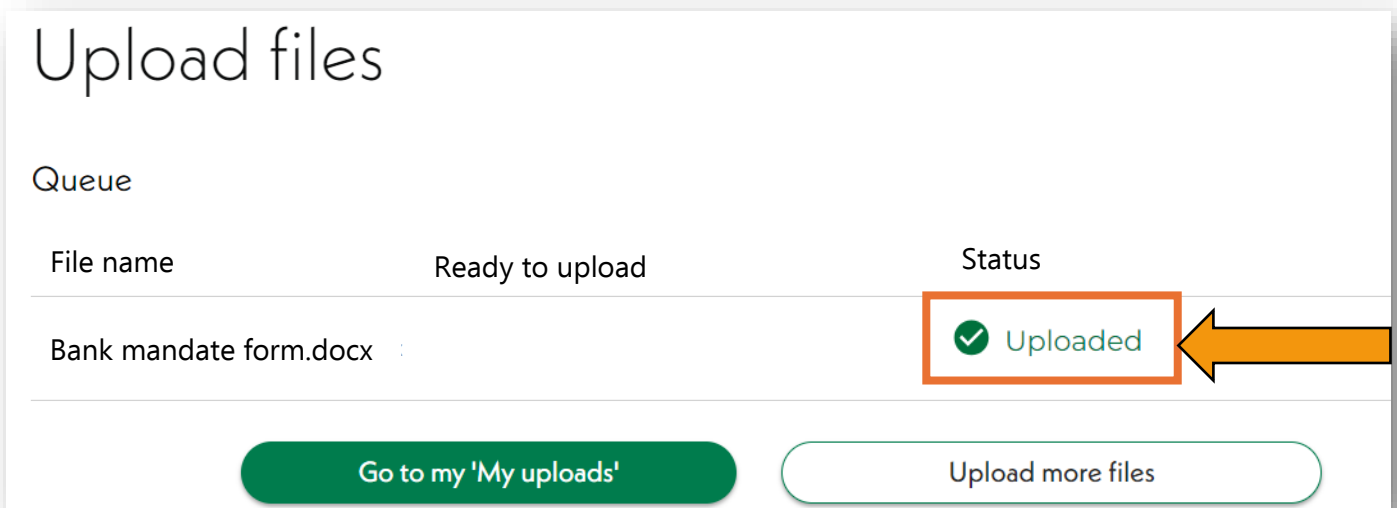


If you have selected the wrong file, you can remove the file by clicking on the **Remove** action button:

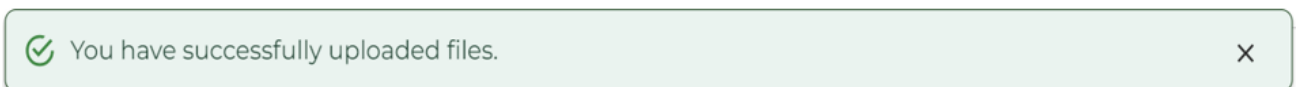


Step 7:

Your file status will now show as **Uploaded**:



A banner will be displayed at the top of the screen confirming you have successfully uploaded your files:



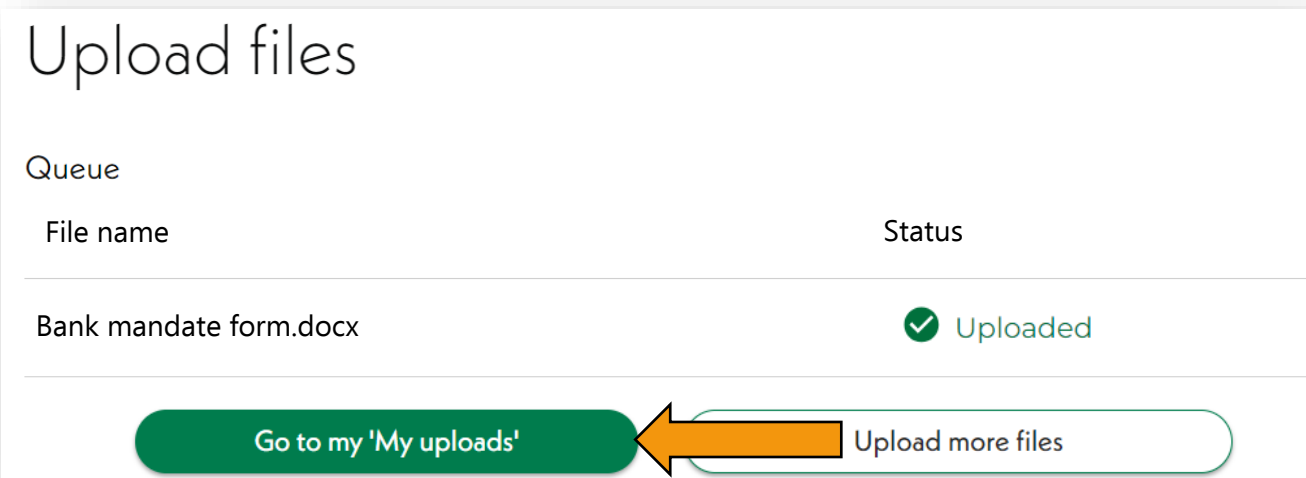
Your documents have now been successfully sent to us! We will receive a notification to say we have received them.

Step 8:

You can upload more files by clicking the **Upload more files** button:



If you have finished uploading your documents, you can review them by clicking on **Go to my uploads**:



All the files you have uploaded will be stored here and you can review them at any time.

What happens next?

The documents you upload are automatically linked to your pension record and they will be available for us to view as soon as you have uploaded them. We will receive an automatic notification to let us know that we have received new documents from you.

If you require any assistance using the using the 'My uploads facility', please contact a member of our team who will be happy to help.

Telephone: 01463 702441

Email: mypension@highland.gov.uk

Visit our website: www.highlandpensionfund.org

All our forms and guides can be accessed from the resources section of our website, visit: <https://www.highlandpensionfund.org/resources/>