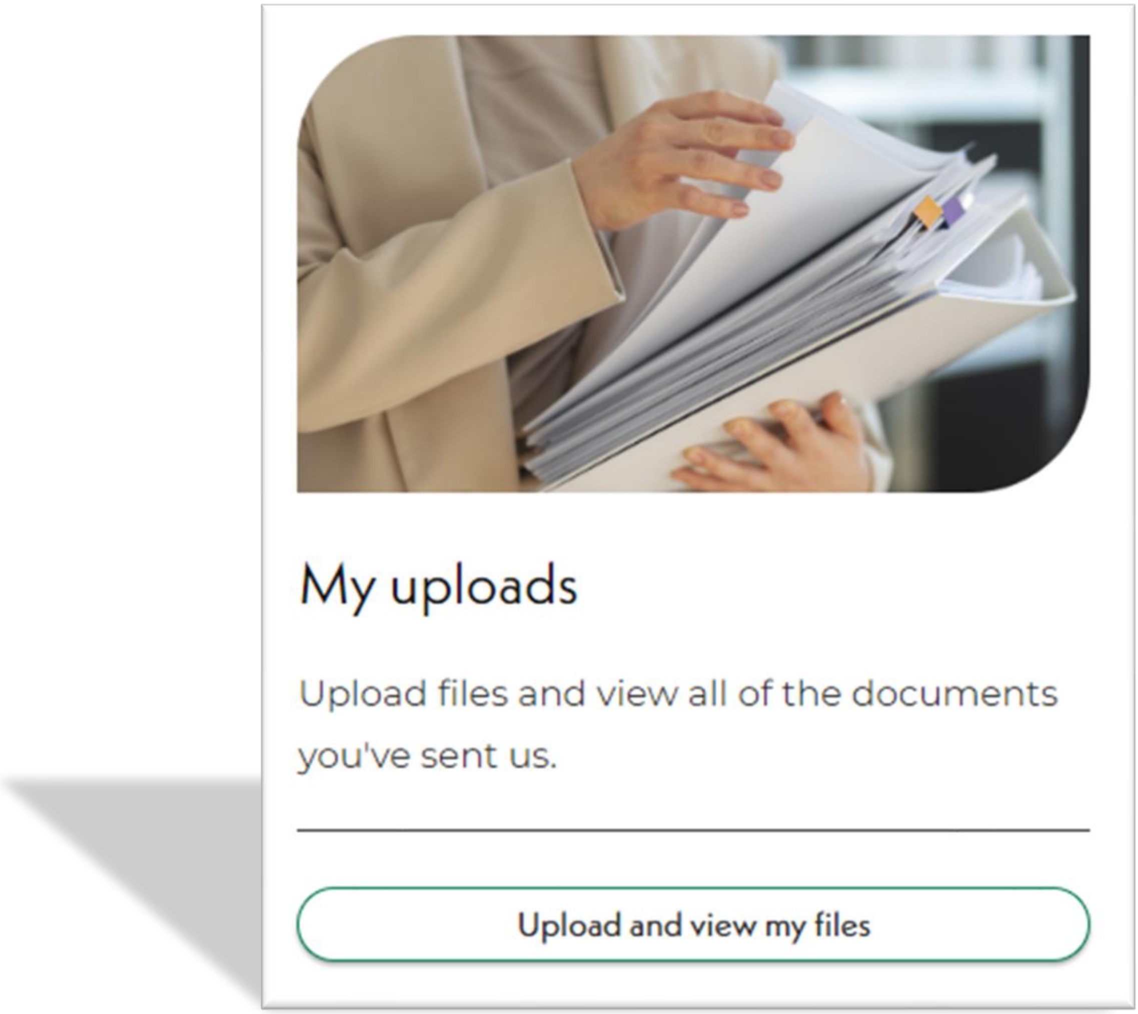
HIGHLAND PENSION FUND

My Pension user guide – My uploads

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



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

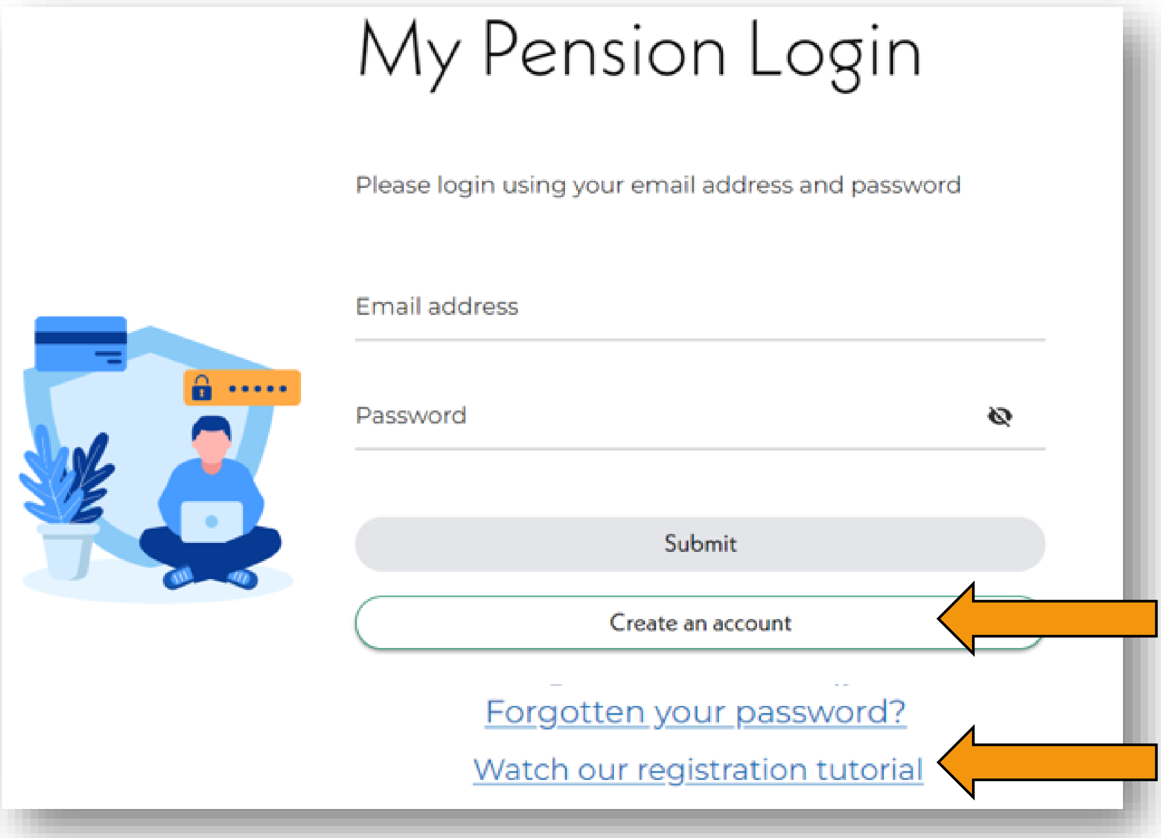
My Pension is a safe, secure way to send us your completed forms and documents.

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.

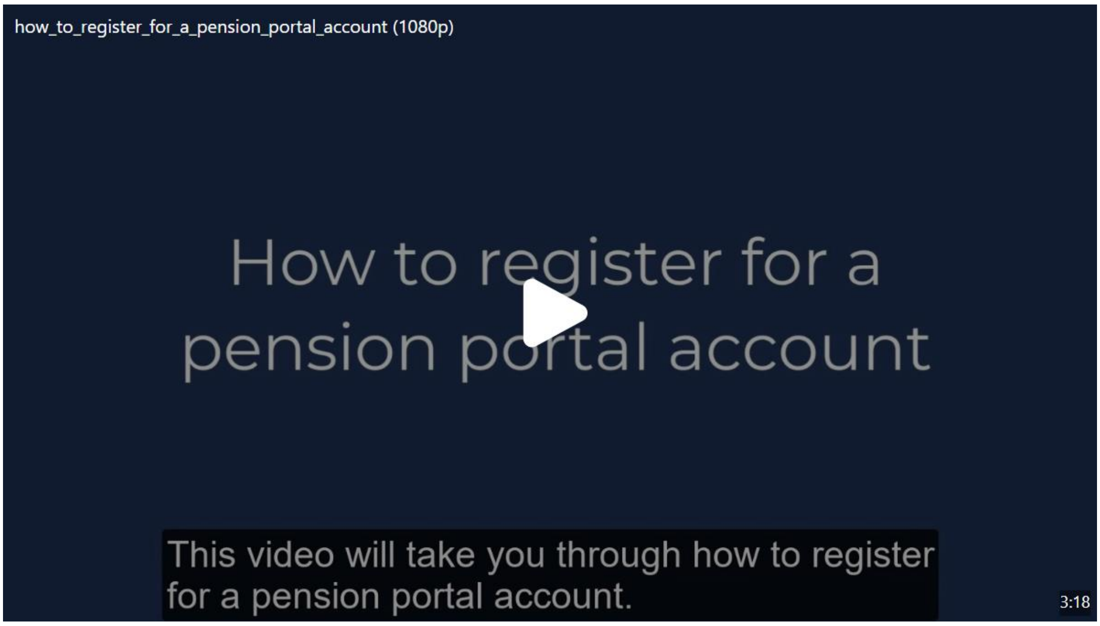
Registration process

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:



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

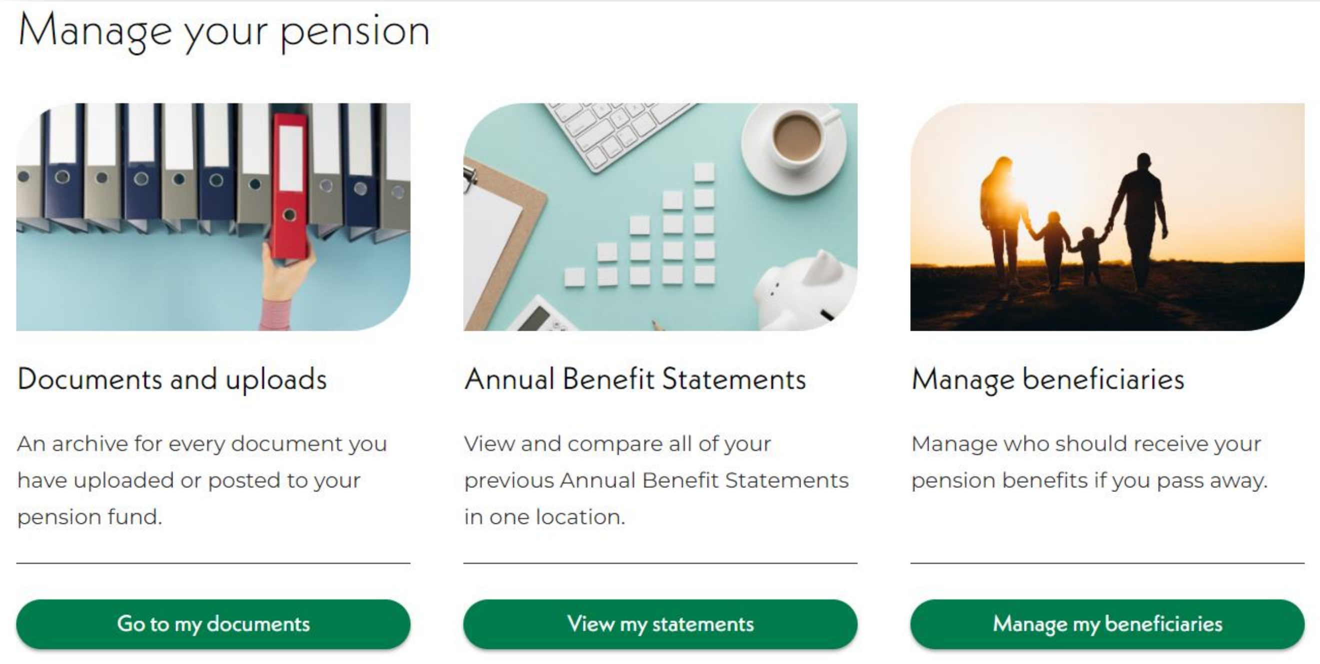
If you need some help, click on the link called **Watch our registration tutorial.** This 3-minute video provides a step-by-step guide to help you create your account:



Login to your My Pension account

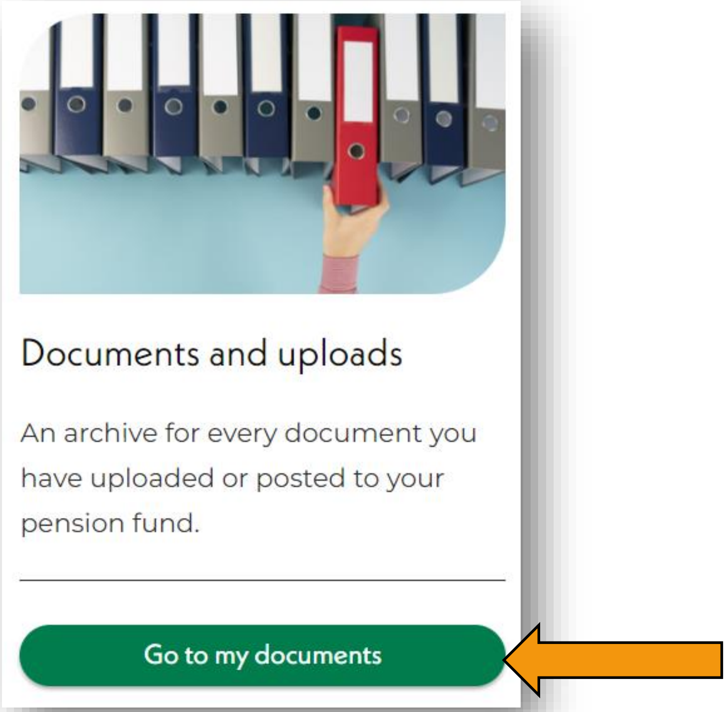
You can log into My Pension at: https://highlandpensionfund.mypensiondetails.co.uk/login

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



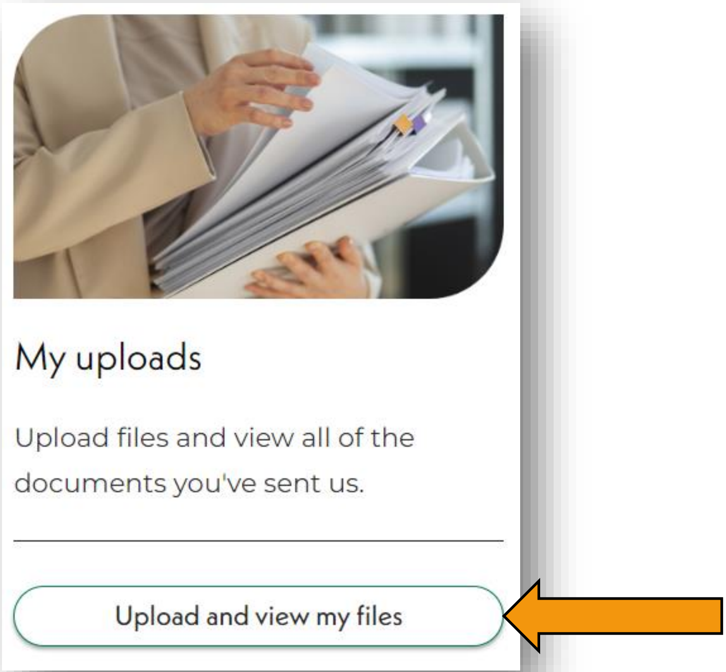
Step 1

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



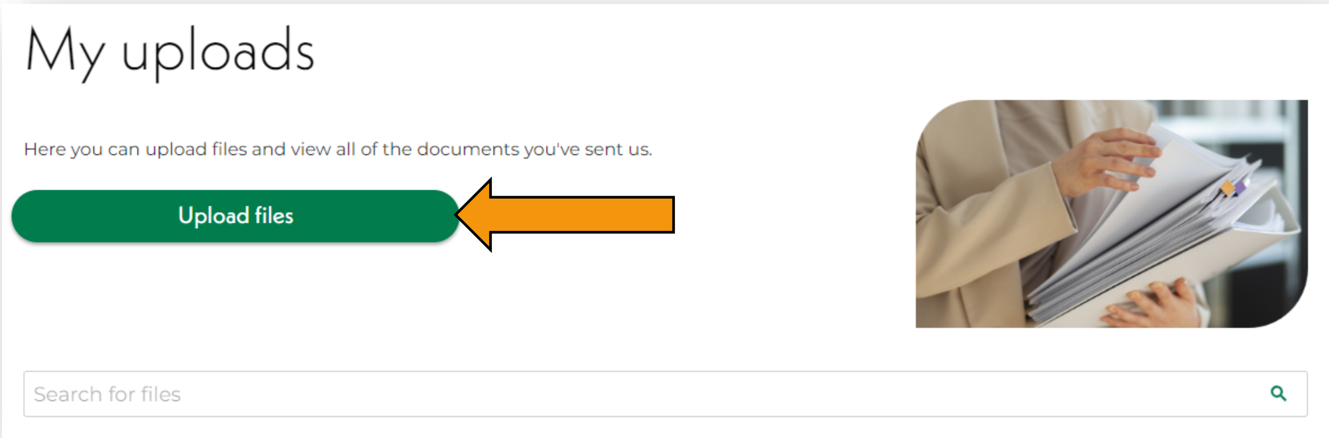
Step 2:

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



Step 3:

Click on **Upload files**:



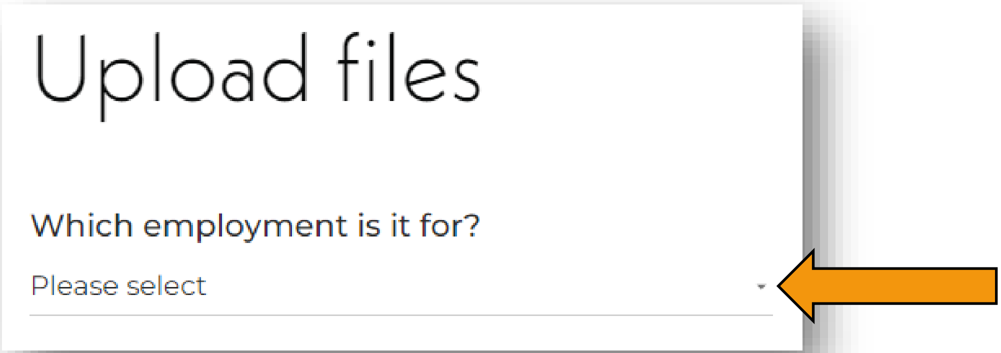
Step 4:

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

Step 5:

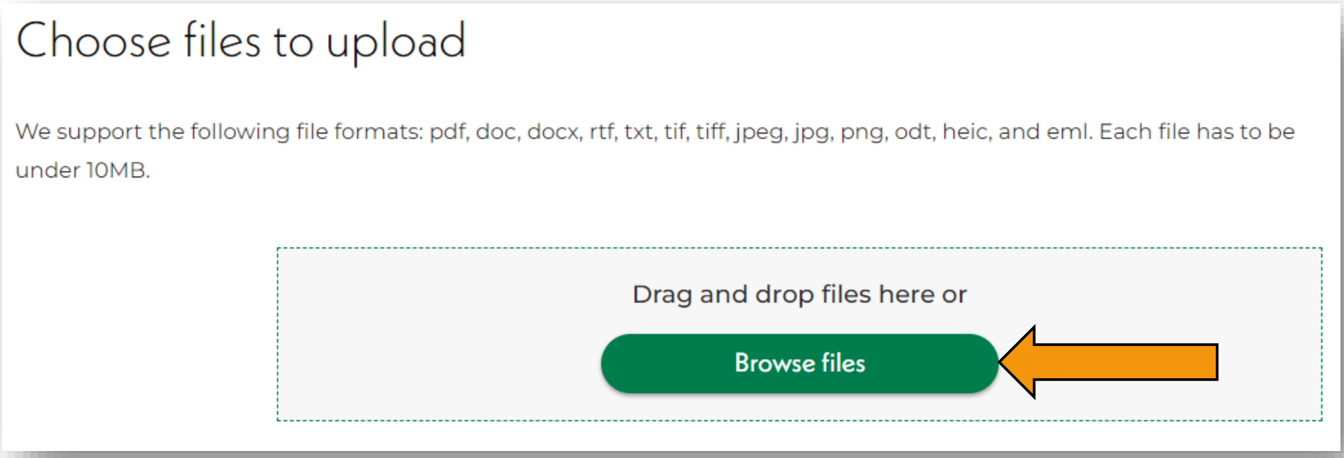
If you have more than one pension record (or post), select which record you wish your documents to be connected to from the drop-down list.

- 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:

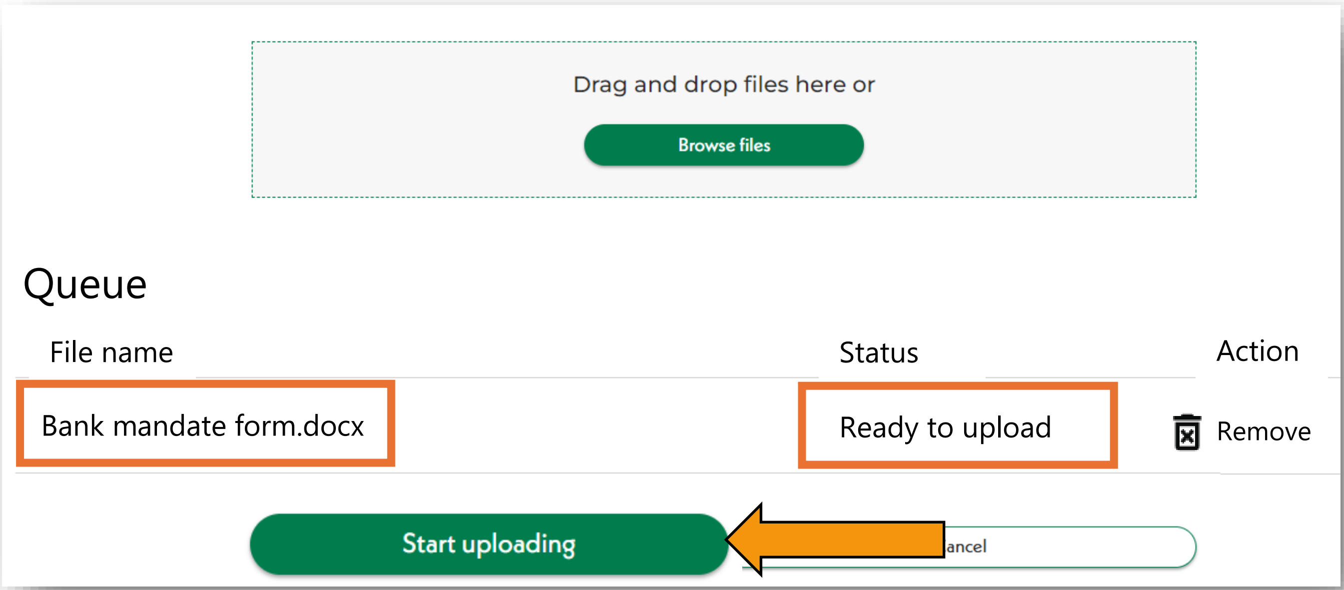
- Each file must be under 10MB.



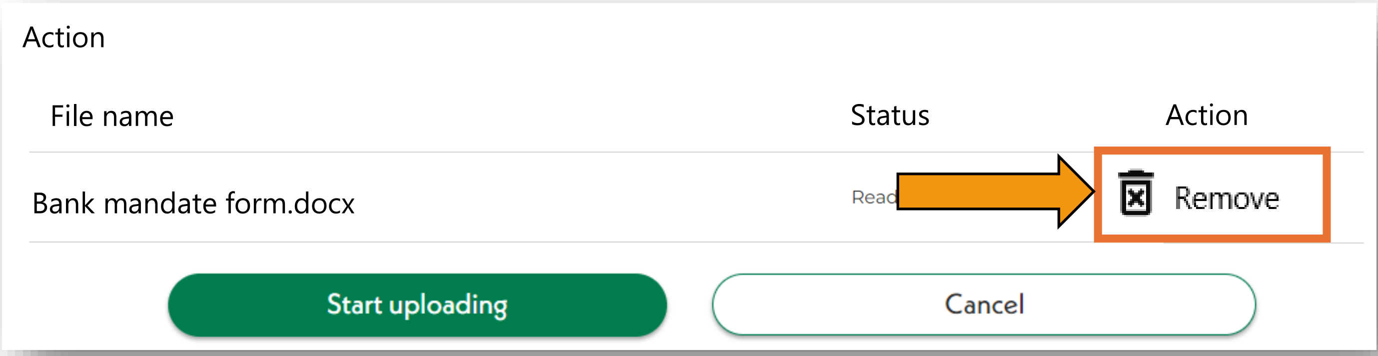
Step 6:

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:

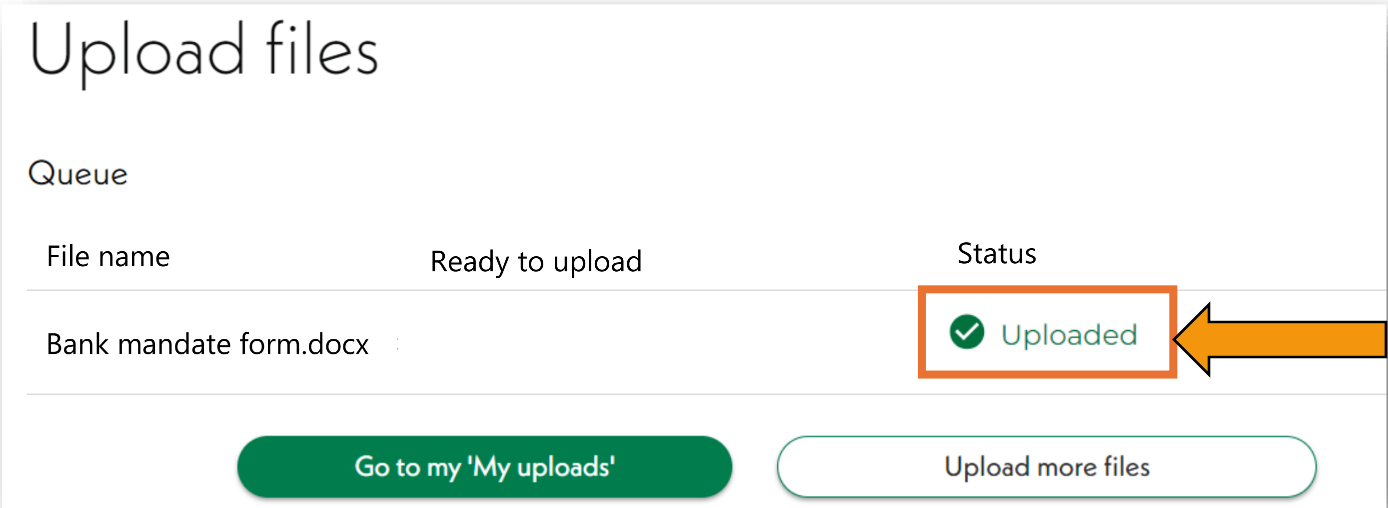


If you have selected the wrong file, you can remove the file by clicking on the **Remove** action button:



Step 7:

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



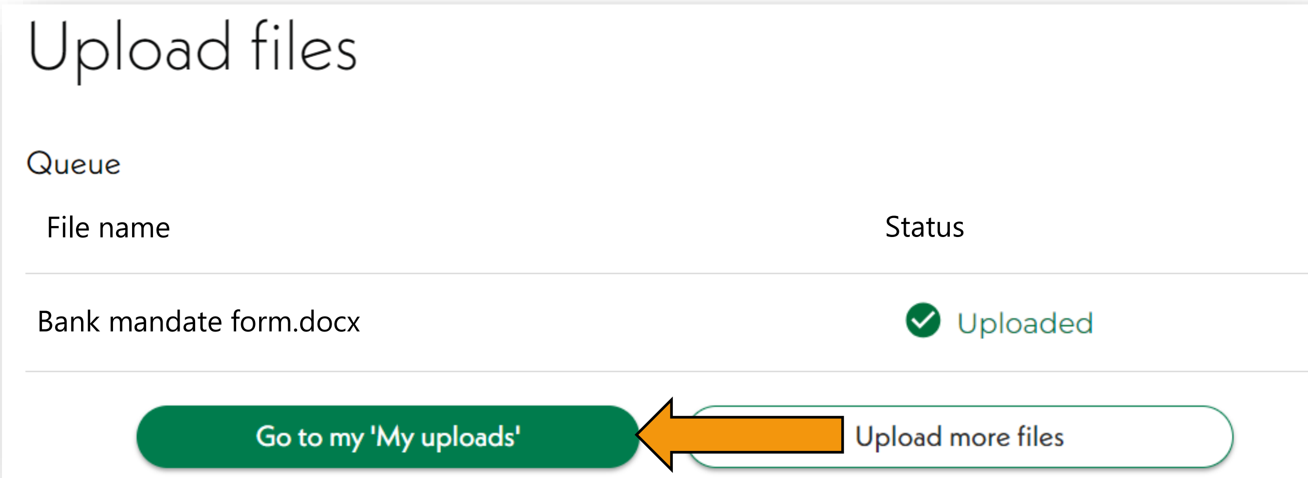
A banner will be displayed at the top of the screen confirming you have successfully uploaded your files:

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/