i-Connect Login Guide
Setting up user accounts

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1   Introduction

This guide explains how to create user accounts on i-Connect so that you can send information about Local Government Pension Scheme (LGPS) members in your organisation to your pension fund.

i-Connect is an Internet application that helps to manage the transfer of employee information from payroll administrators to pensions administrators.

1.1   Who to contact

If you have any questions about using the i-Connect service, please contact your pension fund.

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2   First login

You will receive an email from i-Connect with details of your i-Connect username and a single use hyperlink. Click on the hyperlink to create your password and complete the registration process.

You must complete your i Connect registration within five days of receiving the 'i-Connect: Account registration' email.

If you attempt to register after this period, you will receive the following error:

Contact your pension fund to request a password reset, this will generate a new registration email.

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Click the hyperlink in the email, then enter and confirm a password:

Create Password

Please enter a password for your account. Passwords must be a minimum of 8 characters and include a lowercase letter, an uppercase letter, a number and a special character.

Password	••••••••
Retype Password	••••••••

> Create Password

Remember to bookmark https://app.i-connectdata.co.uk in your browser and make a note of your username for future access to i-Connect.

Your password must be between eight and 30 characters in length and include a minimum of:

- One lower-case letter

- One digit

- One upper-case letter

- One special character, for example, '#' or '*'

Click the 'Create Password' button to complete the i-Connect registration.

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3 Subsequent logins

Select the i-Connect link from your bookmarks, enter your username and password and click 'Login':

Your user account will be locked if the password is entered incorrectly five times. In this case, you should ask another i-Connect user in your organisation with a Manager role to reset your password. If no one is available in your organisation, you should ask your pension fund or the i Connect service desk (support@i-Connectdata.co.uk) to reset your password.

3.1 End-user license Agreement

You must read and agree the terms and conditions of the End-User License Agreement when logging on to the service for the first-time following registration. Click on the 'I confirm that I have read and agree to the above terms and conditions of this Agreement.', then click the 'I Agree' button.

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4 i-Connect Dashboard

The i-Connect Dashboard is displayed when you log in:

Dashboard

Upload — Reports — Employer — Administering Authority — User Management — History

Recent Activities

File Name	Period End Date	Expected Submission Date	Submission Date	Submission Type	Status
N:\iConnect\Product\CQA\Genesee Release\Test Files\12 Months\June 2018.csv	30-06-2018	30-06-2018	08-05-2019 11:17:16	Payroll Upload	Complete

Submission Statistics

Total Number of Payroll Members Tracked by i-Connect	11
Omitted Payroll Members (present on a previous submission, and no leaver event processed)	0

Payroll Members submitted this period	11	Payroll Members in Error	0	Accepted for Processing	11
Pensionable Pay (Period)	£34,083.33	Employee Main Contributions (Period)	£1,082.50	AVCs (YTD)	£332.28
Main CARE Pay (YTD)	£51,000.00	Employee Main Contributions (YTD)	£3,247.50	Add Conts/ARCs (YTD)	£365.28
50/50 CARE Pay (YTD)	£51,249.99	Employee 50/50 Contributions (Period)	£845.63	Shared Cost APCs (Period)	£0.00
		Employee 50/50 Contributions (YTD)	£845.63	Shared Cost APCs (YTD)	£0.00
		Employer Contributions (Period)	£5,964.58	Employee APCs (Period)	£0.00
		Employer Contributions (YTD)	£17,893.74	Employee APCs (YTD)	£0.00

Submitted By User	gmpf	Processed By User	gmpf

ℹ️ Tolerance failures were detected and confirmed by the user to proceed with submission processing. Click here to view the failures.

Events	Total	Pending	Submitted	Completed	Failures	Errors	Suppressed	Progress
New Starter	1	0	0	1	0	0	0	▭
Opt In	0	0	0	0	0	0	0	
Salary	11	0	0	11	0	0	0	▭
Contributions	11	0	0	11	0	0	0	▭
Additional Contributions	11	0	0	11	0	0	0	▭
CARE Pay	11	0	0	11	0	0	0	▭
Service	0	0	0	0	0	0	0	
Service Break	2	0	0	2	0	0	0	▭
Member Details Update	1	0	0	1	0	0	0	▭
Member Address Update	11	0	0	0	0	11	0	▬
Works Address Update	0	0	0	0	0	0	0	
Opt Out	0	0	0	0	0	0	0	
Leaver	1	0	0	1	0	0	0	▭

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The Dashboard is the i-Connect home page and is displayed to all users. The options available on the Dashboard depends on the role allocated to you by your pension fund or manager:

Upload **Load payroll extract files into i-Connect and manage their progress**

- Online Return **Submit data manually into i-Connect**

- Member Matching **Guides you through the member matching process for the selected payroll**

- Reports **Reporting tools for administrative and compliance purposes**

- Employer **Employer-specific options such as contact detail maintenance**

- User Management **Facilities to set up, manage and contact users**

- History **An online record of i-Connect data processing**

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5   My Account page

Click on the 'My Account' link on the i-Connect banner to change your email address or password:

My Account

This page shows an overview of your account. You can edit your details by using the buttons at the bottom of the page.

Username	empflake3
Email Address	john.dale@heywood.co.uk
Created By	qatflake
Account Status	ACTIVE
Proceed if New Starter Validation Errors Detected	ENABLED
Proceed if Existing Member Validation Errors Detected	ENABLED
Granted Roles	Manager Reporter Upload

Accessible Employers:

Target System	Employer
ICNCT-FLAKE	Mid Devon District Council

Accessible Payrolls:	User has access to all payrolls for the above employers.

> **Change My Email Address**   > **Change My Password**

5.1   Changing your email address

Click the 'Change My Email Address' button, enter your new email address and click the Save Email Address button:

Change Email Address

Please enter your new email address below and click 'Save Email Address'.

Email Address	john.smith@uttlesford.gov.uk ✕

> **Save Email Address**

5.2   Changing your password

Click 'Change My Password'. Enter your current password followed by your new password and click the 'Save New Password' button:

Change Password

Please enter a new password for your account. Passwords must be a minimum of 8 characters and include a lowercase letter, an uppercase letter, a number and a special character.

Current Password	••••••••
New Password	••••••••••
Retype New Password	••••••••••

> **Save New Password**

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6 User management

User management is available only to users with the Manager role. It enables users to view, create, amend, disable and reset other users on i-Connect.

6.1 Roles

Manager	Gives a user access to User Management on the Dashboard. This is used for creating and editing users.
Reporter	Gives a user access to Reporting on the Dashboard.
Upload	Allows a user to upload payroll files and to proceed or cancel processing of those files. This role is also required for the member matching phase.
Default Permissions for the Reporter and Upload Roles	Users can view payroll submission history and the status of the latest upload, in addition they can view the payroll/employer/administering authority details and contact other users via the Contact Users page. Users can also change their own password and email address.

6.2 User List page

Click the 'User Management' icon on the Dashboard to display the User List page:

You can manage any of the users on the list by selecting the 'View' button, which displays the User Details page.

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6.3   User Details page

Use this page to view an existing user, change their details or reset their password.

6.4   Edit User page

Select the relevant checkbox to disable the selected user's account, grant or remove roles. Note that changes to the email address field will not be retained:

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The following options are available:

- **Disable Account**

  Tick this option to disable the selected users account

- **Disable Proceed if New Starter Validation Errors Detected**

  Tick this option to prevent users completing a submission if there are any new starter validation errors

- **Disable Proceed if Existing Member Validation Errors Detected**

  Tick this option to prevent users completing a submission if there are any new starter validation errors

- **Granted Roles**

  Select the relevant role or roles for the user

Click the 'Next' button to move to the Edit Accessible Payrolls page.

6.5   Edit Accessible Payrolls page

Select the relevant checkbox to grant or remove access to payrolls:

Edit Accessible Employers

Username	TriumphStag
Email Address	devtest10@heywood.co.uk
Created By	iconnecttower
Account Status	ACTIVE
Proceed if New Starter Validation Errors Detected	ENABLED
Proceed if Existing Member Validation Errors Detected	ENABLED
Granted Roles	Manager Reporter Upload

Please select the relevant Employers for each Target System you wish this user to have access to.

Accessible Employers:

Target System	Employer
Heywood-Live	☐ REDBRIDGE CHL ☐ Tower District Council
Heywood-Test	☑ ECovert FM Ltd ☑ Swan Housing Association ☐ Tower District Council

❯ Next

Click the 'Next' button to proceed to the Confirm User page.

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6.6 Confirm User page

Click the 'Save' button to save changes made to the user account:

The following message is displayed:

ⓘ User details have been amended successfully.

6.7 Resetting a user's password

Click the 'Reset' Password button on the User Details page to reset the user's password:

The following message is displayed to confirm that the password has been successfully reset and that i-Connect has sent a password reset email to the user's email address.

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> ❶ The password for this user has been reset successfully.

6.8   Create User Wizard

Click the 'Create User' button on the navigation bar to create a new user:

The following page is displayed:

Choose a username (minimum of eight characters), enter the new user's email address and select the relevant roles. Then click the 'Next' button to grant access to payrolls:

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Edit Accessible Payrolls

Username	ReliantRobin
Email Address	reliant.robin@towerdc.gov.uk
Created By	iconnecttower
Account Status	ACTIVE
Proceed if New Starter Validation Errors Detected	DISABLED
Proceed if Existing Member Validation Errors Detected	DISABLED
Granted Roles	Reporter Upload

Please select the relevant Payrolls for each Target System / Employer you wish this user to have access to.

Accessible Payrolls:

Target System	Employer	Payroll
Heywood-Live	Tower District Council	☑ EMPLIVE
Heywood-Test	ECovert FM Ltd	☐ E Covert Ltd
	Swan Housing Association	☐ Swan Housing
	Tower District Council	☐ EPM Schools
		☐ Resource Link

> **Next**

Grant access to the relevant payroll by ticking the checkboxes, then click 'Next' to move to the Confirm User page.

The following page will be displayed:

Confirm User

The user will be saved with the details below.

Username	ReliantRobin
Email Address	reliant.robin@towerdc.gov.uk
Created By	iconnecttower
Account Status	DISABLED
Proceed if New Starter Validation Errors Detected	DISABLED
Proceed if Existing Member Validation Errors Detected	DISABLED
Granted Roles	Reporter Upload

Accessible Employers:
Accessible Payrolls:

Accessible Payrolls:

Target System	Employer	Payroll
Heywood-Live	Tower District Council	EMPLIVE

> **Save**

Click the 'Save' button to confirm the user. The following confirmation message is displayed:

> ❶ User credentials have been created successfully.

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7 Want to know more?

Look at these guides:

- Reporting

- Onboarding

- Online Return

- File Upload

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