



Your New Workplace Pension eMember Registration Guide



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Welcome to your Options UK eMember portal

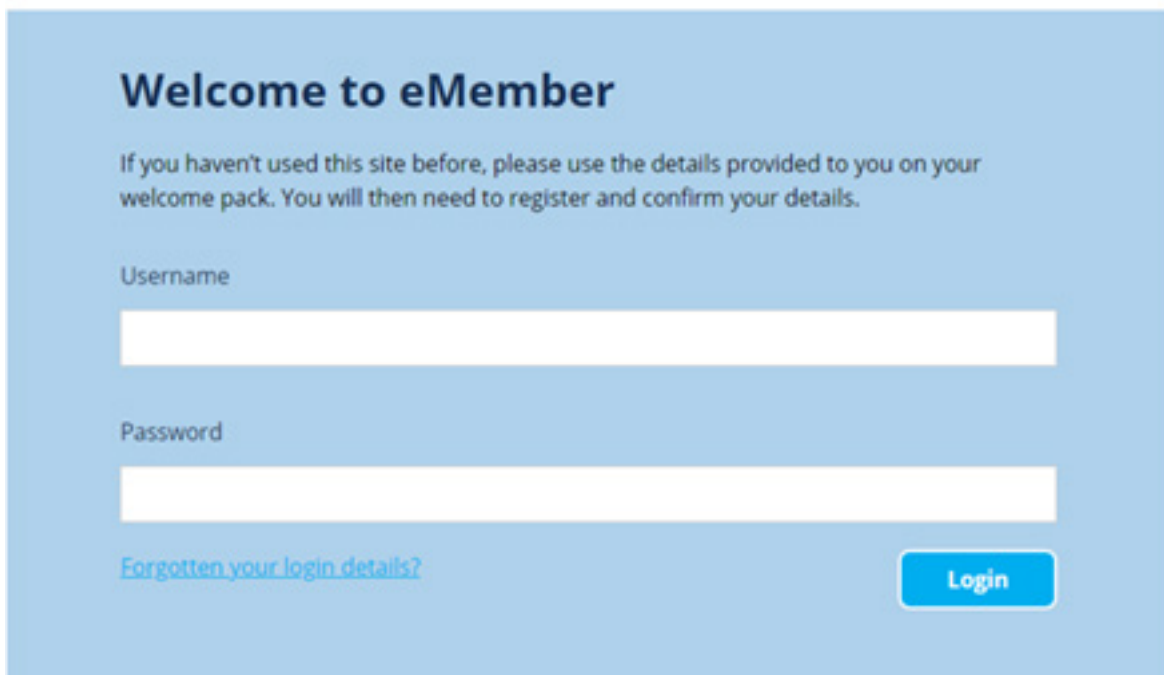
The portal provides you with all the information you need and more, giving you tools to communicate with us and for us to communicate with you about your Workplace Pension online. In addition to the standard functionality of viewing your contributions, scheme documents, updating contact details and submitting nominations you now have access to a modeller that allows you to input several different scenarios to see the impact on your pension savings.

The eMember portal is also fully website responsive so you'll be able to access from a laptop, tablet or smartphone. Please see our easy-to-follow registration guide below.

eMember Registration Guide

Please visit <https://www.optionsmembers.co.uk>

» Please input your username and password provided and click **Login**



Welcome to eMember

If you haven't used this site before, please use the details provided to you on your welcome pack. You will then need to register and confirm your details.

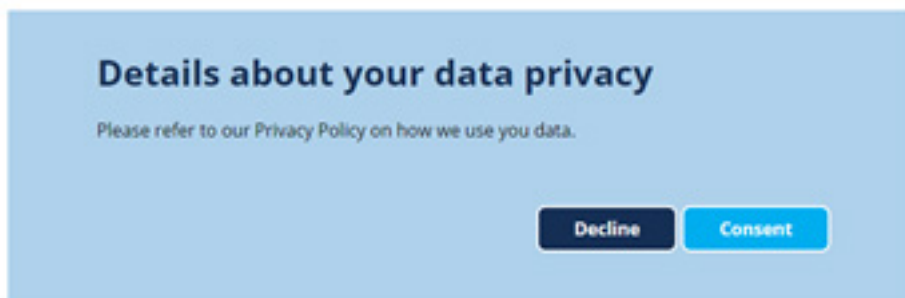
Username

Password

[Forgotten your login details?](#)

Login

» Please read the Data Privacy document and click **Consent** if you are happy to proceed

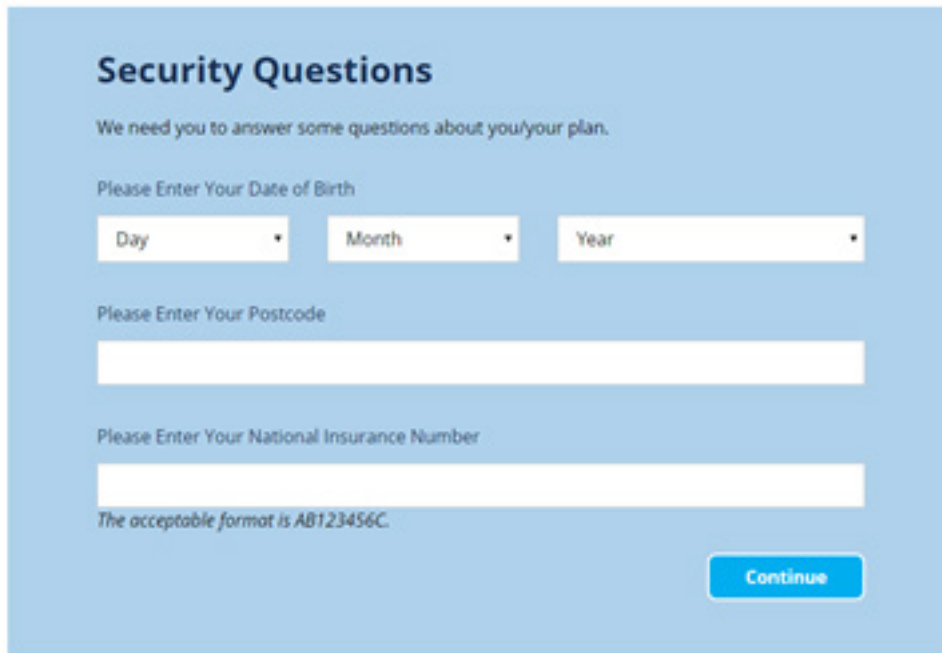


Details about your data privacy

Please refer to our Privacy Policy on how we use you data.

Decline **Consent**

- » Enter your **Date of Birth**, **Postcode** and **National Insurance Number**
- » Click **Continue**



Security Questions

We need you to answer some questions about you/your plan.

Please Enter Your Date of Birth

Day Month Year

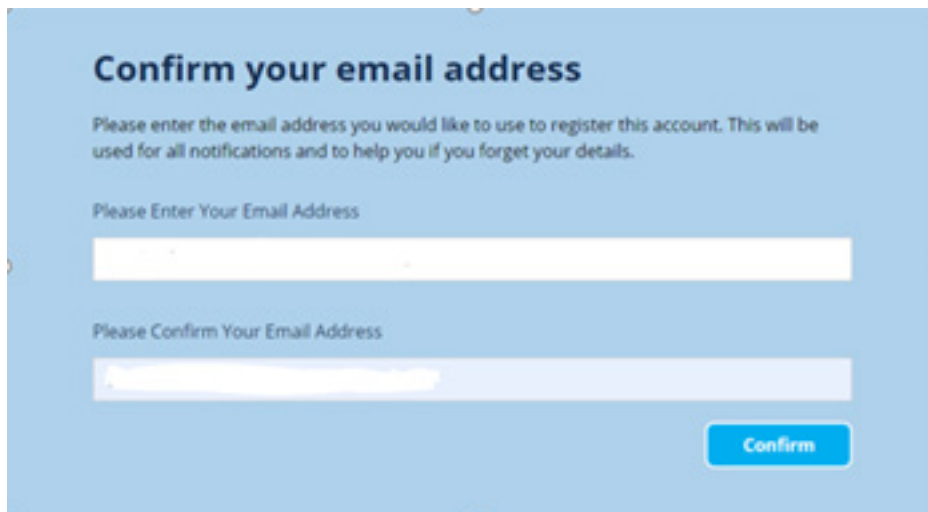
Please Enter Your Postcode

Please Enter Your National Insurance Number

The acceptable format is AB123456C.

Continue

- » Enter your **Email Address** (ideally this will be a personal email address so we can continue to contact you should you leave your current employer)
- » Confirm your **Email Address**
- » Click **Confirm**



Confirm your email address

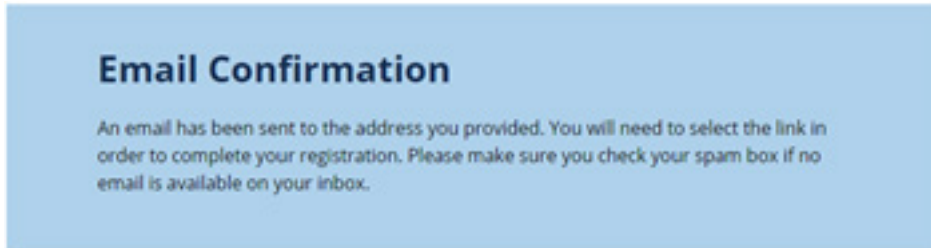
Please enter the email address you would like to use to register this account. This will be used for all notifications and to help you if you forget your details.

Please Enter Your Email Address

Please Confirm Your Email Address

Confirm

The following message will be displayed



You will receive an email to confirm your Registration (the email will be sent from donotreply@optionspensions.uk)

» In the body of the email click on the link [Confirm my email address](#)

The account set-up page will be displayed.

At this stage you have the option to change your current username if you wish.

You are required to enter and confirm a new password.

Please note: Your password must be a minimum length of 8 characters and must contain upper and lower case characters, a number and a symbol.

At this stage of the process you will be prompted to set up additional security, the two options available are **Multi Factor Authentication** or the use of a **Memorable Word**.

If your choice is **Use Memorable Word**, please follow security **Option A**.

If your choice is **Multi Factor Authentication**, please follow security **Option B**.

Security Option A - Use Memorable Word

» Click [Use Memorable Word](#)



Your Account Set Up

Here you can finalise your registration. You can change the below details now or in the main site after registration.

Your Current Username is
optoutc.Testc [edit](#)
Use my confirmed email address as username

Enter a Password
[Password field]
Passwords must contain at least 8 characters, a combination of upper and lower case characters, at least one number and at least one symbol (symbol must not be , ' < " # &)

Confirm Your Password
[Password field]

MFA / Memorable Word

Account Name:
optoutc.Testc

Secret Key:
d339c3aeeab48feaccf49dec58a4de1

Authentication Code
[Input field]

[Use Memorable Word](#) [Submit](#)

- » Enter Memorable Word
- » Confirm Memorable Word
- » Enter a hint for your Memorable Word
- » Click **Submit**

Your Account Set Up

Here you can finalise your registration. You can change the below details now or in the main site after registration.

Your Current Username is
optouta.Testa [edit](#)
Use my confirmed email address as username

Enter a Password

Passwords must contain at least 8 characters, a combination of upper and lower case characters, at least one number and at least one symbol (symbol must not be , ' < * # &)

Confirm Your Password

MFA / Memorable Word

Enter a Memorable Word
Testword
Memorable word must contain at least 8 characters and cannot be one of the following: NI Number, DOB, your hint, username or password.

Confirm Your Memorable Word
Testword

Enter a Hint For Your Memorable Word
Testshin

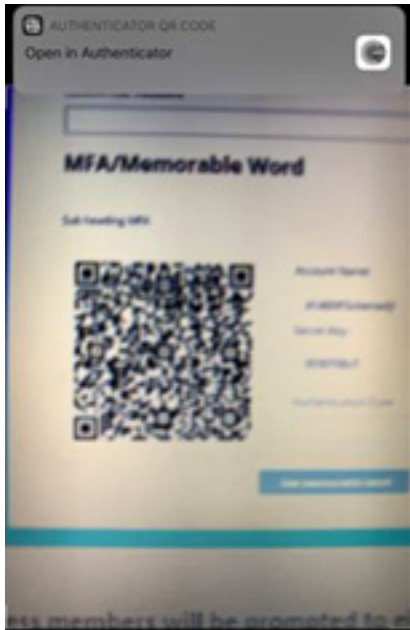
[Use Multi factor Authentication](#) [Submit](#)

Your eMember dashboard will now be displayed.

Security Option B – Multi Factor Authentication

If you prefer to use Multi Factor Authentication you will be given the option of scanning a QR Code or entering the Secret Key manually into your Authenticator app, e.g. Google Authenticator. If you do not have an Authenticator app you will need to download one from your app store.

Using QR Code – The QR Code will need to be scanned, most phones automatically prompt for their Authentication app to be opened as shown below.



Secret Key Manual Set-up – If you are unable to scan the QR Code, you will have the option to enter the unique secret key manually into your Authenticator app.

Complete Set-up – Once the Multi Factor Authentication set-up has been completed, you will be promoted to enter the 6-digit code that is generated via the app. Please ensure there are no spaces in the code when entering. Click [Submit](#)

MFA/Memorable Word

Sub heading MFA



Account Name:

414609'Scheme42

Secret Key:

6eea54b2a5

Authentication Code

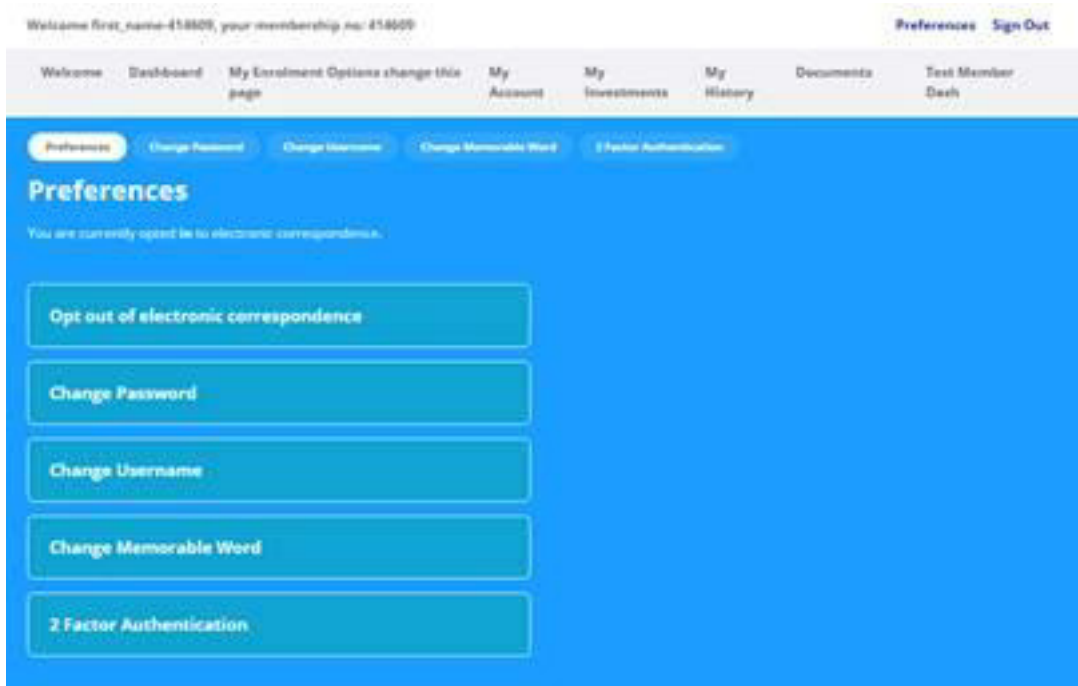
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Your eMember dashboard will now be displayed.

Changing your security settings

You have the option of changing your security settings once you are logged in to eMember. To complete this:

- » Log in to eMember
- » Click on [Preferences](#)
- » Select the preference you would like to change
- » When completed, submit your changes



If you have any questions regarding the eMember registration process, please contact us on 0330 124 1510.



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FOR MORE INFORMATION PLEASE CONTACT
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