



'How to'..

Register and log in to myFund

Registering on the British Transport Police (BTP) website at <https://btppensions.co.uk> gives you access to your myFund account, where you can securely view your up-to-date pension details, keep track of your membership and use helpful tools to plan for your life after work. You'll also get regular updates about your pension, sent directly to the email address you register with.

It's quick and easy, and there's a short video to show you how at <https://btppensions.co.uk/register>, as well as the instructions below.

- **Not registered yet? Follow the instructions labelled 'A' below**
 - **Ready to log in to your myRPS account? Follow the instructions labelled 'B'**
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A. Registering for your myFund account

You will need...

- **your Pension Reference Number**
- **your National Insurance Number**
- **a personal email address, i.e. not your work one**
- **your date of birth**

If you would like to use a mobile number to log in to your account in the future, you can add one in at the registration stage. This will need to be verified once you've logged in to your account.

To get started, first go to <https://btppensions.co.uk>

- **If you are on a laptop or desktop**, click on the 'Log In/Register' button in the top-right corner.
- **If you are on a tablet or smartphone**, select the Menu icon first, then 'Log In/Register'.

Then, select **'Create an account'**.

Step 1: Your details

Enter your:

- **Pension Reference Number** – you can find this on any correspondence you have received from the Scheme. It is usually a 11-digit number with a '/' before the final two digits. For example, 987654321/00. For some members of the Industry-Wide Defined Contribution (IWDC) Section or AVC Extra, the pension reference number may be a series of letters followed by numbers and may be fewer than 11 digits.
- **National Insurance Number** – for example, DE987654F
- **Date of birth** – in DD/MM/YYYY format. For example, 01/01/1981
- **Mobile number** – you can also add a mobile number if you wish. Select the prefix you need (for example, +44) and then enter your number i.e. **** *

You can also choose how you would like to be notified when there's something new for you to view online. You'll need to verify your phone number once your account is created to select SMS as your notification preference.



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Adding a mobile number...

- **Will make it easier to log in to your account in the future**
- **Is an extra layer of security if you lose access to your email address**

When you log in to your account, you'll need to verify this phone number. You can do this by going to the 'Contact Details' section under 'My Details', which you can find in the myFund Account menu.

Also, in the future, you can choose how you want to be notified about important updates for your pension, so make sure that you select your contact preferences too.

Step 2: Set up your login details

To set up your login details, you will be asked to:

- **Enter and confirm your email address.** Please use your personal email address rather than a work one.
- **Create and confirm your password.** This must be between 8 and 64 characters, contain at least one number, one upper case letter, one lower case letter and one special character.

When you see a green tick icon confirming that your information is correct, you can continue.

Step 3: Choose a security question

- **Choose a security question from the list of questions provided** – and enter your answer in the box underneath.

Step 4: Accept T&Cs

You will be asked to read and accept the Terms and Conditions for registering on the site.

- **Tick the box**, then select 'Register now'.

You'll see a confirmation you've completed this stage of the registration successfully.

Step 5: Confirm your registration

- **Check the email address you provided in the registration process** - you should receive a confirmation containing a web link. Click on the web link and it will automatically direct you back to the login page, where you'll see a message confirming the email verification was successful.
Make sure to check your junk email folder for the web link if you can't find it.
- **Log in** - click the link to go to the login page. Enter the email address and password you used during the registration process. Then, select 'Log in to myFund'.



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Step 6: Use two-factor authentication to log in to your account

- **Select 'Request an email' and click 'Next'** – this will send a unique security code to your registered personal email address.

When you're registering for the first time, you will only be able to choose to send a security code to your email address. Once you've logged in for the first time, you can then add and/or verify your phone number – by doing this, you can then select to send a security code to either your email address or to your mobile number via SMS.

- **Go to your email inbox and copy the code** – then enter this code into the security code field and click 'Confirm'

The security code will expire in 15 minutes, but don't worry if you aren't quick enough – you can easily request another code.

Once you have clicked 'Confirm', you'll be taken to the myFund account dashboard where you'll find details of your pension.

Once you've logged in...

If you added a mobile number at the registration stage, it is important that you verify it – this way you can use either email or SMS when you log in to your account in the future.

You can do this by going to the 'Contact Details' section under 'My Details', which you can find in the myFund Account menu.

If you don't verify your number, you will only be able to use your email address when you go to log in.

If you didn't add a contact number at the registration stage, you can do this any time by logging in to your account and going to the 'Contact Details' section.



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B. Logging in to your myFund account

You will need...

- **your personal email address**
- **your password**

To log in to your myFund account and start managing your pension online, go to <https://btppensions.co.uk>

- **If you are on a desktop or laptop**, click on the 'Log in/Register' button in the top right corner.
- **If you are on a mobile device (phone or tablet)**, select the Menu icon first, then 'Log in/Register'.
- **Enter your username (your email address) and the password** you created when you registered. Then, click the 'Log in to myFund' button.
- **Send a unique security code via email or SMS** – select your preference and click 'Next'. The SMS option won't be available to you if you haven't added and/or verified your mobile number in your online account.

Adding a mobile number...

- **will make it easier to log in to your account in the future**
- **is an extra layer of security if you lose access to your email address**

If you've added a phone number previously, you'll need to verify it before you can use it to log in. You can do this by going to the 'Contact Details' section under 'My Details', which you can find in the myRPS Account menu.

Also, in the future, you can choose how you want to be notified about important updates for your pension, so make sure that you select your contact preferences too.

- **Copy the code** – depending on where you chose to send your security code, go to either your email inbox or your text messages to copy the code
- **Enter the code into the security code field** – then click 'Confirm'

You'll then be taken to your myFund account dashboard where you can start managing your pension.

NOTE: The site works on most browsers but is not supported by Internet Explorer 11 or Android using IOS versions 10 and under