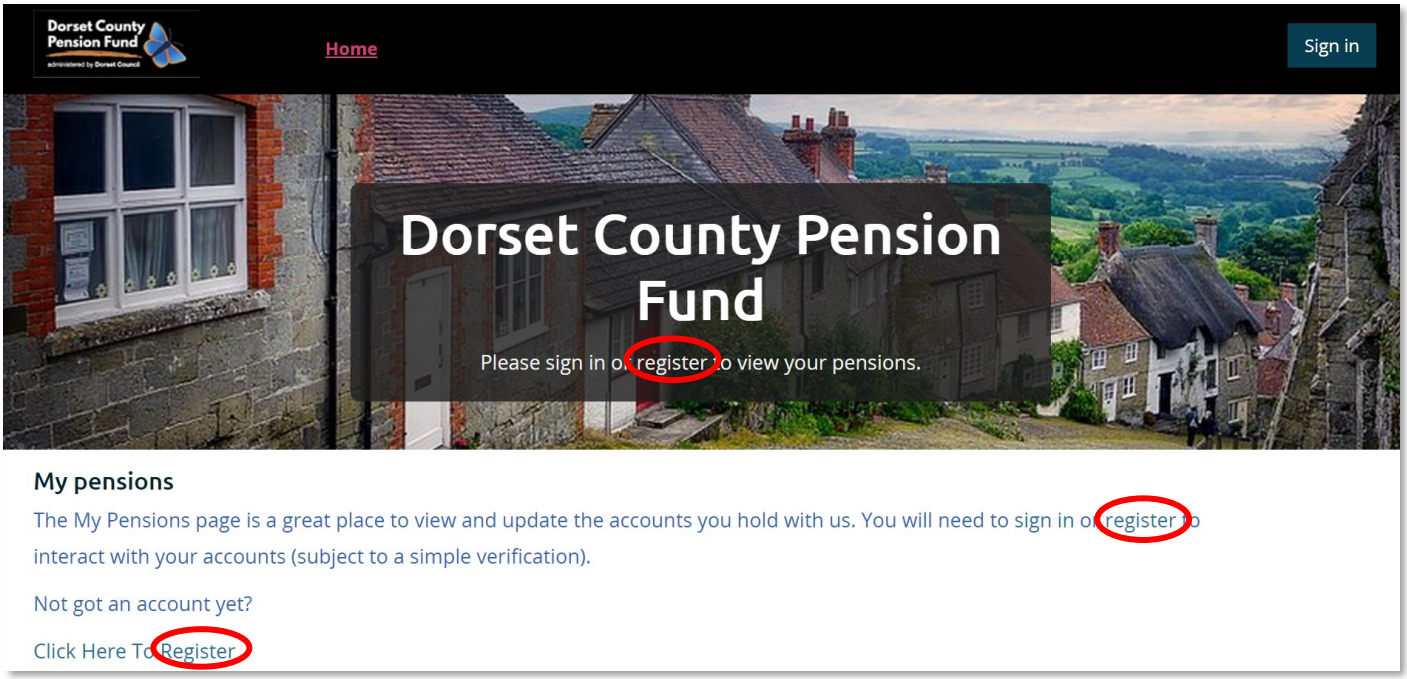
Registering and logging in to the Dorset County Pension Fund My Pension Website

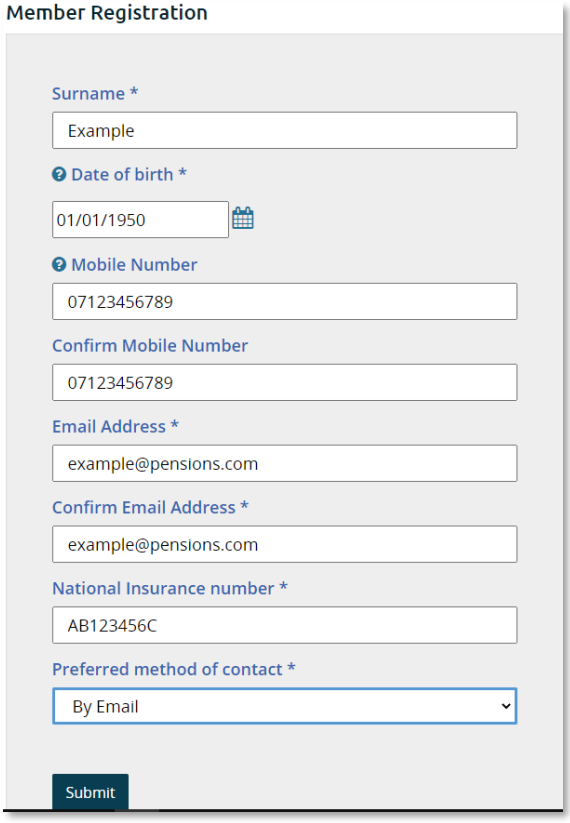
https://mypension.dorsetcouncil.gov.uk/



Registering for an Account

To register for an account, you just need to supply a few details, including your National Insurance number, Date of Birth and Surname. You will need to provide an email address, which will be registered to your account as your username, and can provide a mobile number if you wish, but this is not mandatory. To get started, click on one of the hyperlinks (circled above) to take you through to the registration page.

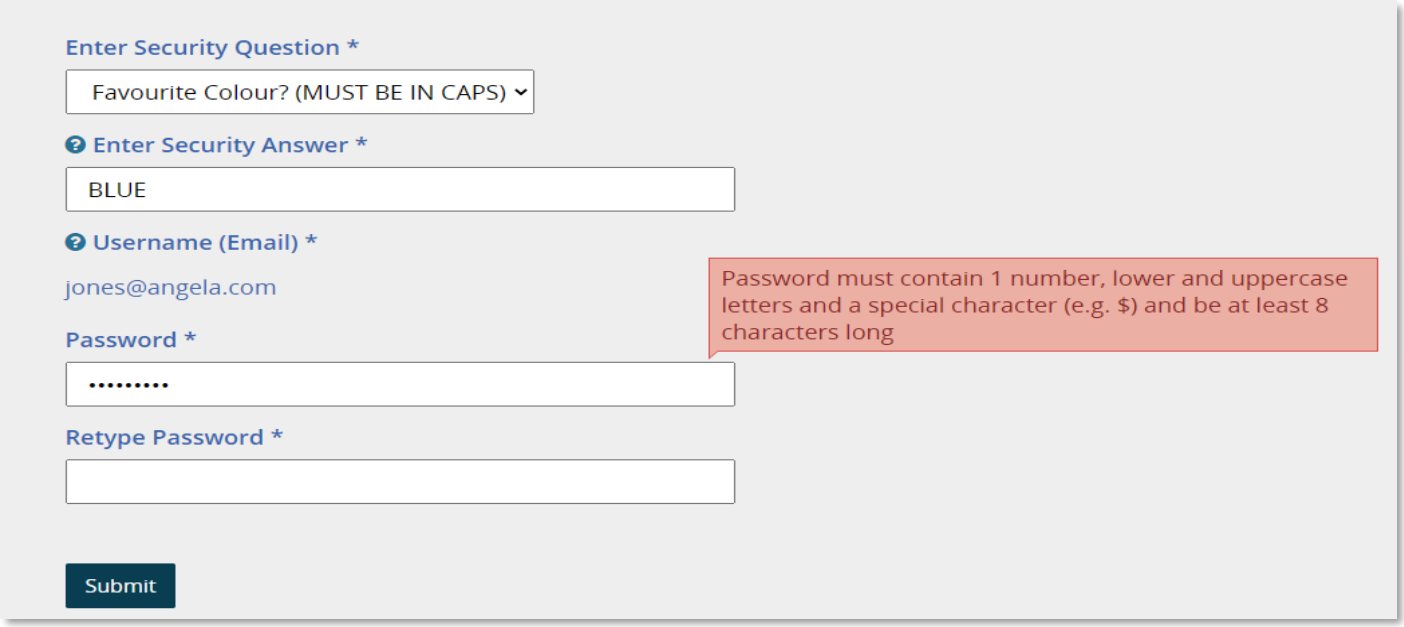
After confirming you agree to the Terms and Conditions, and are aware of the level of Data Protection applied to your personal details on your account, you will be taken through to the page below.



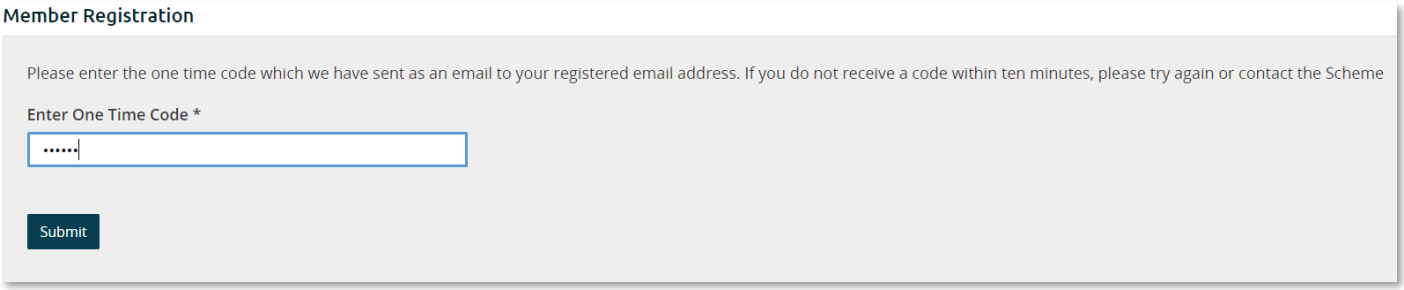
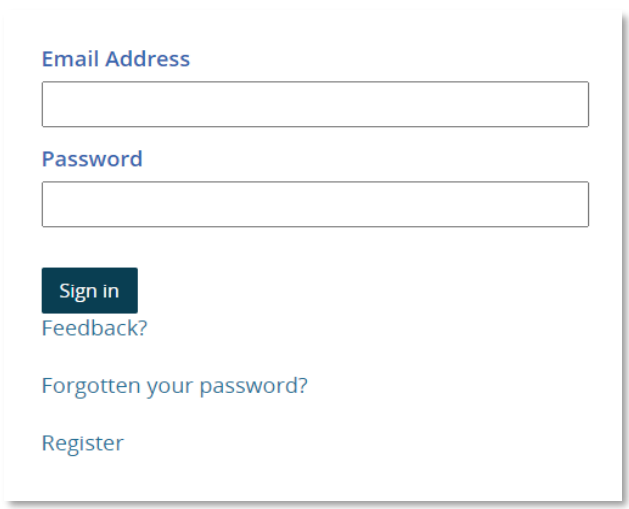
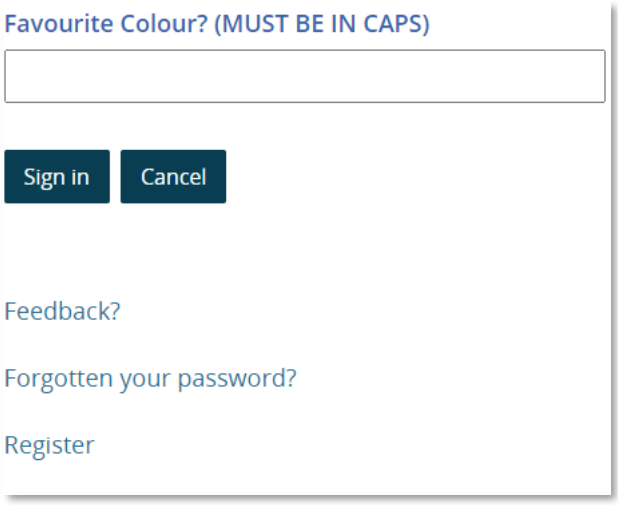
Here, you will need to input your surname (this will be the surname that matches Dorset County Pension Fund's (DCPF) records, so if you have changed your name but DCPF has not been made aware, please use the name that would be on our records), your Date of Birth, your email address, National Insurance number, and select a preferred method of contact.

If you wish you can add a mobile telephone number, but you do not have to.

After confirming the details, on the previous page, you will then be taken to the next stage, where you set a security question from the drop down list, which must be in CAPITAL LETTERS, and also a password, which must be at least 8 characters long, containing 1 number, 1 lowercase, and 1 uppercase number, as well as a special character - for example Mypension1!



If your password does not match the required format, an error message will appear advising you of the requirements. When all fields have been inputted according to their requirements, you can press **Submit** and be taken through to the final stage of registration where a 6 digit security code will be sent to the email address provided in the first stage for you to enter into the box which appears.



After submitting the six digit code, you will be successfully registered and can now log-on. You will need to input the Email Address you registered with and your password, and you will then be asked to input the answer to your security question, which must be input in capital letters. After pressing **Sign in** you will be logged in and ready to use the system.