The University of Edinburgh Staff Benefits Scheme

Find out about your pension online

Ever wanted to find out about your pension with the University of Edinburgh Staff Benefits Scheme (the 'Scheme')? Or maybe you've wanted to change your details and needed all your pension information in one place. You can do all these things on our new dedicated website, PRISM*.

To register go to: https://www.uoesbspensions.co.uk/

What's more, if you register on the website you will have access to your own personal details and information about your pension. So, at any time you can:
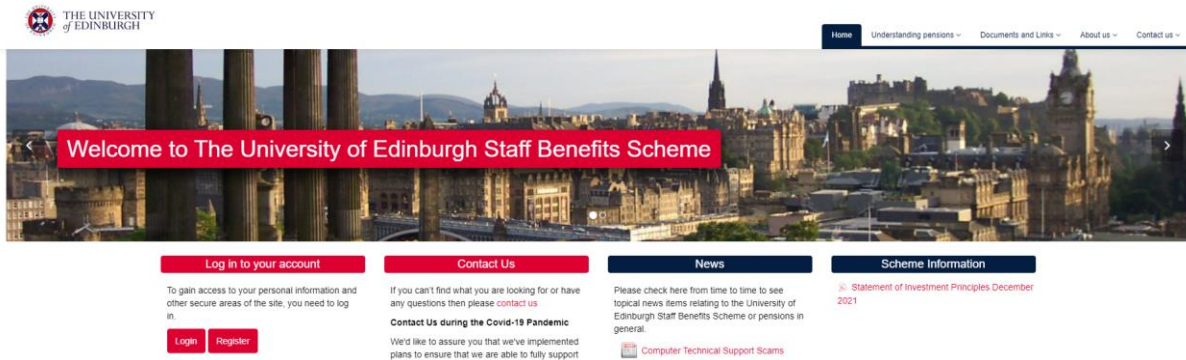
- ✓ **View & Update** your personal information
- ✓ **Update** your address
- ✓ **View** your current pension in payment
- ✓ **View** and print your pension payslips and P60s

- ✓ **Tell us** how you prefer us to contact you
- ✓ **Add/Update** your nominated beneficiaries**
- ✓ **Submit** general enquiry requests online

*(**This will unfortunately not display any details; this is because this information is not held in a digital format and cannot be uploaded to the website. We would ask, that you (re)input your current nominee details using the "Update my nomination" button on the "My Membership" page.)*

How to do it

All you need to do is register for PRISM. You 'll have easy access to all the Scheme information, and simple explanations about technical pension terms to help you understand more about your retirement savings.

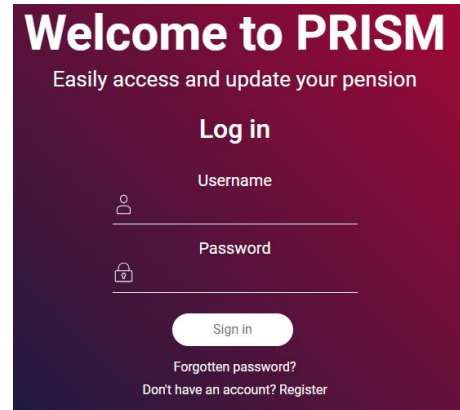Turn over to see how simple it is to do……

Access your personal information in four simple steps

You will need your:

- Surname
- Date of Birth
- National Insurance Number
- Mobile Telephone number
- Personal Email address

1. **Step One**
Go to https://secure.uoesbspensions.co.uk/ and click on **Don't have an account? Register**.

2. **Step Two**
Enter your personal details and Click '**Submit**'.

3. **Step Three**
You'll be prompted to choose a unique username and password. Your username must be at least 8 characters, and can include upper- and lower-case letters, numbers, or symbols. Your password must be at least 9 characters, include both upper- and lower-case letters, at least one number and one special character or symbol. Once added, click '**Submit**'.

4. **Step Four**
A One Time Code will be sent by text message to the mobile phone number you provided in Step 2. Please enter the One Time Code within 30 minutes to complete registration and click '**Submit**'. If you don't complete your registration within 30 minutes you will be returned to the start of the process.

You will now be registered to view your University of Edinburgh Staff Benefits Scheme

What happens next?

Tell us about any changes to your personal details and review the pension information that we hold for you.

Next time you login to your account you will only need to enter your username, password and a One Time Code which will be sent by text message to your registered mobile phone number. Make sure you keep this information safe because it gives access to your personal information.

For help with logging in or registering on the site:

Tel : 0141 566 7636   **Email : uoe@hymans.co.uk**