



# Your Workplace Pension eMember User Guide



PART OF



GROUP PLC

## 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. Please see our User Guide below.

## Application Tools

eMember is fully web responsive and can be accessed on a range of devices:

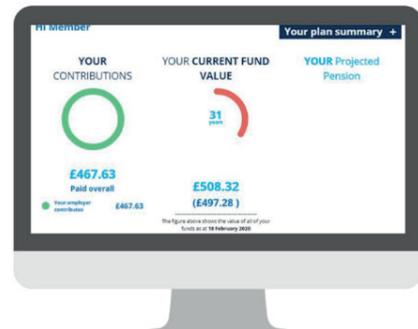
### AVAILABLE ON...



SMARTPHONE



TABLET



DESKTOP

## Registration

You will have received a registration link to access your pension (if not, please contact us on +44 (0)330 124 1510)

- » First time registration requires you to check and validate some information as well as setting up some important security information
- » If you need any help registering, we have a simple guide to follow which you can view using the link below: [eMember Registration Guide](#)

## Login

Please visit <https://www.optionsmembers.co.uk> or click [eMember Login](#)

Please enter the **Username** and **Password** provided and click Login



### Welcome to your eMember portal

If you haven't used this site before, please use the details provided to you on your welcome communication. You will then need to register and confirm your details. If you are yet to receive your welcome communication please be patient, it will be with you shortly.

Username

Password

[Forgotten your login details?](#)

## Homepage

Once you have logged in you will be presented with your personalised **Dashboard**.

[Dashboard Summary](#)
[My Information](#)
[My History](#)
[My Investments](#)
[My Modeller](#)
[Documents](#)
[Contact Us](#)
[My Enrolment Options](#)

### Hi Neil

Welcome to your eMember dashboard.

### Your plan summary

(click to see more) +

#### YOUR CONTRIBUTIONS

£57.60

Monthly

- You contribute £36.00
- Your employer contributes £21.60

View breakdown

#### YOUR CURRENT FUND VALUE

£75.06

28 years

The figure above shows the value of all of your funds as at **04 May 2021**

Your investments

#### YOUR EXPECTED BENEFITS

You will not see any figures here until after the 2020/2021 annual statements have been issued. If you wish to see an indication of the benefits that you can expect at retirement, please use the DC modeller

Model your benefits

## The Dashboard Overview

- » Savings Information via the **Dashboard Summary** link
- » Personal Details and Nominations via the **My Information** link
- » Service and Contribution history via **My History** link
- » Pension fund details via **My Investments** link
- » Projected values at Retirement via **My Modeller** link
- » Pension Related documents via **Documents** link
- » Our contact details via the **Contact Us** link
- » Opt-out option via **My Enrolment Options** link

## The Dashboard Summary

For a summary of your pension, the link below will take you to a specific area

- » View breakdown (details of your Service and Contribution history)
- » Your investments (information on your investments)
- » Model your benefits (insight into future retirement values)

### YOUR CONTRIBUTIONS



**£276.80**

Monthly

|  |                |
|--|----------------|
| <span style="color: blue;">●</span> You contribute             | <b>£173.00</b> |
| <span style="color: green;">●</span> Your employer contributes | <b>£103.80</b> |

[View breakdown](#)

### YOUR CURRENT FUND VALUE



**32**  
years

**£4,488.51**

The figure above shows the value of all of your funds as at **20 April 2021**

[Your investments](#)

### YOUR EXPECTED BENEFITS

You will not see any figures here until after the 2020/2021 annual statements have been issued. If you wish to see an indication of the benefits that you can expect at retirement, please use the DC modeller

[Model your benefits](#)

## My Information

In **My Details** section, you can view and edit your personal information.

If you wish to amend any information, simply click on edit and update your details.

**Remember to inform your employer when you update information so they can update their records as well.**

[My Details](#)[Nominations](#)

### My Details

Please keep us up to date by reviewing your contact details below.

|                      |   |  |
|----------------------|---|--|
| <b>Name</b>          | <b>Address</b>  | <b>Normal Retirement Date</b><br>13/01/2053 (65 years old) |
| <b>Date of Birth</b> |   | <b>Date Joined Company</b><br>01/01/1900                   |
| <b>Gender</b>        | <b>Email Addresses</b> <a href="#">/ Edit</a><br>(Primary)                | <b>Date Commenced Pensionable Service</b><br>01/11/2018    |
| <b>NI Number</b>     | <b>Phone Numbers</b> <a href="#">/ Edit</a><br>No phone numbers specified | <b>Date Joined Scheme</b><br>01/11/2018                    |

In **Nominations** section, you can add a nomination or amend an existing one .

[My Details](#)[Nominations](#)

### Nominations

Please complete the form below with the details of anyone you would like to benefit in the event of your death. If your circumstances change, for example if you get married or move house, please remember to update your nomination(s).

[Add Nomination](#)

You do not currently have any member nominations.

## My History

In **Service History** section, you have access to view your Service history details.

[Service History](#) [Contribution History](#)

### Service History

Your Service History details are displayed below.

**Date joined scheme**

01/11/2018

**Service Break History**

You do not have any Service Break History details to display on this page

**Part Time History**

You do not have any Part Time History details to display on this page

In **Contribution History** section, you have access to view your Contribution History.

You can view a monthly summary of contributions by selecting the ▼ arrow to display further information.

[Service History](#) [Contribution History](#)

### Contribution History

Please note historical contributions processed on our previous administration system were recorded by the date they were paid by the employer. This may result in multiple contributions appearing in the same period. If this applies to your contributions this may also result in a period not displaying.

This is purely a display issue and has no effect on the contributions paid and the current value.

All contributions going forward will be displayed in the period they were deducted.

|        |                                |
|--------|--------------------------------|
| 2021 ▼ | Total contributions: £138.40   |
| 2020 ▼ | Total contributions: £2,079.13 |
| 2019 ▼ | Total contributions: £1,552.81 |

# My Investment

In **My Investment** section, you can view information regarding your fund, current and past investment values, in addition to your current fund choice.

Your Fund Holdings

Your current fund choice

## Your Fund Holdings

To view a historic fund valuation, please select the valuation date you require below.

04/05/2021

View

| Fund name                                     | Current units | Unit price  | Current value |
|---|---------------|-------------|---------------|
| Options Target Date 2053-2055 Retirement Fund | 33.869821     | 13252.2351p | £4,488.51     |
| Total Fund Value                              |               |             | £4,488.51     |

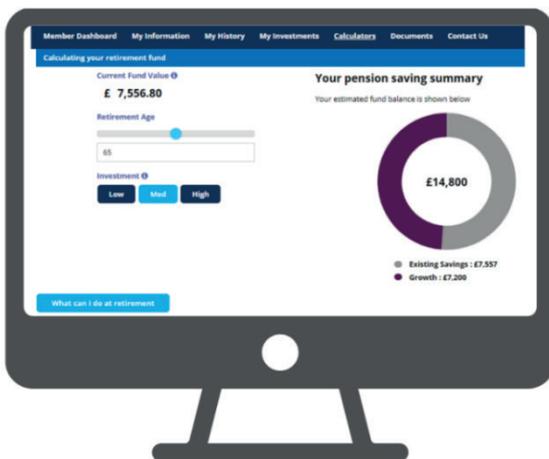
# My Modeller

The **My Modeller** section provides you with an insight to projected values at retirement.

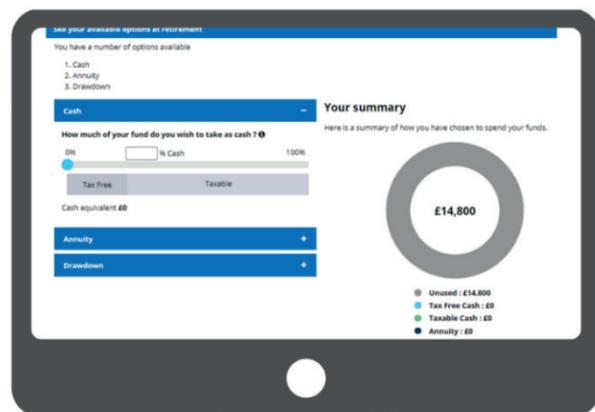
You can model your expected benefits by selecting different retirement dates and see the impact an increase or reduction to contributions may have to your future pension.

**Remember past performance is not necessarily a guide to future performance.**

**All information is for illustration purposes only and the value you may get back will be dependent on contributions paid and future investment performance.**



## PROVIDE INSIGHTS INTO EXPECTED VALUES AT RETIREMENT



## Documents

The **Documents** section allows you to view your documents, including your Welcome information, Benefits Statements and any generic Scheme information.

[My Documents](#)
[Scheme Documents](#)

### My Documents

On this page you will find all your documents relating to your Workplace Pension.

[See All](#)
[Members](#)
[Statements](#)

| Name                     | Document Type | Effective Date | Download                 |
|--------------------------|---------------|----------------|--------------------------|
| Annual Benefit Statement | Statements    | 26/11/2020     | <a href="#">Download</a> |
| Annual Benefit Statement | Statements    | 03/12/2019     | <a href="#">Download</a> |
| Welcome Pack             | My Documents  | 15/01/2019     | <a href="#">Download</a> |

## My Enrolment Options

If you do wish to opt-out (within your 30 day opt-out window) or cease membership (following your 30 day opt-out window) you can use the simple form to inform us.

Remember to also notify your employer if you wish to stop contributing.

Please note, if you stop contributing this will impact the overall value of your pension you may get back at retirement.

### Request to Cease Scheme Membership

Please only complete this form if you wish to cease membership of your Workplace Pension.

**Full Name of Member :**

**Date of Birth :**

**National Insurance No :**

**Employer Name :**

**Member Number :**

- Your Employer cannot ask you or force you to cease membership.
- If you are asked or forced to cease membership, you can tell The Pensions Regulator - see [www.tpr.gov.uk](http://www.tpr.gov.uk)
- If you change your mind, you may be able to re-join the scheme, please contact your Employer if you want to do this.
- If you stay ceased from the scheme, your Employer must re-enroll you every 3 years.

I accept the above terms and conditions.

Having read and understood all of the above points, I can confirm:

- I wish to cease membership of my Workplace Pension.
- I understand that if I cease membership I will lose the right to pension contributions from my employer.
- I understand that if I cease membership I may have a lower income when I retire.

[Confirm](#)

## Contacting Us

You can contact Options UK using the **Contact Us** section:

### Contact Us

If you want to get in touch you can do so by either submitting the below form or emailing us at [workplacepensions@optionspensions.co.uk](mailto:workplacepensions@optionspensions.co.uk)

Please be sure to include your Member ID and full name.

Select a topic

Please Select

Please enter details

Send

Alternatively, you can contact us via phone or post:

T: +44 (0)330 124 1510

#### Options UK

1st Floor  
Lakeside House  
Shirwell Crescent  
Furzton Lake  
Milton Keynes  
MK4 1GA



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FOR MORE INFORMATION PLEASE CONTACT  
[OPTIONS CORPORATE PENSIONS UK LTD](mailto:workplaceenquiries@optionspensions.co.uk)

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