

Your Pension Service (YPS)

Employer Services Authorisation Form

Nominated user's full name:	
Position Held:	
Contact Telephone number:	
*Email:	
Local Government Pension Scheme (LGPS) Employer Name:	
Name and details of user's employer (if different from the employer named above)	
Employer Area Login: (Only if you already have one)	

** If you are authorised overleaf to submit YPS E-forms, a copy of each submitted form will be sent to this email address. It should be an individual, not group, mailbox.*

Declaration (to be signed by person named above)

I understand that I will be given an account login and password which will give me access to the Employer Area of www.yourpensionservice.org.uk .

If I am authorised to use *Altair* Employer Services, I understand that I will be given an additional account login and password which will give me access to personal data of past and present members of the pension scheme who are or have been employed by the LGPS employer named above.

I undertake to use the data I am given access to for the purposes of pension administration and data checks only and to keep personal data secure. I will treat all personal data confidentially and in accordance with the Data Protection Act 1998.

I will not allow anyone else to use my account(s) and will not divulge the login details to anyone. I will not record my login details in a format where they could be used by someone else to gain access to the Employer Area or *Altair* Employer Services.

I understand that I am responsible for all activities recorded against my accounts.

Signed _____

Date _____

Two levels of access are available, as follows:

	BASIC ACCESS	HIGHER LEVEL ACCESS
View the employer guide	Yes	Yes
View Employer bulletins and other communications	Yes	Yes
Submit YPS Eforms and/or spreadsheets to notify pensions of starters, leavers etc.***	No	Yes
Download paper forms for ill health retirement certifications	No	Yes
View the personal and financial LGPS records of past and present employees using <i>altair</i> Employer Services	No	Yes
Perform benefit estimates for employees using <i>altair</i> Employer Services	No	Yes
Submit Contribution Remittance to notify LCC of amount to collect via direct debit	No	Yes

*** Note that HIGHER LEVEL ACCESS authorisation will allow the above-named to certify that a pension scheme member is entitled to the early release of pension benefits which may incur a cost to the employer. It is expected that the employer will have relevant internal processes for early retirements to be costed and approved at an appropriate management level before the submission of the YPS Employer - Leaver Form. HIGHER LEVEL ACCESS will also allow the relevant user (within the employing authority or payroll provider) to submit a contribution remittance confirming the amount to collect via direct debit.

Authorisation (to be signed by a Chief Officer/Senior Manager of the Employing Authority - this must be someone other than the person making the access request)

I confirm that the nominated user is hereby authorised for the level of access stated below. I confirm that data protection training has been provided to him/her, and appropriate processes and systems are in place in this organisation to ensure compliance with the principles of the Data Protection Act. We will inform YPS if the nominated user leaves employment or is otherwise no longer authorised.

State level of access to be given (basic/higher) _____

Signed _____ Date _____

Print Name _____ Position _____

Please return this form to Your Pension Service, PO Box 100, County Hall, Preston PR1 0LD