



'How to'...

Register and log into myRPS

Registering on the Railways Pension Scheme (RPS) website at railwayspensions.co.uk gives you access to your myRPS 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.

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

- **Not yet registered? Follow instructions 'A' below**
- **Ready to log into your myRPS account? Follow instructions 'B'**

A. Registering for your myRPS account

You will need ...

- Your pension reference number
- Your National Insurance Number
- A personal email address, ie, not your work one



Registering has five steps and takes about **5 minutes**.

To get started, first go to railwayspensions.co.uk

- **If you are on a desktop computer 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' first, then 'Log in/Register'.

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

Step 1: Your details

Enter your:

- **Pension reference number** – you can find it 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

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



'How to'...

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.
- **Create and confirm your password.** This must be between 8 and 20 characters, contain at least one number, one upper case letter, one lower case letter and one special character.

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 by logging in

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 portal login page, where you'll see a message confirming the email verification was successful.

- **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 into myRPS'.
- **Create some memorable information.** This should be at least 8 characters long, and is not case sensitive. Select 'Create memorable information'.

Once you have confirmed your memorable information, you will be taken to your myRPS account dashboard where you'll find details of your Railways pension.

B. Logging into your myRPS account

You will need ...

- Your personal email address
- Your password
- Your memorable information



Logging in takes about **1 minute**.

To log into your myRPS account and start managing your RPS pension online, go to **railwayspensions.co.uk**

- **If you are on a desktop computer or laptop**, click on the 'Log in/Register' button in the top right corner.



'How to'...

- **If you are on a mobile device (phone or tablet)**, select the 'menu' first, then 'Log in/Register'.
- **Enter your username (your email address) and the password** you created when you registered. Then, click the 'Login' button.
- **You will be asked to enter three random characters of the memorable information** you created when you logged in for the first time. Click 'Log into myRPS'.

You will be taken to your RPS account dashboard and can start managing your RPS pension online.

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