

A guide to updating your admin contact

You can change or amend your admin contact details by logging in to Online Services on our website <https://onlineservices.peoplespartnership.co.uk>. Once you've logged in, select the account you would like to change the admin contact on.

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people's
pension

- Help & support
- Home
- Account home**
- Manage employees
- Manage payments
- Manage employer
- Help
- Logout

userguide@peoplespartnership.co.uk
Employer 1 Group Employer 1 A - 187656

Manage account

Manage employees

- Submit employee data
- Manage scheme leavers/opt outs
- Manage employee details

Manage payments

- Make a payment
- Request a refund
- Account transactions

Manage employer

- Manage worker groups
- Company details**

Help

- View documents
- Resource library
- Give us your feedback

From your account home screen,
select 'Company details'

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Company details

Company name:	Employer 1 Group Employer 1 A
Company address:	Manor Royal CRAWLEY W Sussex RH10 9QP
Email address:	
Primary phone number:	
Admin account reference:	187656
Staging date:	01/12/2016

Select this if you need to update details for the current admin contact

Administration contact

Your People's Partnership administration contact is the person who is primarily responsible for day-to-day operation of your People's Partnership Account. This person will be our first point of contact.

Administration contact	
User Guide	View or amend details

Do you want to change your contact?

[Add a new contact](#)

Is this an existing Online Services user on another employer account?
We need you to do something first! For an existing user, give them access to this employer account by clicking 'Home' (in the menu on the left), then scroll down to 'manage user access' and click 'add user'. When they come back and add the

Click here to add a new user as the admin contact

After you've selected 'Add a new contact' you'll see the following screen. Here we'll double check the user you're adding isn't already registered.

Change administration contact

New contact details

Please provide an email address and name for your new administration contact. We'll check if they're already registered with us.

Title	<input type="text" value="Please select"/>
Forename(s)	<input type="text"/>
Surname	<input type="text"/>
Email address	<input type="text"/>

[Cancel](#)

[Continue](#)

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Add contact details

Please enter details for your new administration contact below

New contact details

Title

Forename(s)

Surname

Email address

If this is a new user, we'll ask you for their contact details. You'll be able to use the employer's details by selecting the blue buttons. This will auto-fill the form for you.

Address

Use employer address

-- or add new

Town/City

County

Postcode

Telephone

Use employer numbers

-- or add new

Daytime phone number:

Evening phone number:

Mobile phone number:

Fax number:

Cancel

Reset

Confirm change

Once you've confirmed the change, the admin contact will be updated. We'll email both the old admin contact and the new admin contact to let them know.