



HM Revenue  
& Customs

**Pension Schemes Services**  
**HM Revenue and Customs**  
BX9 1GH

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**Date** 30 October 2019  
**Our Ref** DMS000042002935

Dear Mr Green

### **Pension Scheme Administrator Pre-Registration**

Thank you for your completed pension scheme administrator pre-registration form.

You have been successfully pre-registered as a scheme administrator. We have sent your Scheme Administrator ID separately. Your Activation Token is PP156428699.

To complete your registration, you'll need to set up a User ID and password to access the online service. Please follow the steps below.

1. Go to <https://www.tax.service.gov.uk/government-gateway-registration-frontend?accountType=organisation&continue=%2Fenrolment-management-frontend%2FHMRC-PSA-ORG%2Frequest-access-tax-scheme%3Fcontinue%3D%2Faccount&origin=unknown&registerForSa=skip> . You need to copy this link into your web browser.
2. Enter your email address, confirm that it is correct and select 'continue'.
3. You'll receive a code to the email address you provided. Enter this code and select 'confirm'.
4. Select 'continue' when your email address has been confirmed.
5. Enter your full name and select 'continue'.
6. You'll need to create a password and confirm the password. Your password should be no longer than 12 characters. Please make sure you keep a note of the password you create.

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001



7. You'll be asked to set up a recovery word in case you forget your password in the future. Enter this and select 'continue'.
8. You'll be provided with a government gateway user ID, which will also be sent to your email address. You'll need to use your user ID and password every time you sign in. Select 'continue'.
9. Enter your scheme administrator ID and activation token that we have sent to you. Select 'request access'. You'll be able to access the Pension Schemes Online service.
10. Guidance on using the online service can be found at <https://www.gov.uk/government/publications/pension-schemes-online-user-guide/a-guide-to-using-the-online-service-for-scheme-administrators-and-practitioners> .

Yours sincerely

**Miss S Folkes**  
Assistant Officer

Join the millions of taxpayers already using their Personal Tax Account to access a range of HMRC services. It takes just a few minutes to get started, go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account)

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.