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**Pension Schemes Helpdesk**

**Phone** 0300 123 1079  
For our opening hours go to  
[www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us

**Textphone** 0300 200 3603

**Date** 18 December 2018



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## Scheme Administrator identification number (ID)

You have been pre-registered as a Scheme Administrator for Pension Schemes Online.

Please go to [www.online.hmrc.gov.uk/registration/pensions](http://www.online.hmrc.gov.uk/registration/pensions) to register and activate the service.

You will need:

- your activation token which has been sent separately
- your Scheme Administrator ID

**Your Scheme Administrator ID is** A0150202

You will need your Scheme administrator ID to register for the Pension Schemes Online. Once registered, you will not need it again to access Pension Schemes Online. However, if you want to be recorded as a the Scheme Administrator of a particular pension scheme and we already have a Scheme Administrator recorded against that scheme, you will need to give the Scheme Administrator your ID so they can associate you to the scheme. Once they have done so, you should log on to the Pension Schemes Online and select 'add yourself as scheme administrator' under 'Select an Action'.

If you have a practitioner and they will be filling information on your behalf, you need to provide them with your Scheme Administrator ID to ensure the submission is attached to the correct record.

For more information, go to [www.gov.uk/government/publications/pension-schemes-online-user-guide](http://www.gov.uk/government/publications/pension-schemes-online-user-guide)

If you are not a Scheme Administrator please phone the Pension Schemes Services on **0300 123 1079** or fax on **0300 056 4568**. For our opening hours please go to [www.gov.uk/hmrc/contact](http://www.gov.uk/hmrc/contact) or phone us.