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The Company Secretary  
Microcopy Services Limited  
C/O Pension Practitioner Com  
Daws House  
33-35 Daws Lane  
LONDON NW7 4SD

Government  
Gateway

My User ID

**2355 2227 1598**

not case sensitive

21 January 2010

**Thank you for registering with the Government Gateway  
for Pension Schemes Online for Administrators**

Dear Company Secretary

The Government Gateway is the UK's centralised registration service for e-Government and allows a single User ID and Password to be used to access multiple online services.

Microcopy Services Ltd DRP has registered for the Pension Schemes Online for Administrators service and by passing this letter, containing the information below, to them you are authorising them to act on behalf of your organisation. Please ensure they receive this letter as soon as possible. If they are not authorised to be registered, please telephone the Pension Schemes Online for Administrators Helpline on 0845 60 55 999 for assistance.

Confirmation of your User ID is printed on the card at the top of this letter and can be used to log in via the Government Gateway along with the Password that was chosen upon registration. This card should be removed, kept safe and not shared with anyone.

To log in, go to [www.gateway.gov.uk](http://www.gateway.gov.uk) and select "Enter the Gateway" or go to the website where you registered for this online service and input your User ID and Password. Some services need to be activated before you can use them. For these services, a letter confirming the Activation code and instructions on how to activate the service should be received within seven days of registration.

You cannot activate the service with this User ID.

If any help is required with using the **Pension Schemes Online for Administrators** service, please telephone the Helpline on **0845 60 55 999**.

Thank you for using the Government Gateway.

**Have you tried?**

[www.businesslink.gov.uk](http://www.businesslink.gov.uk)  
Practical advice for business