

# Your introduction to the Cheviot Dashboard and member website

As your pension provider, the Cheviot Trust is here to help you make the most of your retirement savings. We're delighted to launch a brand-new member website and online portal, where you can review or make changes to your Cheviot pension.

**Find out more inside...**

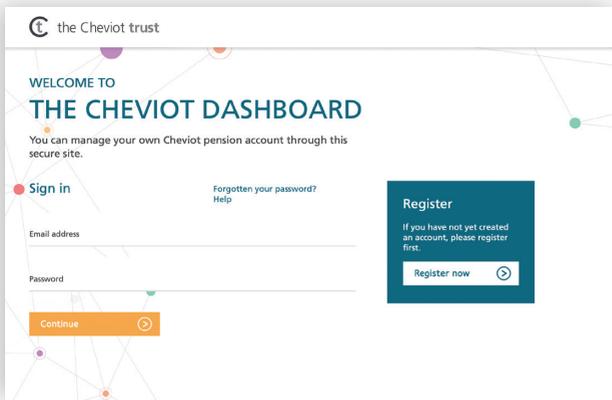
# Your Cheviot pension... online

The Cheviot Trust has invested in a new portal to provide you with 24/7 access to your Cheviot pension information.

The Cheviot Dashboard is a secure website which allows you to view your account details and investments.

- See your current fund value
- View, download or print your latest benefit statement
- View and update your contact details
- Change your marital status and spouse's details
- Update your nominated beneficiaries
- See your projected fund value at retirement
- Review your investments

To use it, you'll need to register using our secure two-factor authentication process. The steps are set out on the next three pages, but if you have any problems you can always get in touch with us on 01702 354 024.



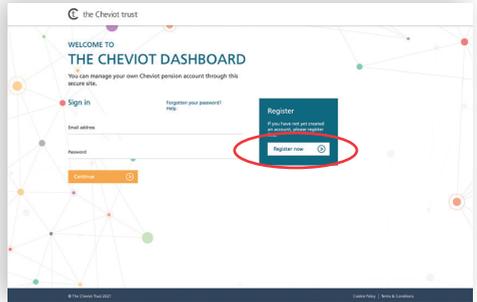
The screenshot shows the Cheviot Dashboard login page. At the top left is the Cheviot Trust logo. The main heading is 'WELCOME TO THE CHEVIOT DASHBOARD'. Below this is a sub-heading: 'You can manage your own Cheviot pension account through this secure site.' There are two main sections: 'Sign in' and 'Register'. The 'Sign in' section has a 'Sign in' link, a 'Forgot your password? Help' link, and input fields for 'Email address' and 'Password'. Below these is an orange 'Continue' button with a right-pointing arrow. The 'Register' section is a dark blue box with the heading 'Register', the text 'If you have not yet created an account, please register first.', and a white 'Register now' button with a right-pointing arrow.

**We'd encourage you to register for the Cheviot Dashboard at your earliest opportunity.**

# On your first visit

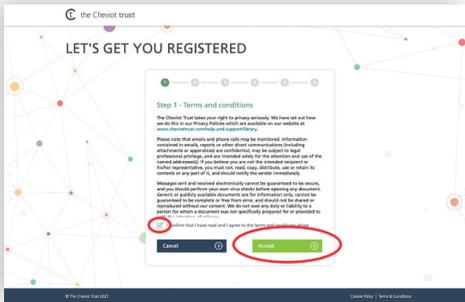
When you visit the Cheviot Dashboard for the first time, you'll need to register. Here's how:

Go to [www.mycheviotpension.com](http://www.mycheviotpension.com) and click on the 'LOG IN' button at the top of the homepage. Then click on the 'Register now' button.



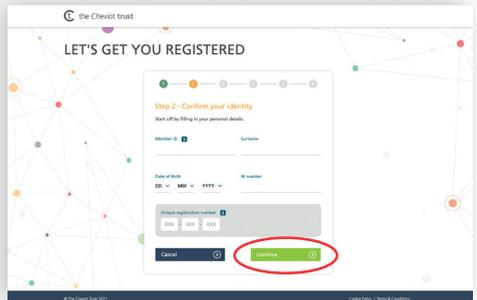
## Step 1

Tick the box to accept the T&Cs and click on 'Accept' to continue.



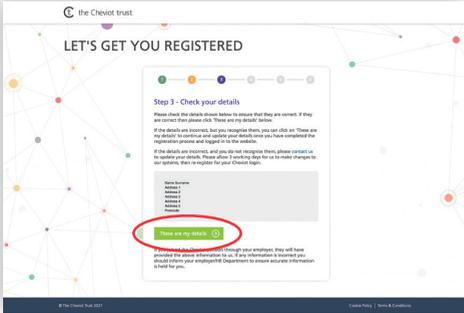
## Step 2

Type in your Surname, Member ID, Date of Birth and National Insurance (NI) number. Your Member ID is printed on the top right-hand corner of the covering letter you received with this leaflet, or you can find it on any other correspondence sent to you by the Cheviot Trust. Now enter your nine-digit unique registration number (you will receive this in a separate communication). Click on the green 'Continue' button.



## Step 3

Check your details and, if they are correct, click on the green button to continue.



the Cheviot trust

### LET'S GET YOU REGISTERED

Step 3 - Check your details

Please check the details shown below to ensure that they are correct. If they are correct, click the green button to continue.

If the details are incorrect, but you are registered, you can edit them. If they are not registered, you can add your details or you have not completed the form.

If the details are incorrect, and you do not recognise them, please contact us to confirm your details. Please allow a working day for us to make changes to our systems, then re-register for your Cheviot login.

Name  
Address  
Postcode

**There are no details**

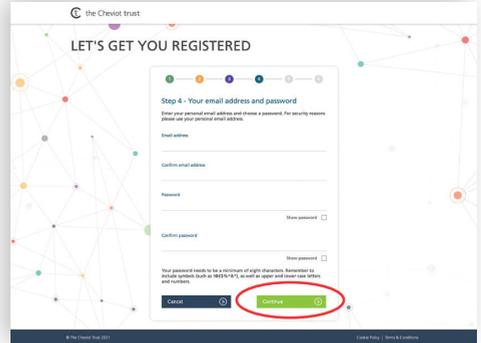
By providing your details to us through our website, they will have provided the same information to all of our employers. We will use your details to ensure your employment details are correct and to ensure you are able to access your Cheviot pension. If you have any queries, please contact us on 01432 810000.

© The Cheviot Trust 2021

## Step 4

Type in your email address and choose a secure password.

It's best to use your personal email address – then, if you change jobs, you can still keep track of your Cheviot pension.



the Cheviot trust

### LET'S GET YOU REGISTERED

Step 4 - Your email address and password

Now enter your email address and choose a password. For security reasons, please use your personal email address.

Email address

Confirm email address

Password

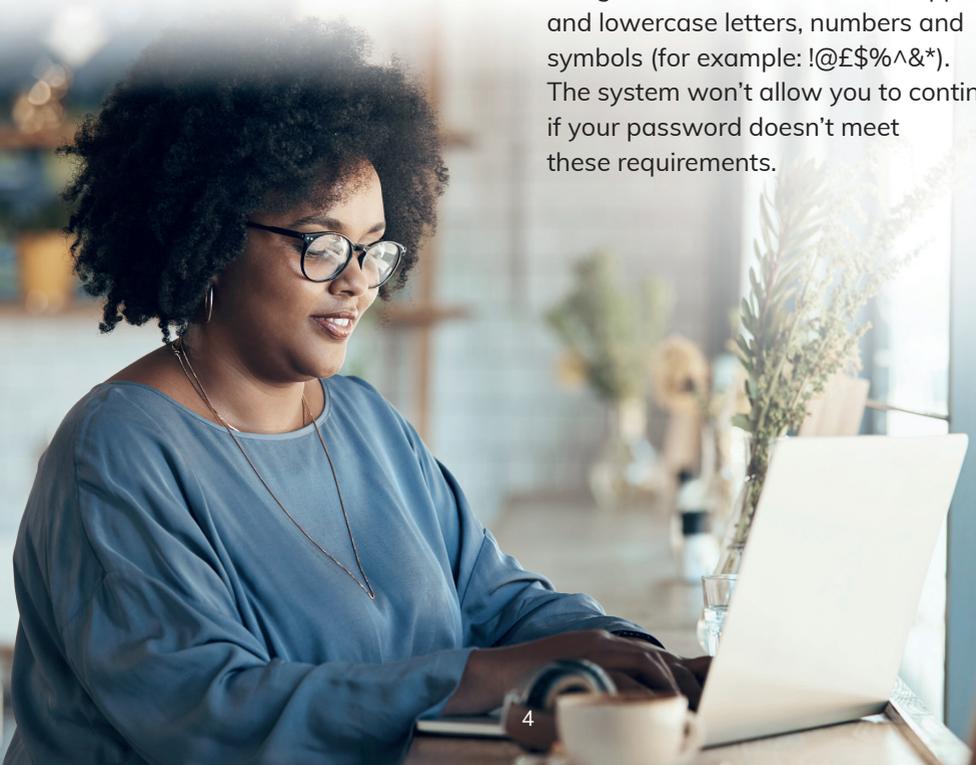
Confirm password

Your password needs to be a minimum of eight characters. A combination of uppercase letters, numbers and symbols (for example: !@£\$%^&\*).

**Continue**

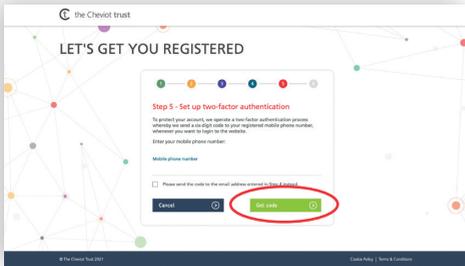
© The Cheviot Trust 2021

Your password should be a minimum of eight characters and include upper and lowercase letters, numbers and symbols (for example: !@£\$%^&\*). The system won't allow you to continue if your password doesn't meet these requirements.

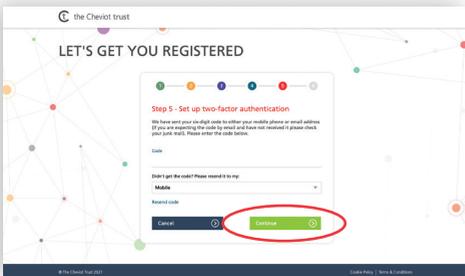


## Step 5

Set up two-factor authentication by providing your mobile phone number and click on the green 'Get code' button. In future, whenever you want to access the site (or make changes to your details), we'll send a six-digit code to your phone, to help protect your pension. You can also choose to send the code to the email address you entered in the previous step. This code will be valid for 10 minutes.

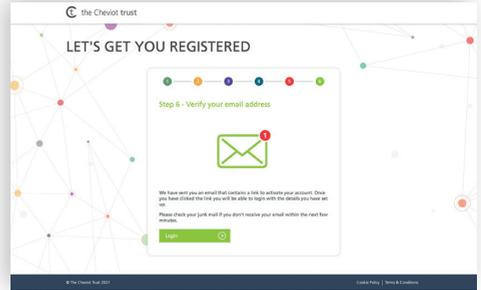


Enter the code and click on the green 'Continue' button.



## Step 6

Verify your email address. Check your email inbox (or junk) and click on the link from us to confirm your address.



**That's it – you're all set!**  
Next time, all you'll need to log in is your email address and password.

If you have any problems registering for the Cheviot Dashboard, please get in touch with us, using the details below:

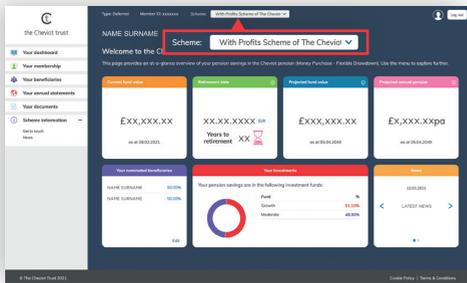
Telephone: 01702 354 024

Email: [members@cheviottrust.com](mailto:members@cheviottrust.com)

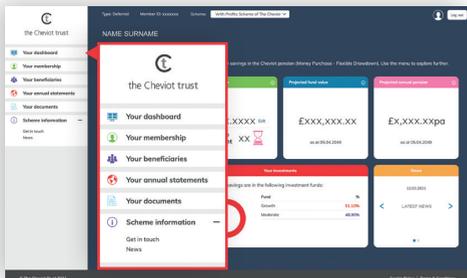
# The Cheviot Dashboard – useful tips

The Cheviot Dashboard provides an overview of your Cheviot Pension benefits in the Cheviot Trust.

If you're a member of more than one scheme, you can switch from one scheme to the other using the dropdown menu at the top of the screen.



The menu on the left-hand side of the Dashboard is where you can view your membership details, beneficiaries and benefit statements. You can update your details (including your target retirement age) either by clicking on the 'edit' links on the main Dashboard or via the links on the left.



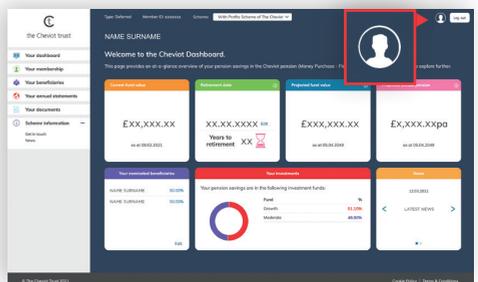
By clicking on the icon next to the Log out button, you can update your personal details and security settings:

## Personal details

- Address
- Telephone numbers
- Spouse/civil partner details

## Settings

- Password
- Email address
- Mobile phone number (used for two-factor authentication)
- Communication preferences



## Forgotten your password?

Use the 'Forgotten password' link to request a re-set email. Remember to use the email address you registered with, so that the system can find you.

# The member website

The new member website is your central reference point for everything to do with your Cheviot pension. Here you can find out more about how your pension works, your benefits, contributions and investments, together with lots of information about pensions in general.

There's a library with guides and factsheets to help you get ready to retire, covering the things you'll want to consider when deciding how you'd like to take your benefits.

We'll publish news updates online, so if there's anything happening that you need to know about in relation to your Cheviot pension, you'll find it here.

[www.mycheviotpension.com](http://www.mycheviotpension.com)



## The Cheviot Dashboard

The Cheviot Dashboard is the place to go for specific information relating to your own pension account. You can access it through the member website, or go direct via [www.cheviotdashboard.com](http://www.cheviotdashboard.com)

# Contact us

If you have any problems using the new website or pensions portal, please get in touch with us, using the details below:

Telephone: 01702 354 024

Email: [members@cheviottrust.com](mailto:members@cheviottrust.com)