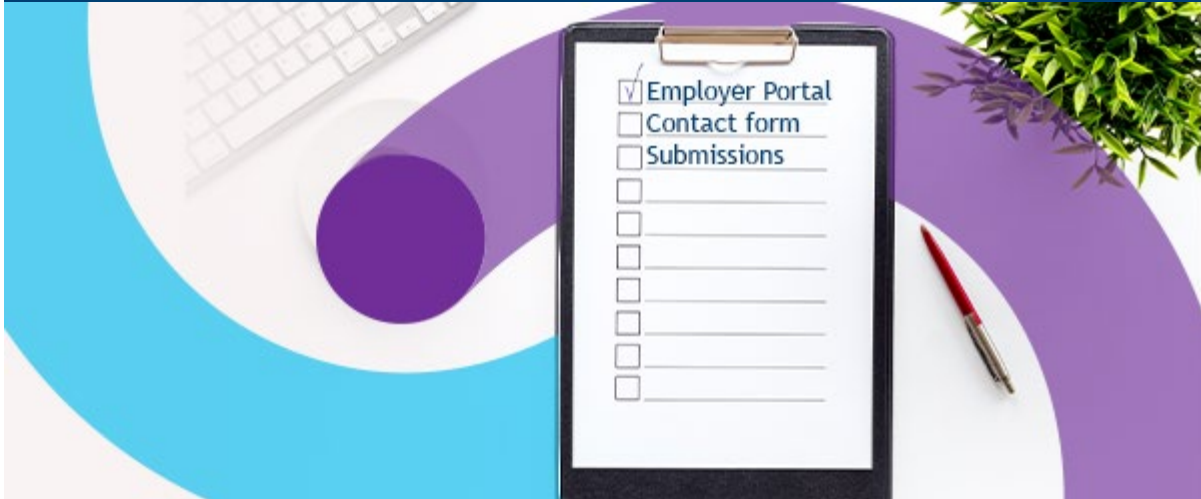


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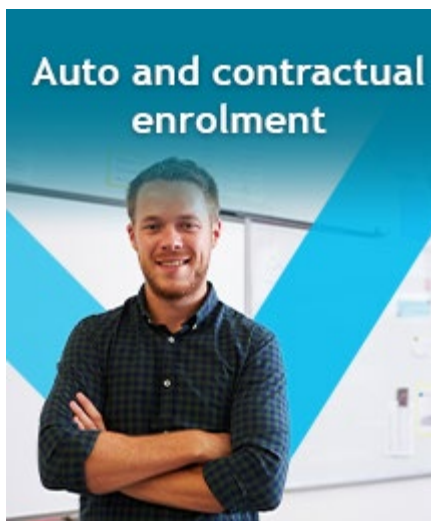
Knowing your responsibilities

We've a fantastic checklist to help you **understand your responsibilities** covering both **MCR** and **MDC** submissions.

The checklists are informative and interactive, allowing you to tick off tasks you've completed as you go.

There's also key dates for your diary included at the end of the guide.

HEADLINES



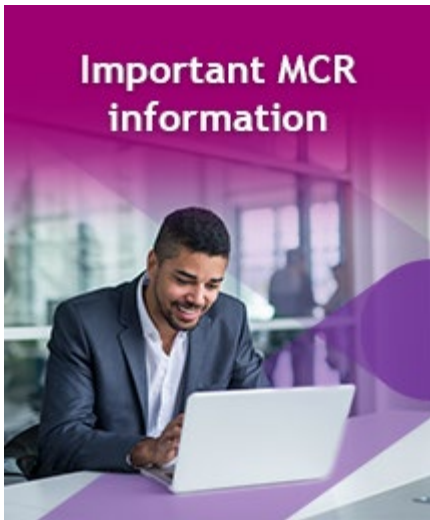
Automatic enrolment campaign

The Pensions Regulator (TPR) has recently launched a new automatic enrolment campaign with the aim to reduce errors in employer's ongoing duties.

We suggest you familiarise yourself with the resources on [TPR's guidance webpage](#).

[Learn more](#)

Notifying us of a change in a member's



role for MCR

Previously in our January bulletin, we advised you on how to notify us of a change in a member's role if your establishment uses MCR.

We highly encourage you to read our previous story to help with your submissions.

[Read more](#)



Ensure members understand the impact to their pension

We'd like to make you aware of important information regarding your employees' pensions and industrial action.

Due to current events, we wanted to signpost to our dedicated webpages for both **employers** and **members** regarding potential industrial action.

Please take some time to read and share, so your employees are aware of any potential impacts to their pension.



FURTHER NEWS

Employer Portal log in

We'd like to remind you to log in to your **Employer Portal** account at least once every 90 days.

Due to security measures, accounts are locked when they're inactive for over 104 days. If your establishments account is locked, you'll have to re-register again with us.

[Read more](#)

Address line update

Due to a new internal development, we'd like to take this chance to inform you about providing new or updated addresses. We're unable to accept your updates if the address exceeds eight lines.

[Find out more](#)

Independent web pages

We've recently created a **new webpages** including, all the information you'll need to know if you're new to the Scheme.

You'll be able to read about your roles and responsibilities, administrating the Scheme, and see all key information needed to help you going forward.

[Read more](#)



OTHER ITEMS

Join us to find out how our operational teams work

Our drop-in session on **Tuesday 28 February at 2pm** will help you find out more about our operational teams, and understand what each team does.

You'll also be able to boost your knowledge of the processes we have in place, and as always, ask any questions about the Scheme.

[Book your place](#)

Finance update

Please read our short finance update covering: Monthly Breakdown forms and MCR submissions, contact details and interfund adjustments to ensure your submissions are sent to us correctly.

[View here](#)



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Pension Scheme Registry Number 10005209 (2010 scheme and earlier); and 10276733 (2015 scheme)

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