**Contact details**

Dear colleague

It’s important to keep your personal details up to date and the easiest way to do so is to sign up for a My Pension Online (MPO) account.

By registering for a MPO account you can:

* Change your surname without the hassle of sending documents through the post
* Keep your email address up to date
* Update your postal address
* Nominate beneficiaries

As well as checking your details you can view your Benefit Statement, which is now updated monthly, complete online forms and use calculators to understand your benefits.

Registering also means that Teachers’ Pensions can contact you directly with important Scheme news, updates and changes that may affect your pension.

All you need to register is:

a) A few personal details
b) Your National Insurance number
c) Your email address - we recommend a personal email address

[Register for My Pension Online >](https://www.teacherspensions.co.uk/forms/registration.aspx?utm_source=Email_Template_Reg&utm_medium=email&utm_campaign=more_employer_tools)