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- Advising members
- Managing members
- Member retirement
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Manage your members' pensions, perform key tasks and stay up to date with Scheme information.

- Task Manager
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Full-time and part-time
Member Types
Opting in or out
Auto and Contractual Enrolment
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Auto Enrolment templates

Life Events

Auto Enrolment templates



To help you to explain automatic enrolment we've put together a series of email templates for you to use.

Each template outlines: why and from what date they will be enrolled into the Scheme; information and links on what this means to them and their options for opting out. The templates we've created cover:-

- [An employee who is being enrolled into the Scheme \(OFT, 87 KB\) \(This link opens in a new window\)](#)
- [An employee who is being enrolled into the Scheme but who will not receive tax relief \(OFT, 83 KB\) \(This link opens in a new window\)](#)
- [An employee who is not being put into the Scheme \(OFT, 57 KB\) \(This link opens in a new window\)](#)
- [An employee whose enrolment is being postponed \(OFT, 58 KB\) \(This link opens in a new window\)](#)

We've also provided a [downloadable factsheet template \(PDF, 57 KB\) \(This link opens in a new window\)](#) to accompany the email for those who are being enrolled into the Scheme.

Last Updated: 20/10/2023 13:06

[Forms](#)

Looking for a Form? Our forms page has everything you'll need to get started.

[Forms](#)

Calculators

See how members pensions are built and explore the available options.

[Calculators](#)

FAQ's

Find the answers with our range of Frequently Asked Questions.

[FAQs](#)

Related Information

[Employer Portal](#)

[Answer a question](#)



Latest News

The latest policy updates and announcements about the scheme and the news that affects it:

[Help shape your experience by taking this short survey](#)

[We've made updates to the MCR template](#)

[Multi Academy Trust and Academy submission](#)

[More News](#)

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