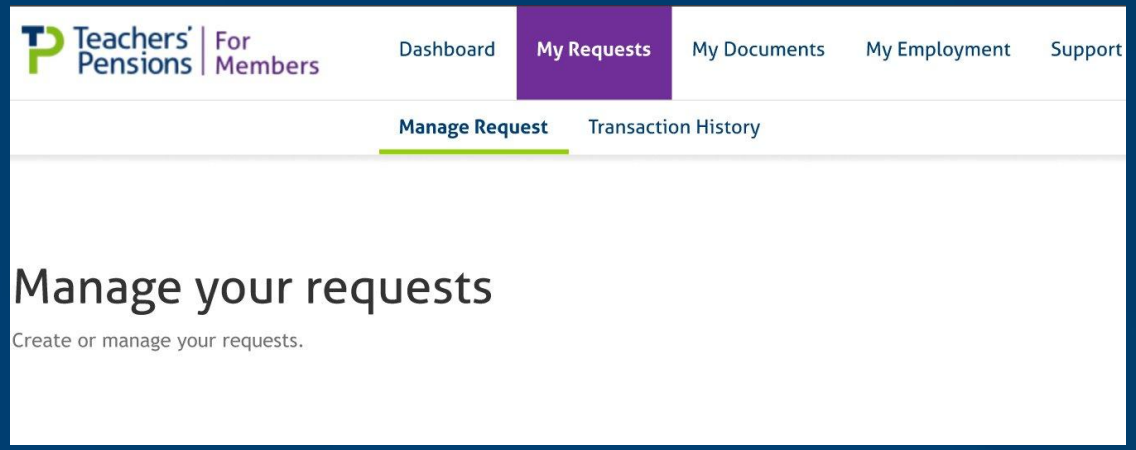


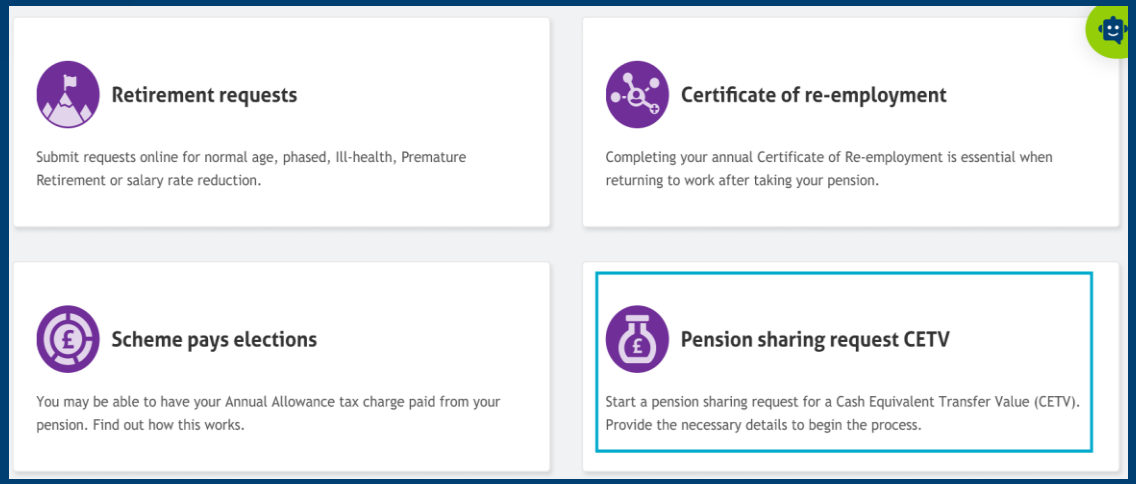
My Pension Online
Pension Sharing Request/ CETV

Teachers' Pensions

October 2026 v0.1

Navigating - Pension Sharing Request/ Cash Equivalent Transfer Value (CETV)

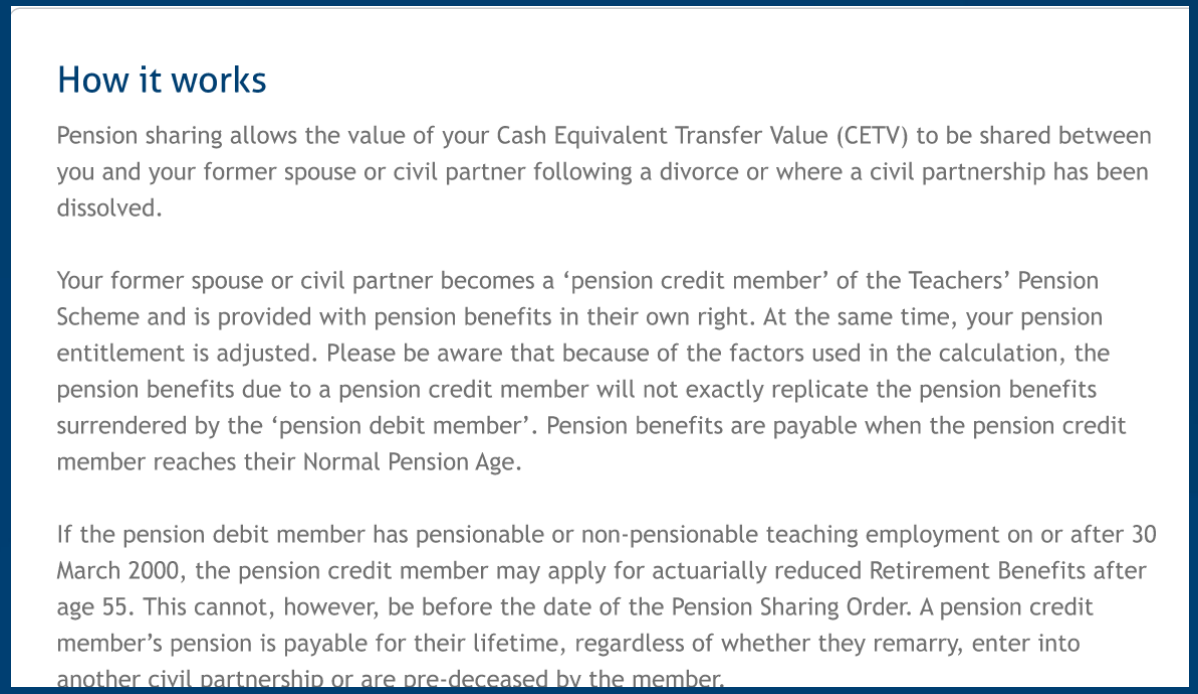


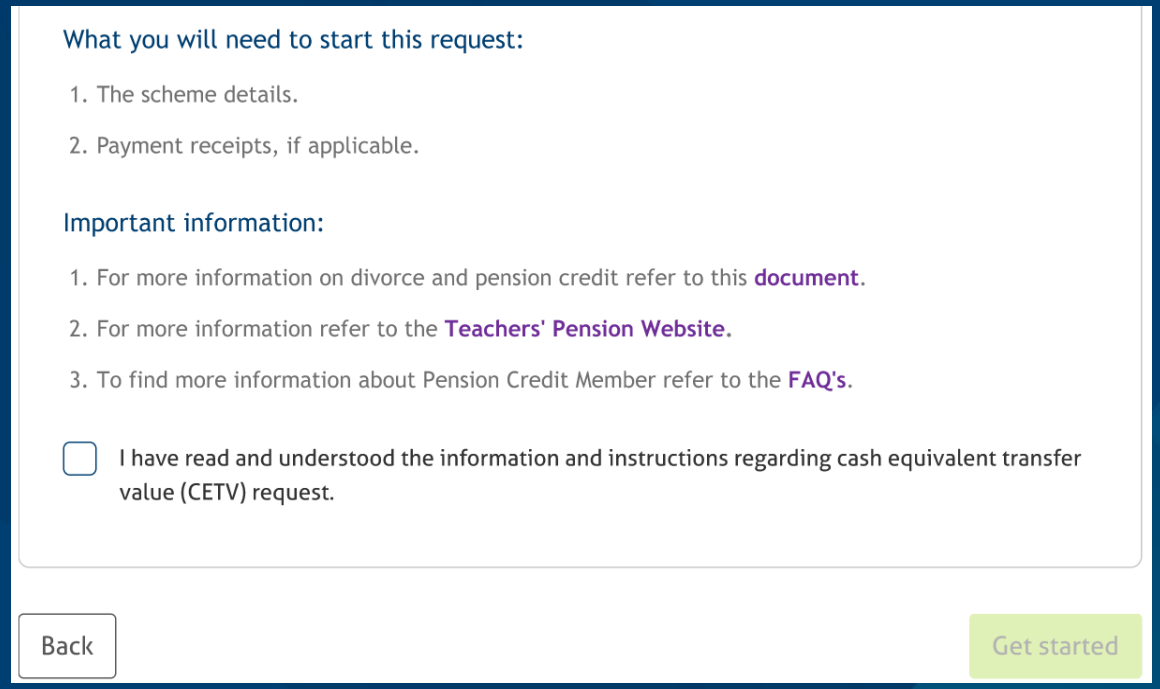


To start a 'Pension Sharing request':

- Log in to My Pension Online (MPO)
- From the top navigation menu, select 'My Requests'
- Ensure you're on the 'Manage Request' tab
- Scroll down and click on the relevant application.

Initiating - Pension Sharing Request (CETV)

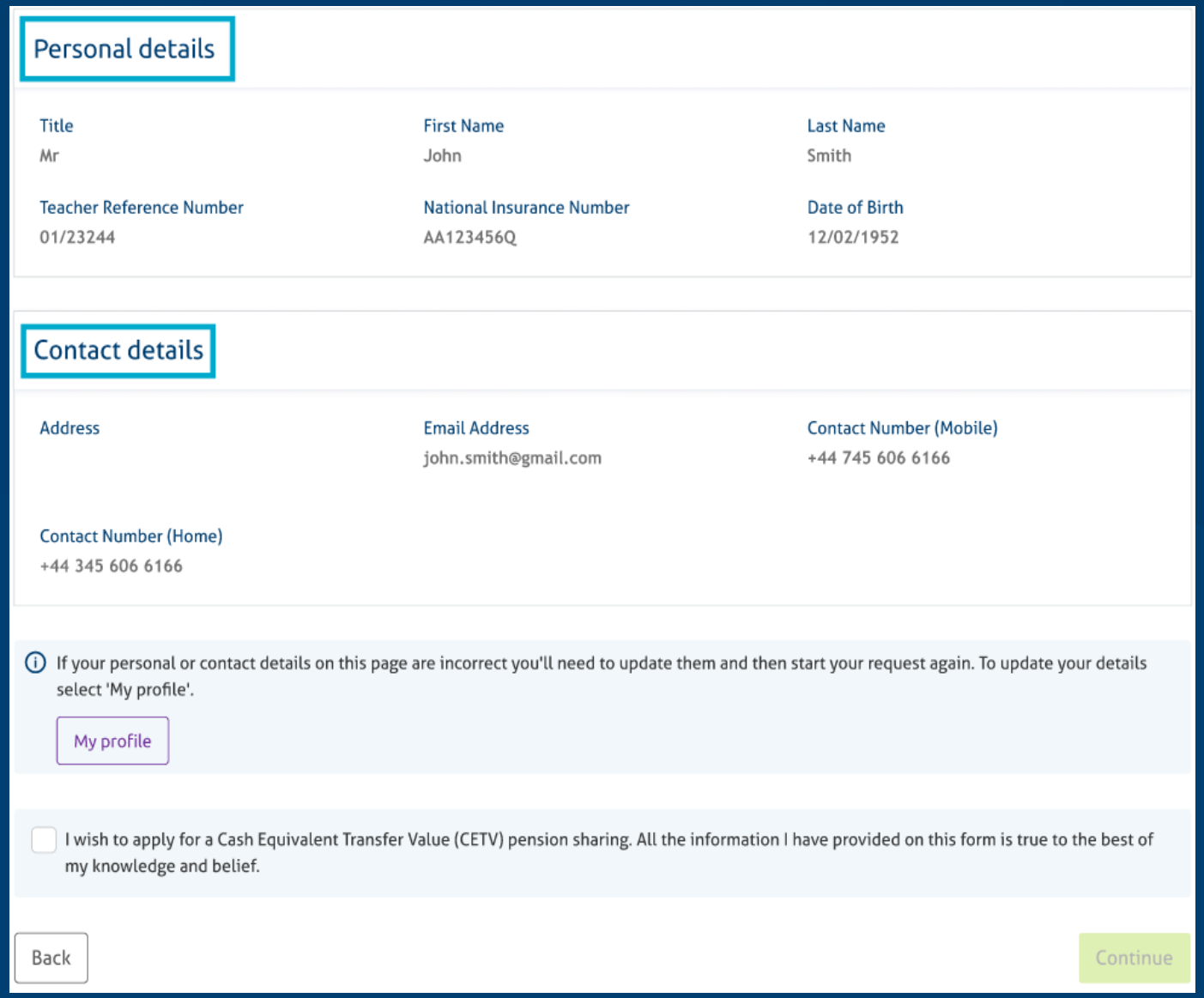




Before starting your 'Pension Sharing Request (CETV)', review the guidance and eligibility criteria provided on the page.

- Pension sharing allows part of your 'Cash Equivalent Transfer Value (CETV)' to be transferred following a divorce or civil partnership dissolution
- Confirm that you meet the eligibility requirements and have the necessary pension details available
- Review the process, including providing your details, employer verification, and tracking the request through 'Transaction History'
- Read the supporting guidance, documents, and FAQs for additional information
- Tick the declaration checkbox to confirm that you've read and understood the instructions
- Click 'Get Started' to begin your 'Pension Sharing Request (CETV)'.

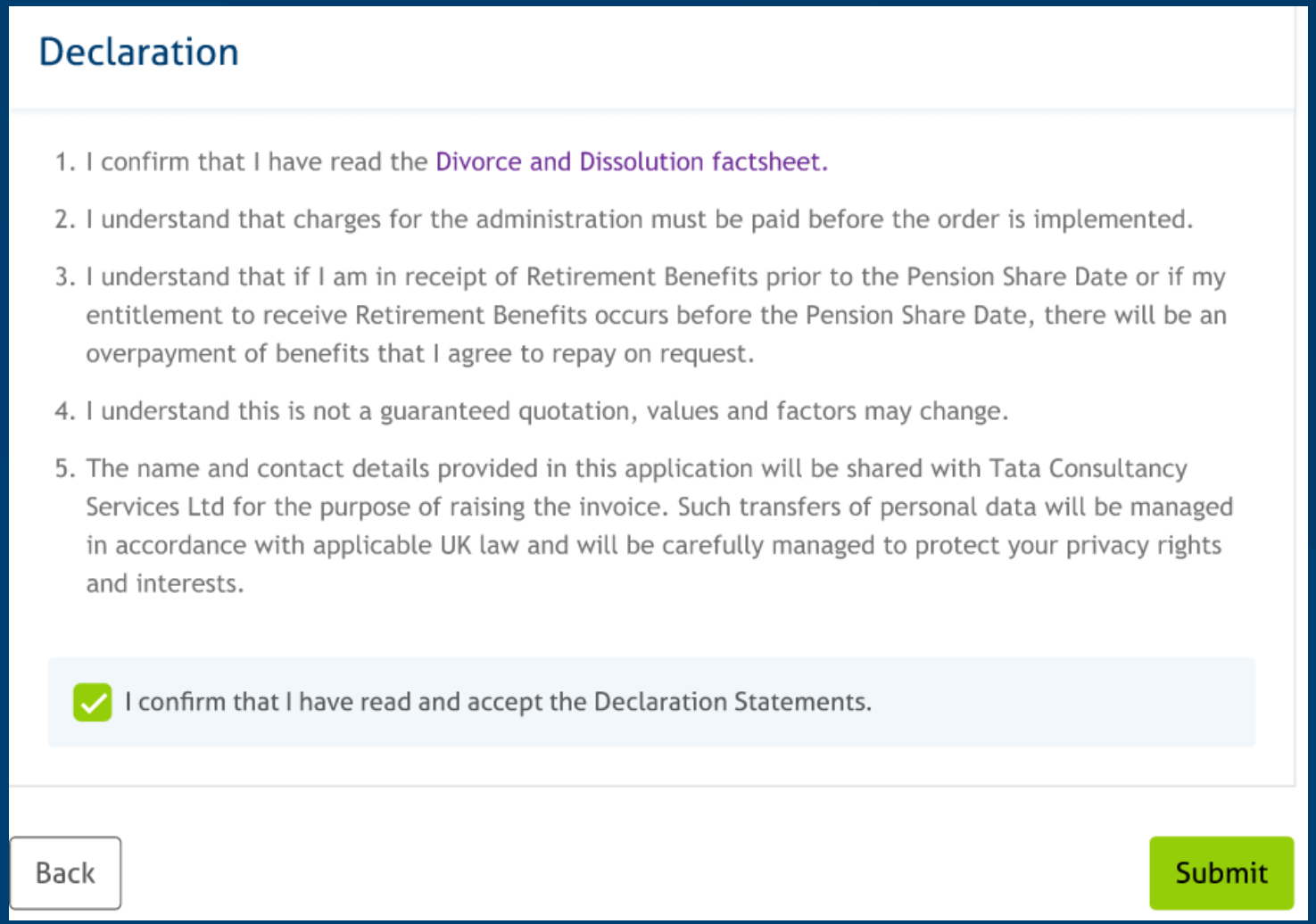
Initiating - Pension Sharing Request (CETV)



Before proceeding with your 'Pension Sharing Request (CETV)', review your personal and contact details to ensure they're accurate.

- Check your personal information, including your name, Teacher Reference Number, National Insurance number, and Date of birth
- Verify your contact details, such as your address, email address, and telephone numbers
- If any information is incorrect, update it through 'My Profile' and restart the request
- Read and accept the declaration confirming that you wish to apply for a CETV Pension Sharing request and that the information provided is accurate
- Once you've reviewed your details and accepted the declaration, click 'Continue' to proceed or 'Back' to return to the previous page.

Initiating - Pension Sharing Request (CETV)

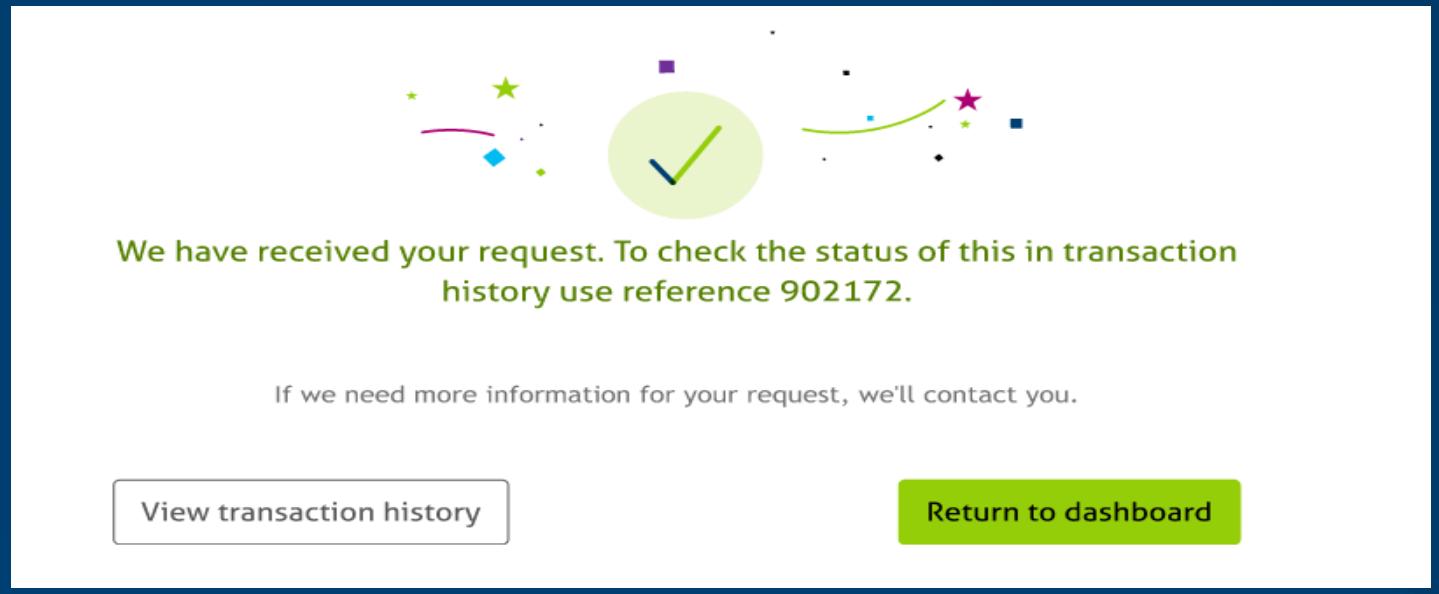


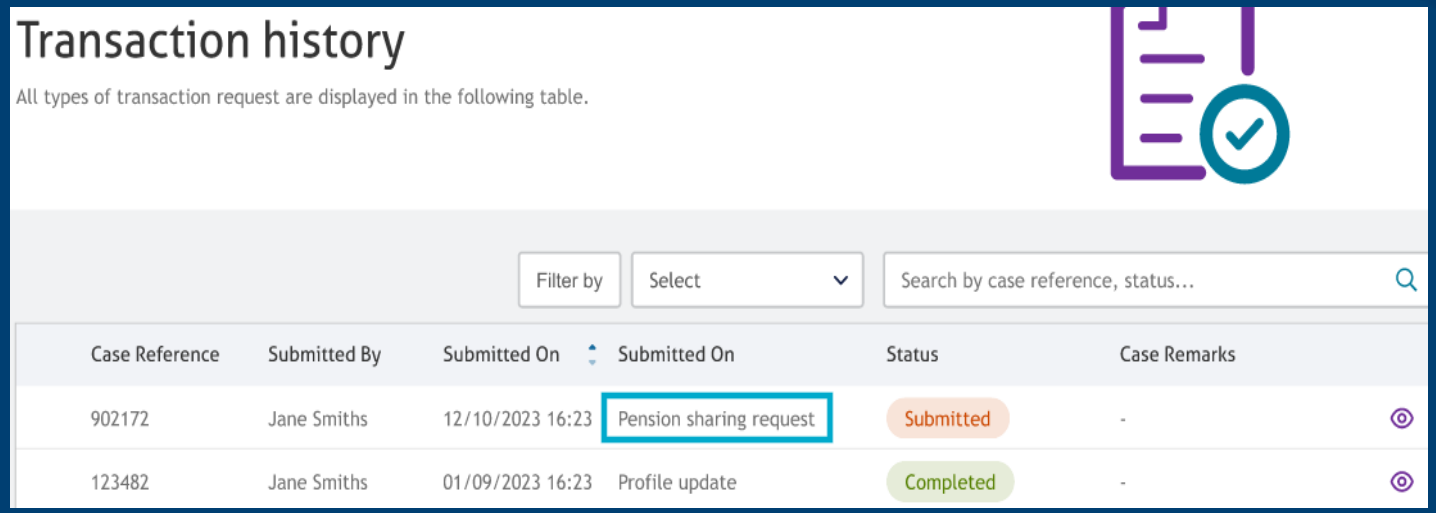
On this page, review and accept the declaration statements before submitting your 'Pension Sharing Request (CETV)'.

- Confirm that you've read the 'Divorce and Dissolution' factsheet and understand the conditions relating to pension sharing
- Acknowledge that administration charges may apply and that any overpaid benefits may need to be repaid.
- Note that the quotation provided isn't guaranteed and may change
- Confirm that your personal information may be shared with 'Tata Consultancy Services Ltd' for invoicing purposes in accordance with UK data protection laws.
- Tick the declaration checkbox to confirm your acceptance.

Once you've reviewed and accepted the declaration, click 'Submit' to complete your request or 'Back' to return to the previous page.

Initiating - Pension Sharing Request (CETV)



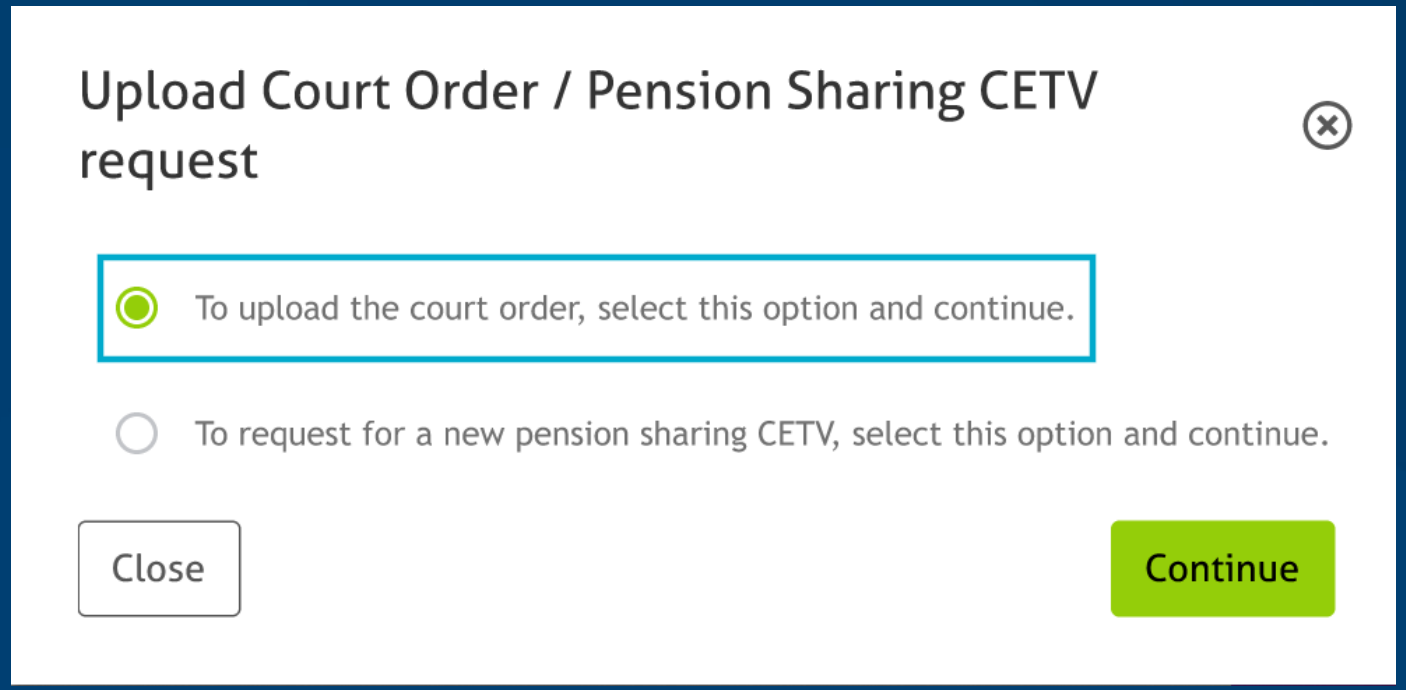


This page confirms that your 'Pension Sharing Request (CETV)' has been submitted successfully.

- A reference number is provided to help you track your request
- You can select 'view transaction history' to view the request and monitor its status
- The 'Transaction history' page displays the request reference, submission date, status, and any updates or remarks
- Alternatively, select 'Return to dashboard' to exit the process and return to the main dashboard.

Your request will now be processed, and you'll be contacted if any further information is required.

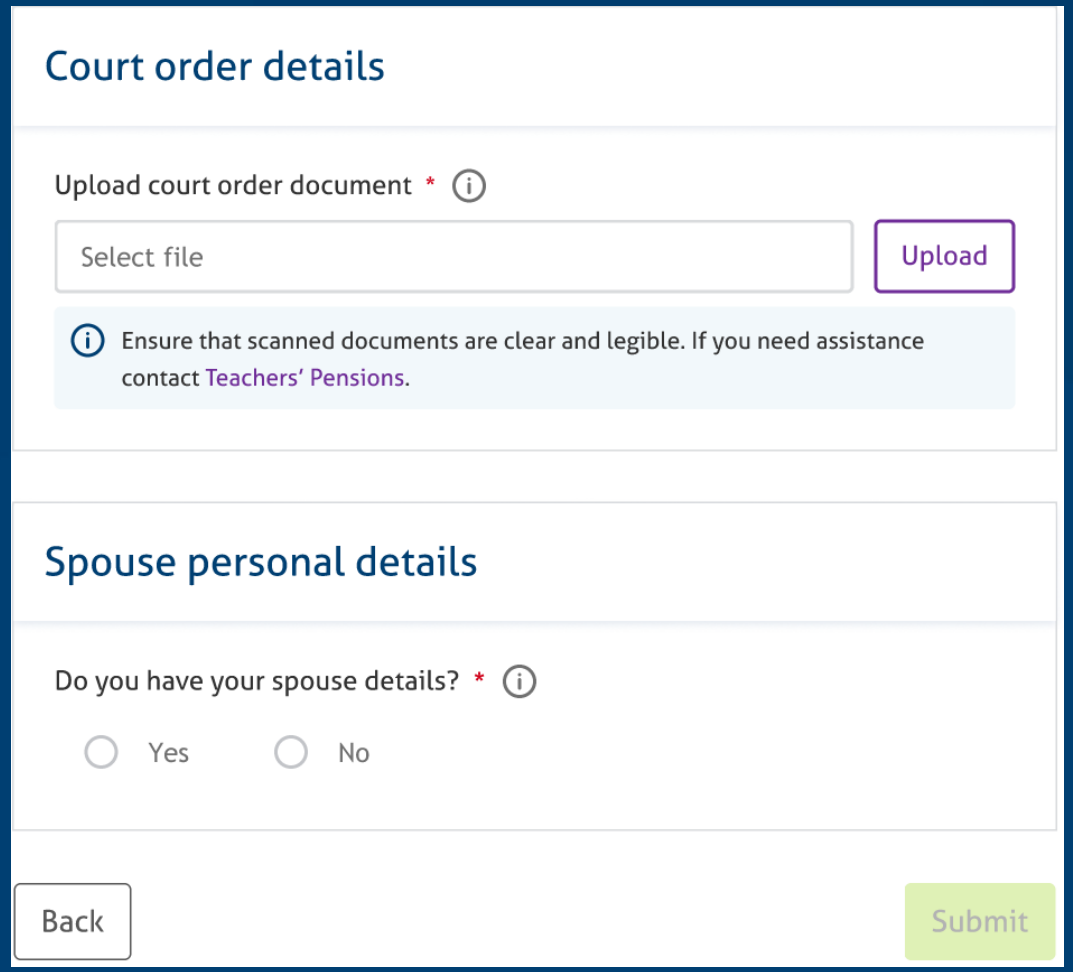
Upload Court Order - Pension Sharing Request (CETV)



Once you've received the court order for pension sharing or earmarking implementation, you can upload it through the 'Member Portal' by following these steps:

- Log in to the Teachers' Pensions 'Member Portal'
- Click 'My Requests' from the top navigation menu
- Select the 'Manage request' tab
- Locate the 'Pension Sharing Request CETV' tile
- If a court order is required, a court order confirmation notification will be displayed on the tile
- Click 'Court Order Upload' to begin the document upload process
- You'll be taken to the document upload screen.

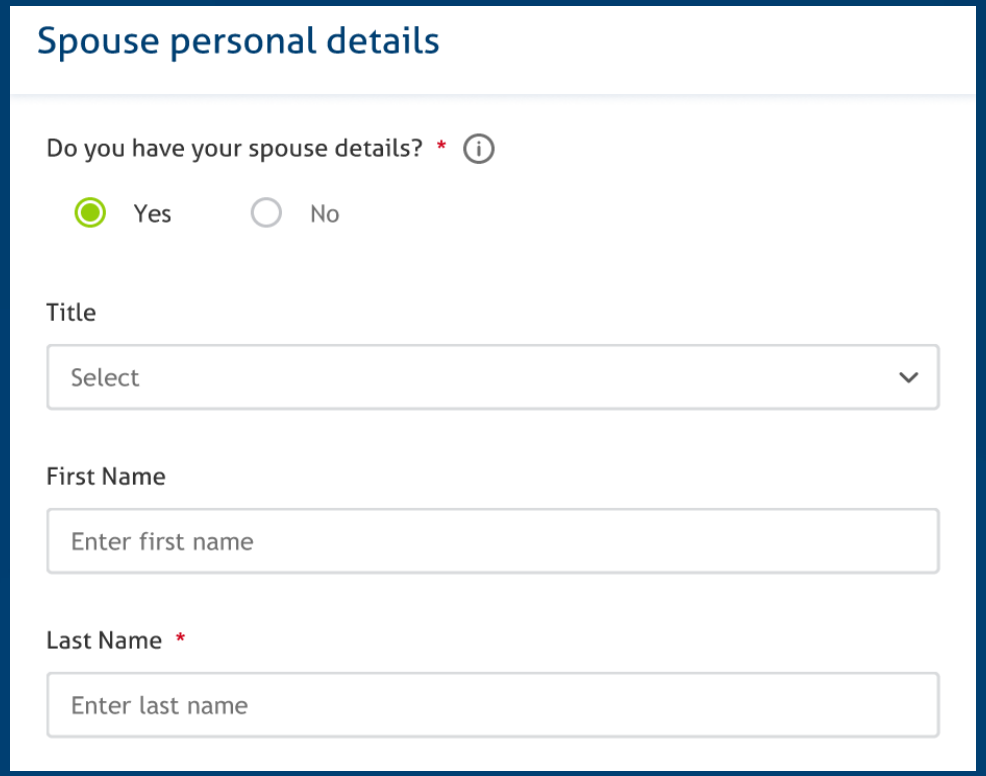
Upload Court Order - Pension Sharing Request (CETV)

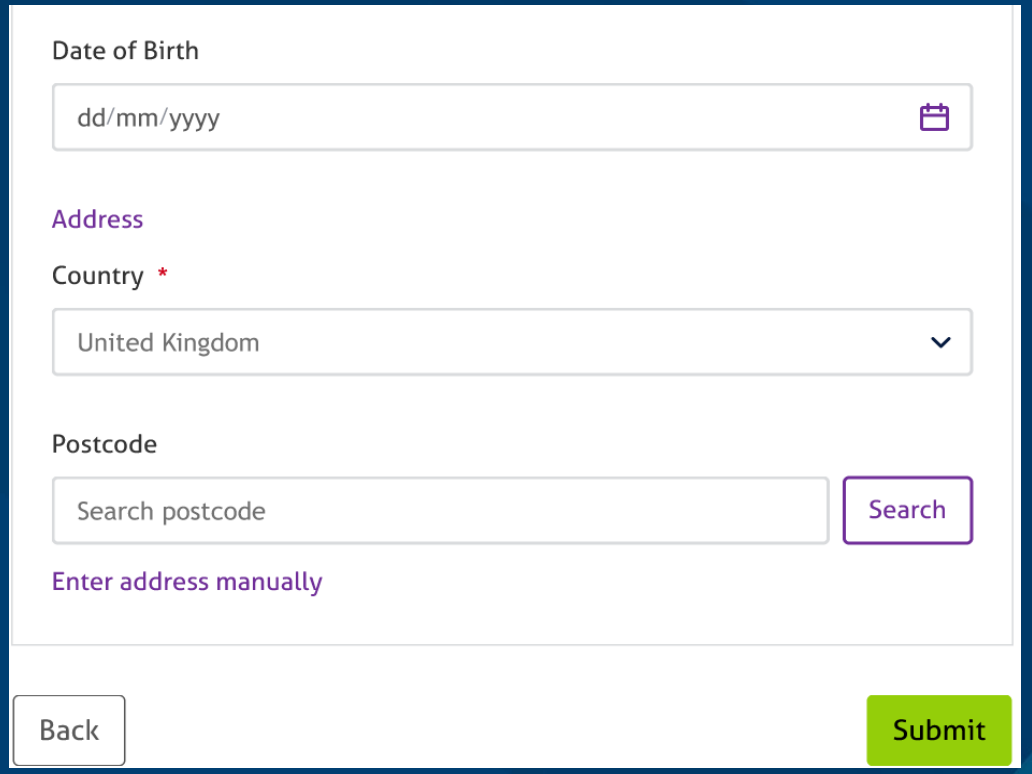


On this page, upload your court order document and provide your spouse's personal details.

- Select and upload a clear, legible copy of the court order
- Confirm whether you have your spouse's details available.

Upload Court Order - Pension Sharing Request (CETV)



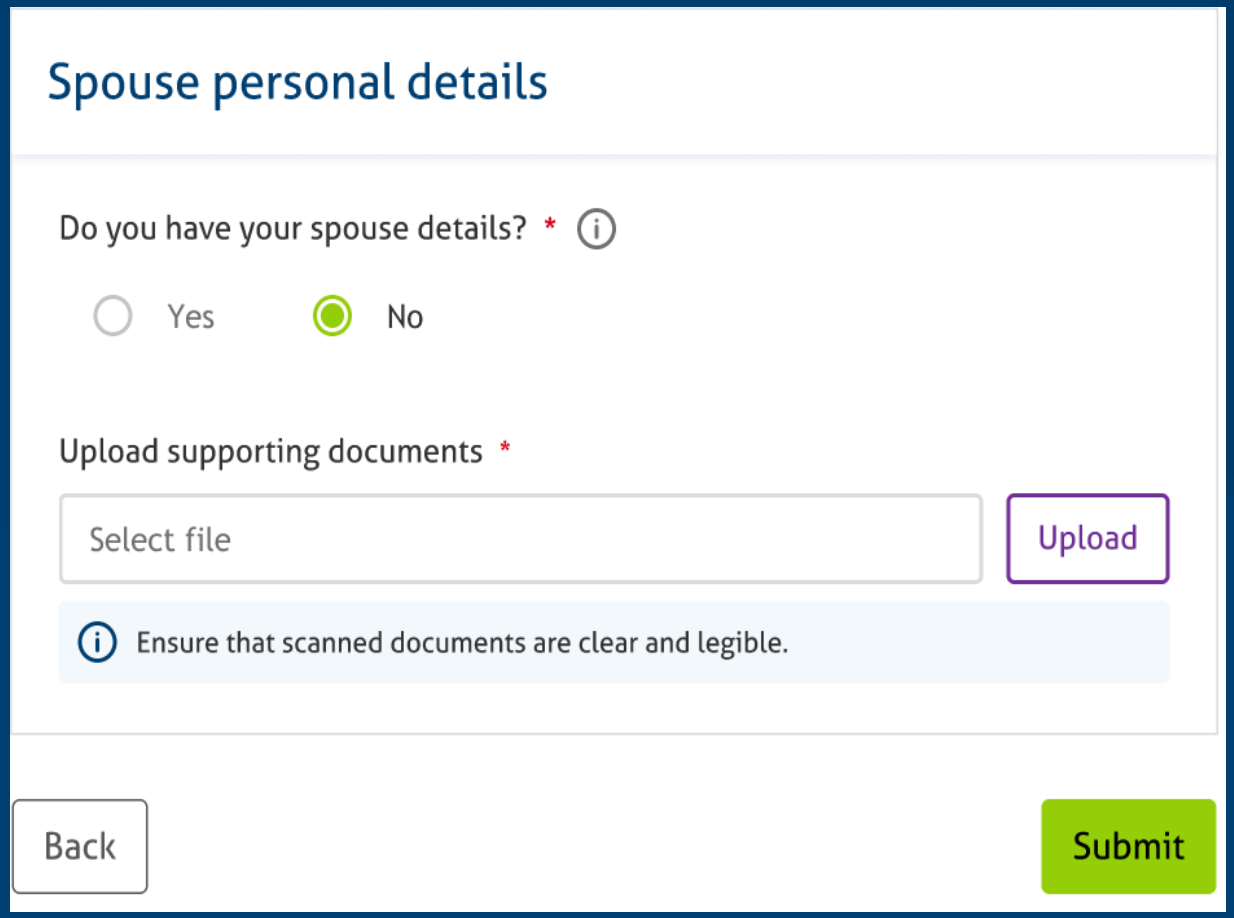


If you select 'Yes' for spouse details:

Enter your spouse's information, including:

- Name
- National Insurance Number
- Email Address
- Date of Birth
- Address details
- Review the information for accuracy and click 'Submit' to complete the court order upload request.

Upload Court Order - Pension Sharing Request (CETV)



If you don't have your spouse's details, select 'No' and upload a supporting document explaining why the information can't be provided.

Ensure the document is clear and legible, then click 'Submit' to proceed with your Pension Sharing court order request.