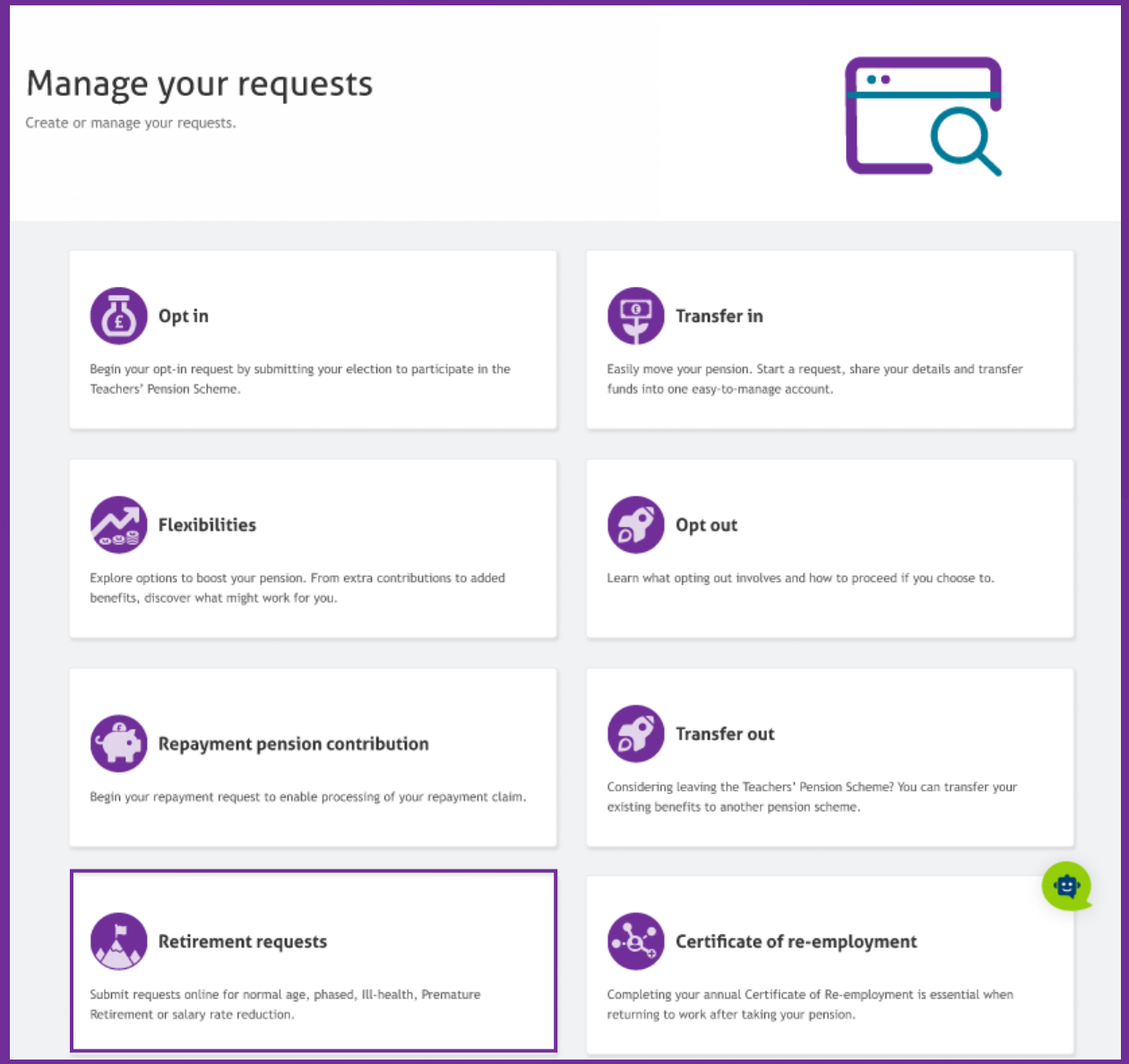


Teachers' Pensions

My Pension Online
Stepping down Election

October 2026 v0.1

Stepping Down in Salary Rate Election



Stepping down in salary rate election means you have:

- Moved from a higher-paid teaching position to a lower-paid position, and
- The reduction in salary is due to an Ill-health condition

If you complete a Stepping Down Election and later qualify for Total Incapacity Benefits under Ill-Health Retirement, we may calculate the enhancement based on your higher salary before the reduction, rather than the lower salary you're currently earning.

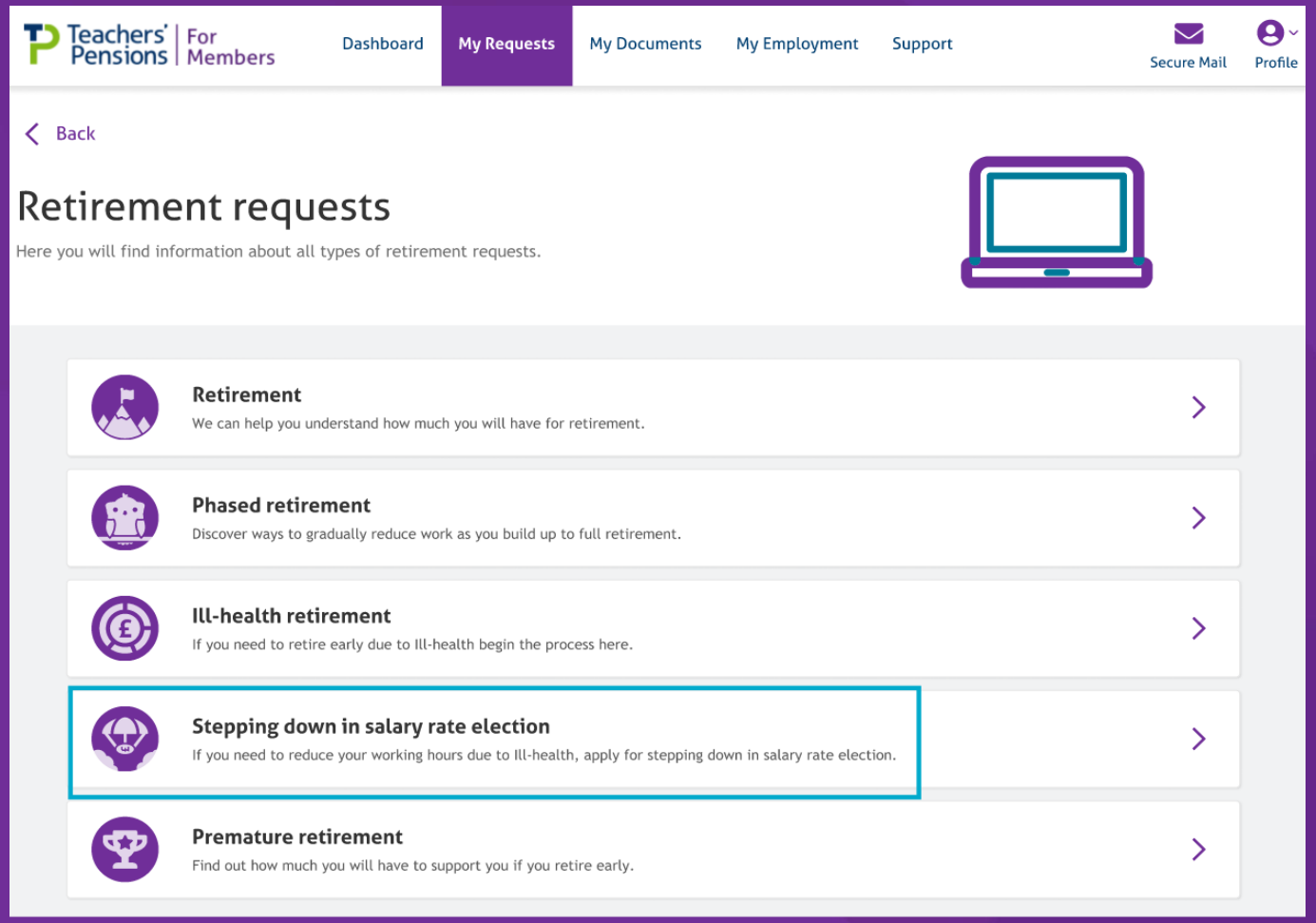
You can submit a stepping down in salary rate request through My Pension Online.

- 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.

Stepping Down in Salary Rate Election

Once you reach this page, follow these steps:

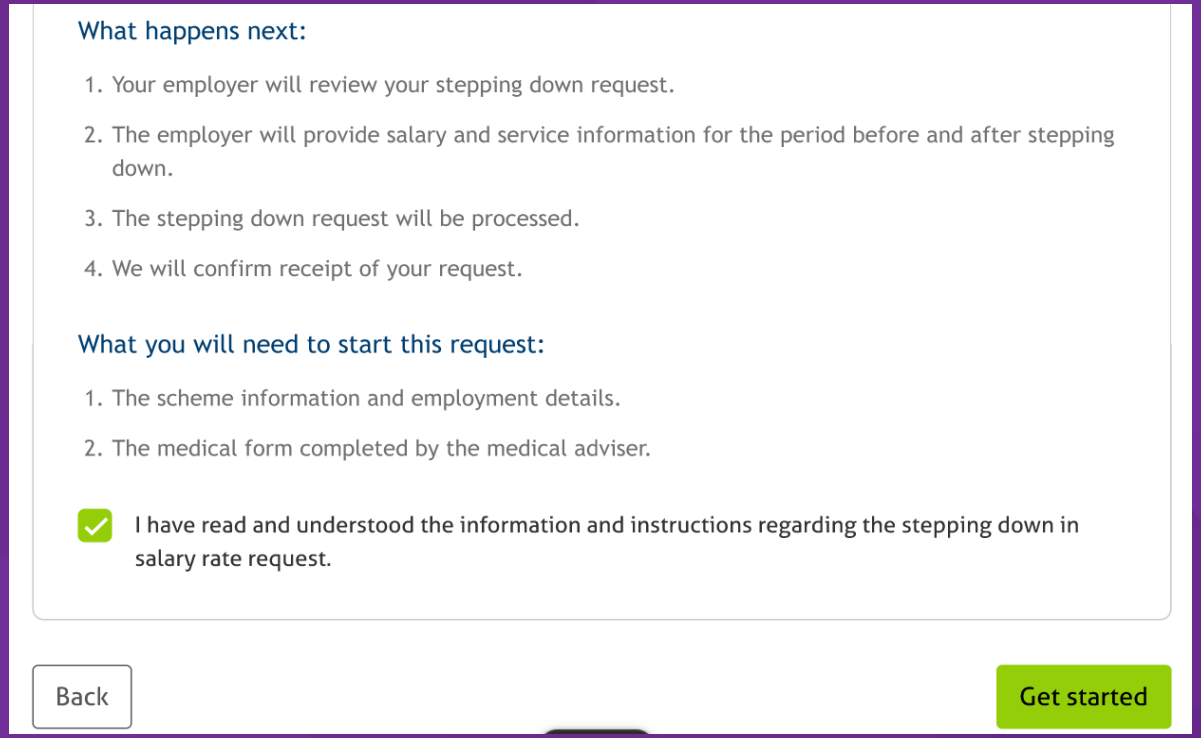
- Select 'Stepping down in salary rate'
- Follow the on-screen instructions to complete and submit your request.



Stepping Down in Salary Rate Election

Once you are on this page:

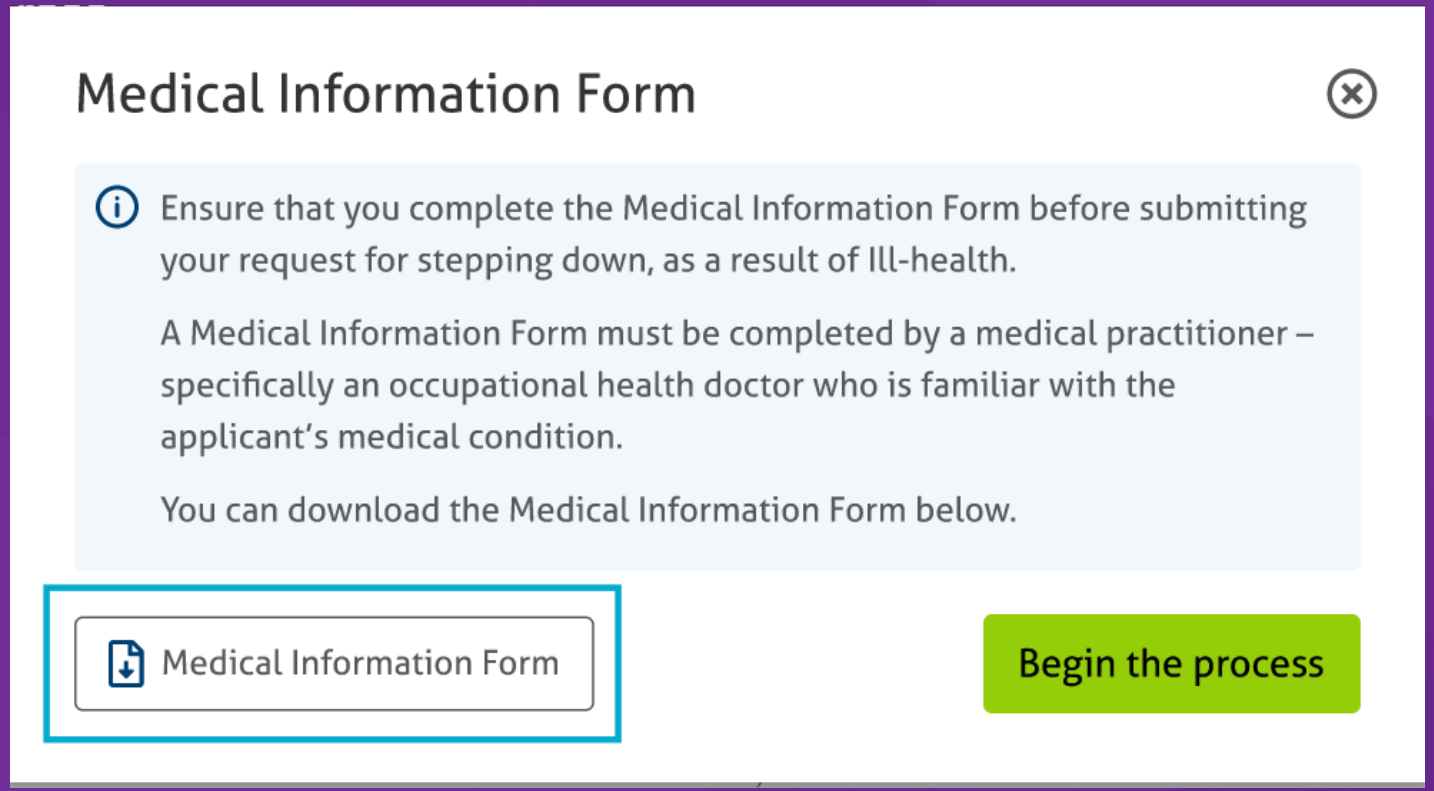
- Read the information provided about 'Stepping Down in Salary Rate' to make sure you understand the eligibility criteria and how the process works.
- Review the details under 'What Happens Next' to understand how your request will be processed.
- Make sure you have the required information ready, including:
  - Your scheme and employment details
  - The medical form completed by your medical adviser.
- Tick the checkbox to confirm that you've read and understood the information and instructions.
- Click 'Get Started' to begin your request.



Stepping Down in Salary Rate Election

Once this pop-up window appears:

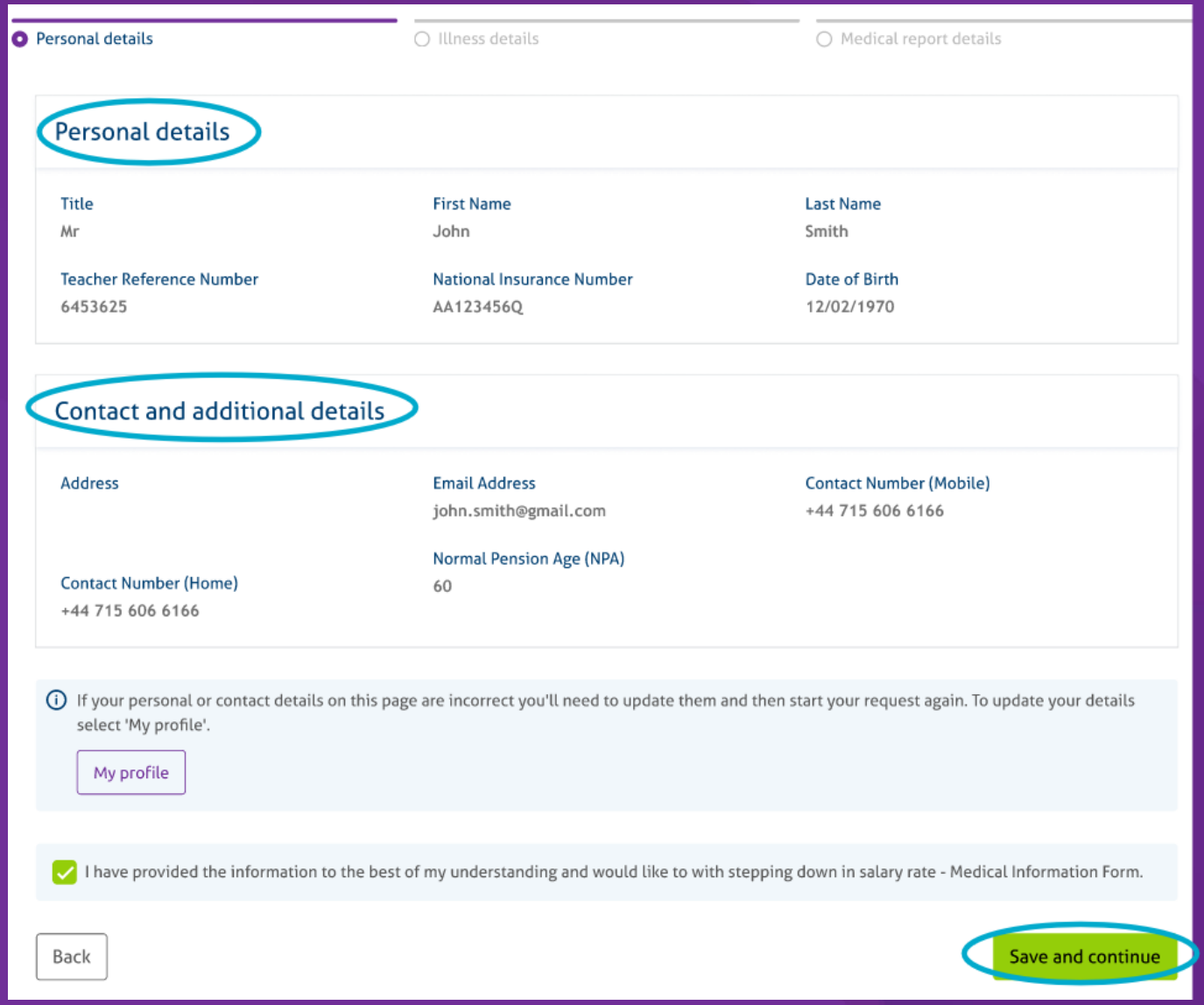
- Click 'Medical Information Form' to download the form.
- Arrange for the form to be completed by a qualified medical practitioner, preferably an occupational health doctor who is familiar with your medical condition.
- Ensure the completed form is available before submitting your stepping down in salary rate request.
- Once you've reviewed the information, click 'Begin the process' to continue with your application.



Stepping Down in Salary Rate Election - Medical Information

Step 1: Personal details

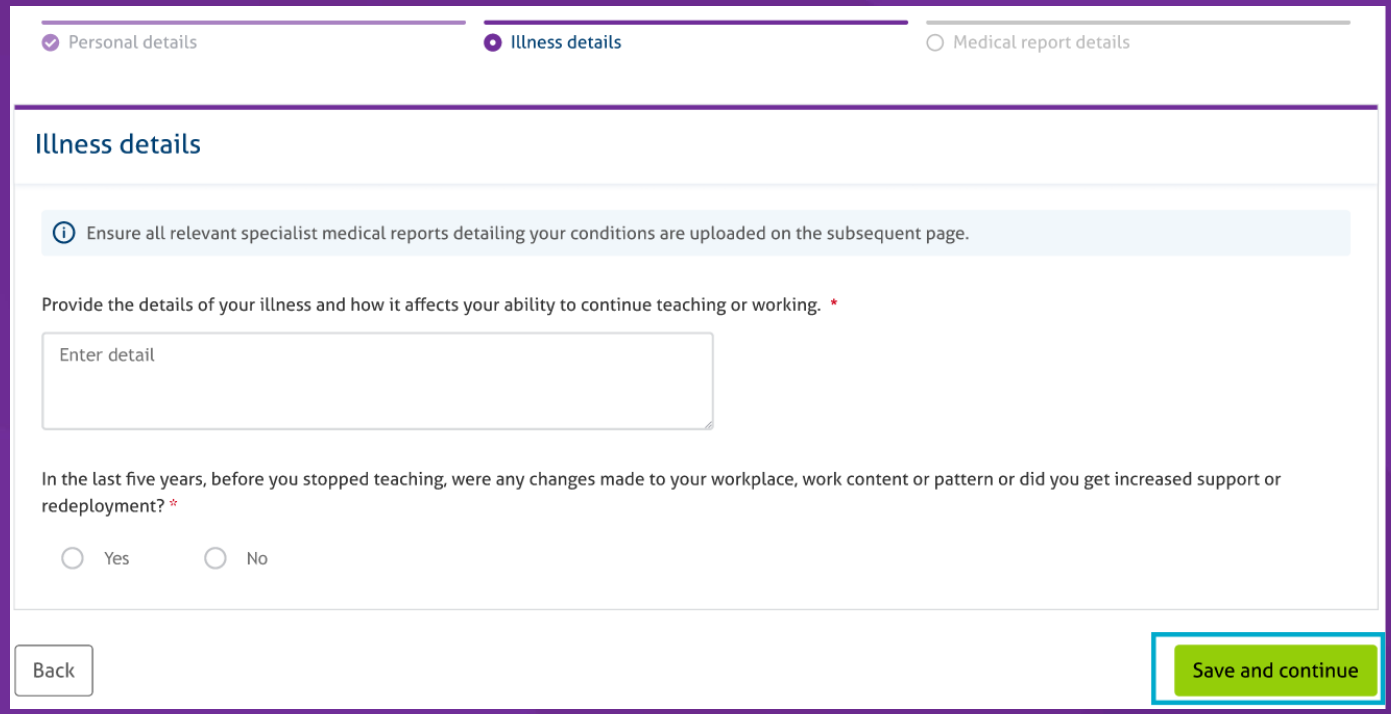
- Review your 'Personal details' section and make sure all the information displayed is correct
- Review your 'Contact and additional details' to ensure your address, email address, and contact numbers are up to date
- If any of the details are incorrect, click 'My profile' to update them before continuing with your request
- After reviewing your details, tick the declaration checkbox to confirm that the information provided is correct to the best of your knowledge
- Click 'Save and Continue' to proceed to the next step.



Stepping Down in Salary Rate Election - Medical Information

Step 2: Further details

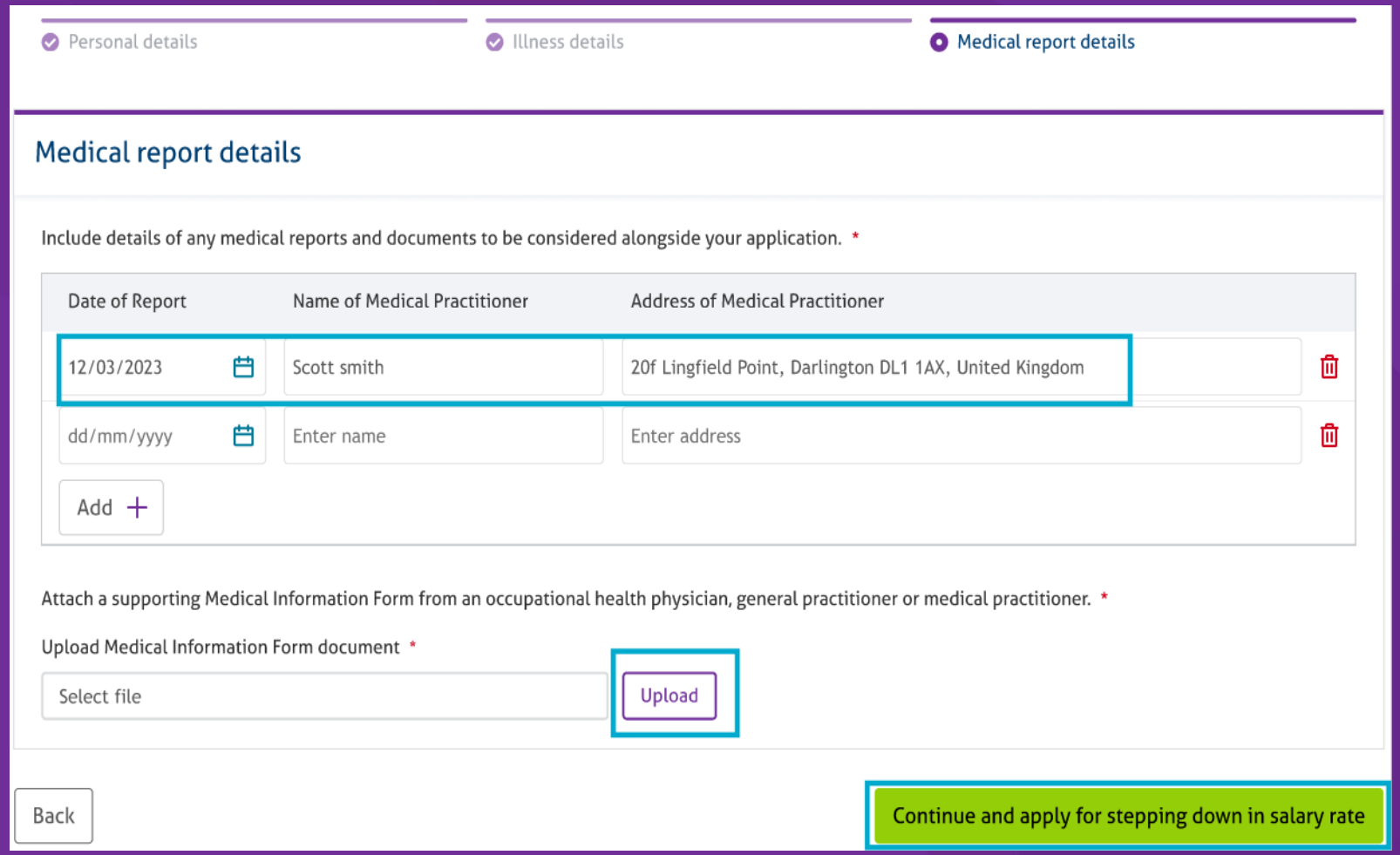
- Provide details of your illness and explain how it affects your ability to continue teaching or working.
- In the text box, include any relevant information about your medical condition and its impact on your day-to-day work activities.
- Answer the question about whether any changes were made to your workplace, work duties, work pattern, or support arrangements during the last five years before you stopped teaching.
    - Select 'Yes' if adjustments, additional support, or redeployment were provided.
    - Select 'No' if no such changes were made.
- Ensure that all relevant specialist medical reports are available for upload on the next page.
- After completing the required information, click 'Save and continue' to proceed to the Medical Report Details section.



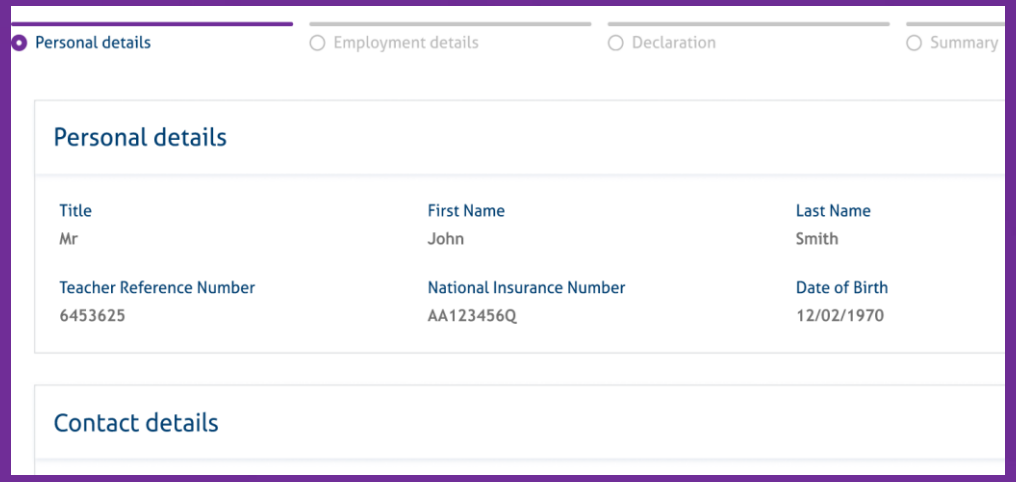
Stepping Down in Salary Rate Election - Medical Information

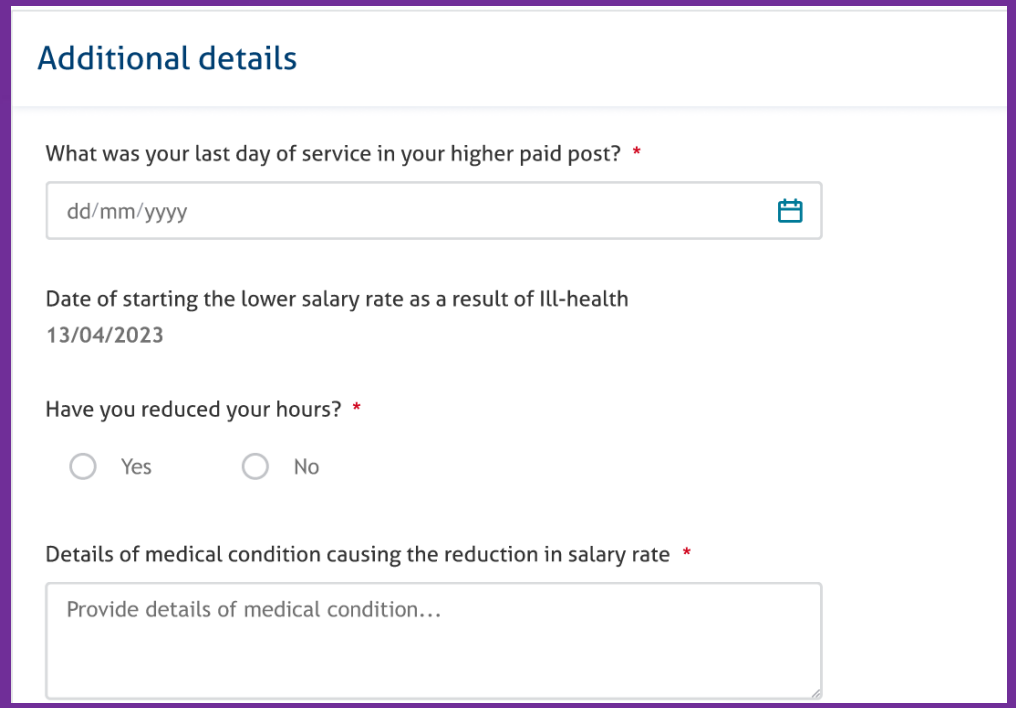
Step 3: Medical reports

- Enter the details of any medical reports or documents that should be considered as part of your application.
- For each report, provide:
  - The 'Date of Report'
  - The 'Name of the Medical Practitioner'
  - The 'Address of the Medical Practitioner'.
- Upload the completed 'Medical information form' provided by your occupational health physician, general practitioner, or another qualified medical practitioner.
- Click 'Upload' to attach the document.
- Review all the information to ensure it's accurate and complete.
- Once you've entered the report details and uploaded the required document, click 'Continue and apply for stepping down in salary rate' to submit your request.



Stepping Down in Salary Rate Election - Form



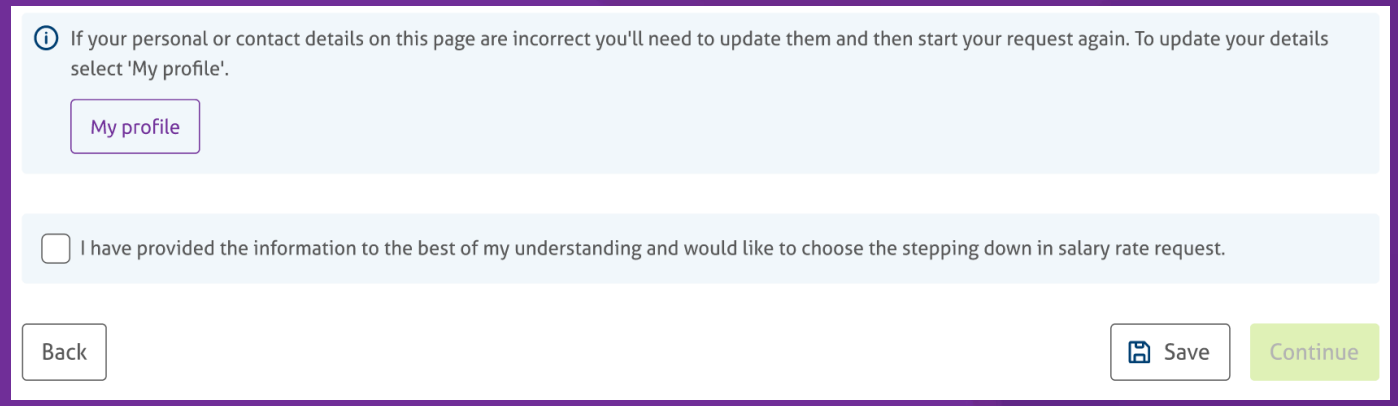


Step 1: Personal details

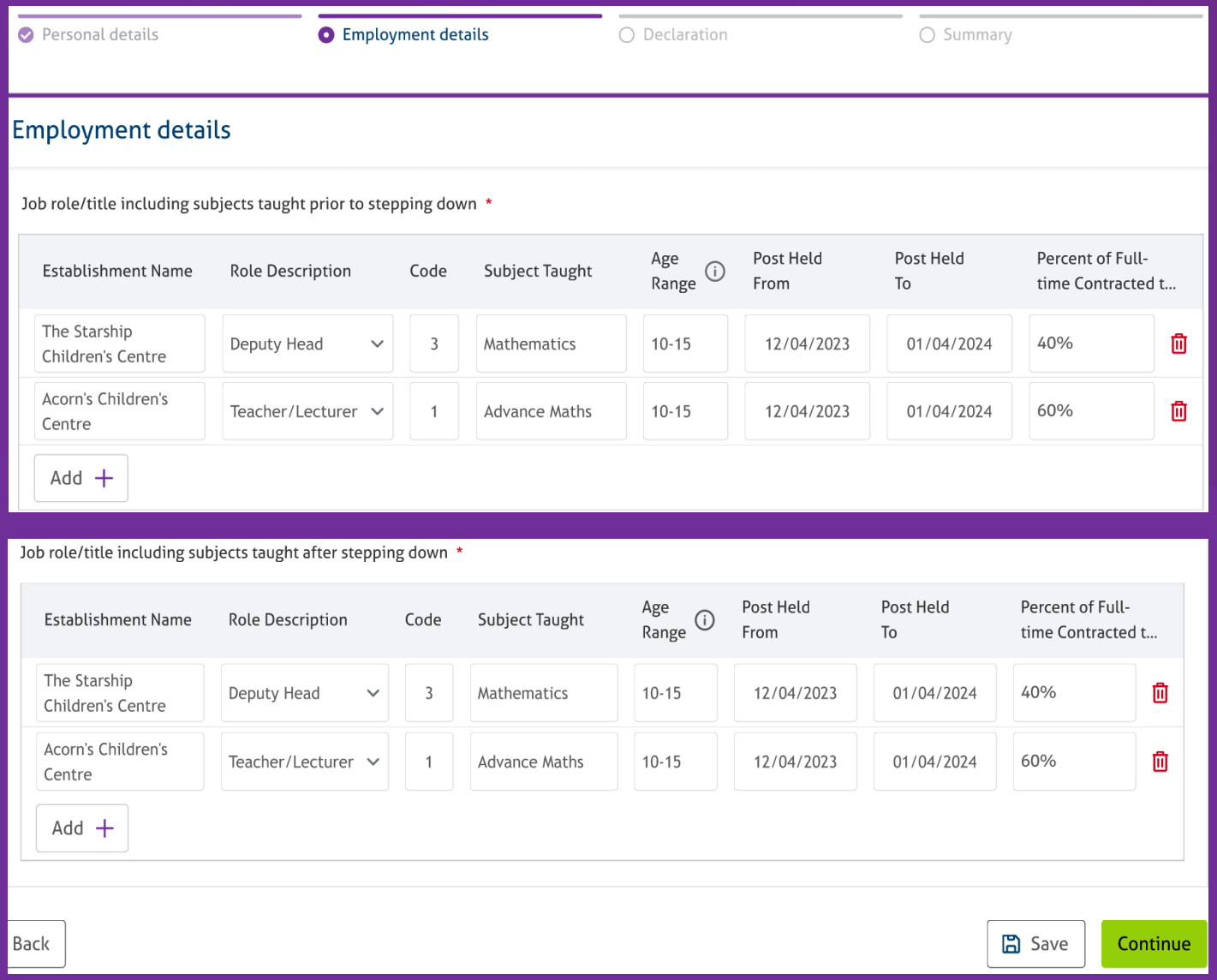
Review the personal and contact details displayed on the page. If any information is incorrect, select 'My Profile' to update your details before continuing with your request.

Then complete the additional information section:

- Enter the last day of service in the higher-paid post
- Review the date you started receiving the lower salary rate due to ill health
- Indicate whether you've reduced your working hours by selecting 'Yes' or 'No'
- Provide details of the medical condition that resulted in the reduction in salary rate
- Confirm that the information provided is accurate by selecting the declaration checkbox
- Select 'Save' to save your progress or 'Continue' to proceed to the next step of the application.



Stepping Down in Salary Rate Election

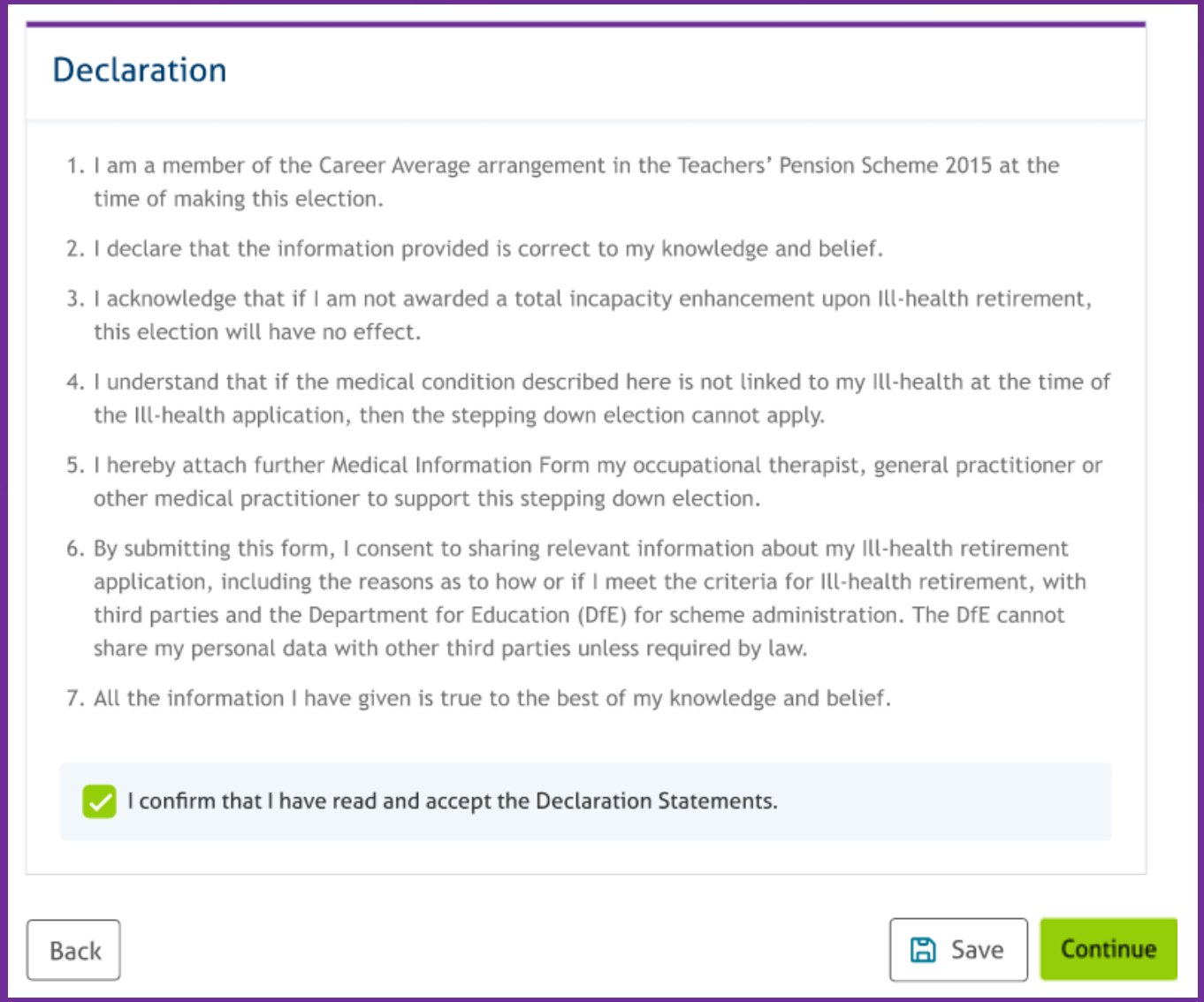


Step 2: Employment details

Once you reach this page:

- Enter the details of the job role(s) you held before stepping down.
- Under 'Job Role/Title Including Subjects Taught After Stepping Down', provide the details of the role(s) you held after the reduction in salary rate.
- Ensure all employment information is accurate and reflects the changes made because of your ill-health condition.
- Review the details entered for both your previous and current roles.
- Click 'Save' if you wish to save your progress and return later.
- Click 'Continue' to proceed to the 'Declaration' stage of your application.

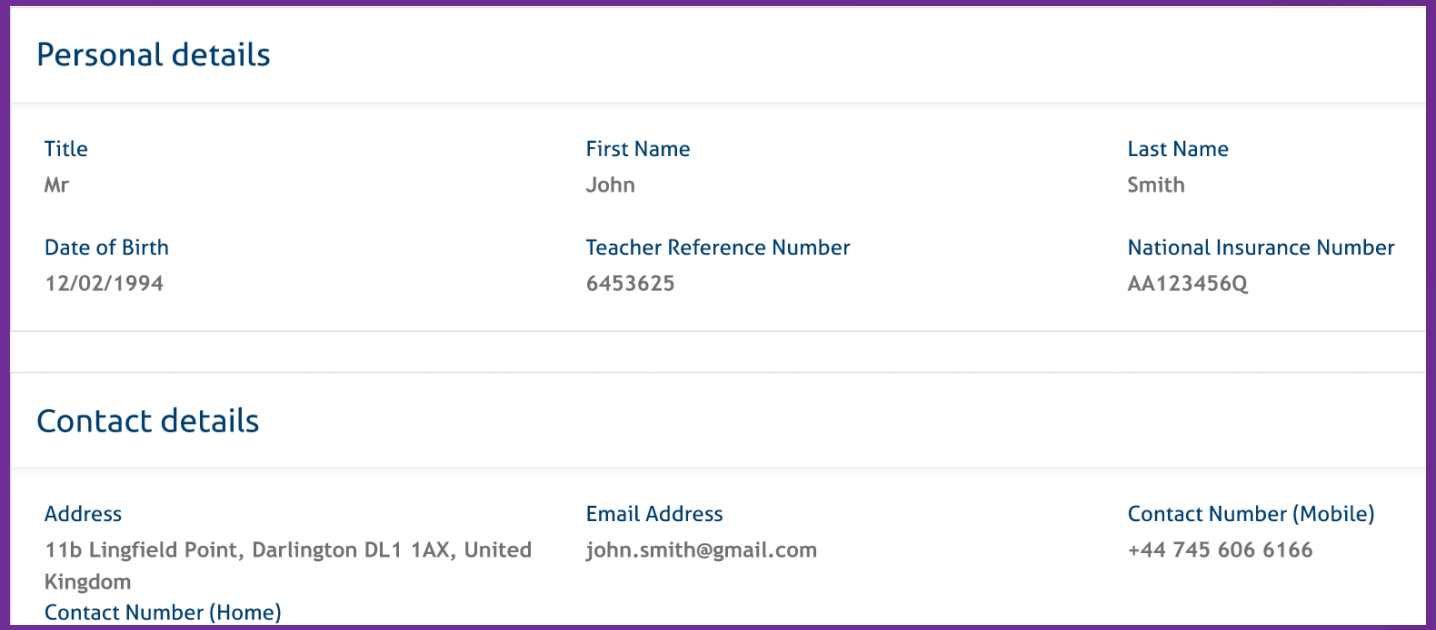
Stepping Down in Salary Rate Election



Step 3: Declaration

- Before continuing, review the declaration and confirm that all information provided is accurate.
- You must acknowledge that you understand the terms of the stepping down election, consent to the use and sharing of relevant information for pension administration purposes and confirm that the details submitted are true to the best of your knowledge.
- Once you've reviewed and accepted the declaration, select the confirmation checkbox and click 'Continue' to proceed, or 'Save' to complete the application later.

Initiating - Stepping Down in Salary Rate Election



Personal details

Title	First Name	Last Name
Mr	John	Smith
Date of Birth	**Teacher Reference Number**	**National Insurance Number**
12/02/1994	6453625	AA123456Q

Contact details

Address	Email Address	Contact Number (Mobile)
11b Lingfield Point, Darlington DL1 1AX, United Kingdom	john.smith@gmail.com	+44 745 606 6166

Contact Number (Home)

Job role/title including subjects taught after stepping down *

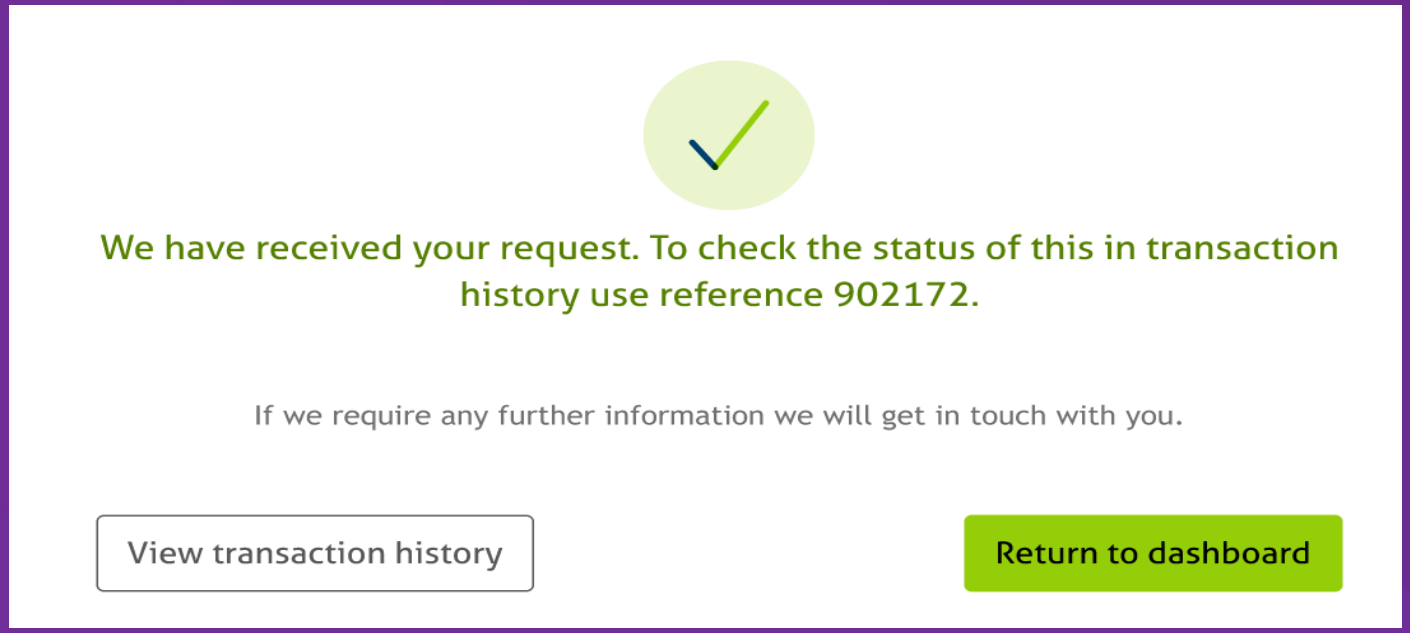
Establishment Name	Role Description	Code	Subject Taught	Age Range	Post Held From	Post Held To	Percent of Full-time Contracted t...
The Starship Children's Centre	Deputy Head	3	Mathematics	10-15	12/04/2023	01/04/2024	40%
Acorn's Children's Centre	Teacher/Lecturer	1	Advance Maths	10-15	12/04/2023	01/04/2024	30%
Acorns Family Hub	Head Teacher/ Vice Principal	4	Statistics	10-15	12/04/2023	01/04/2024	30%

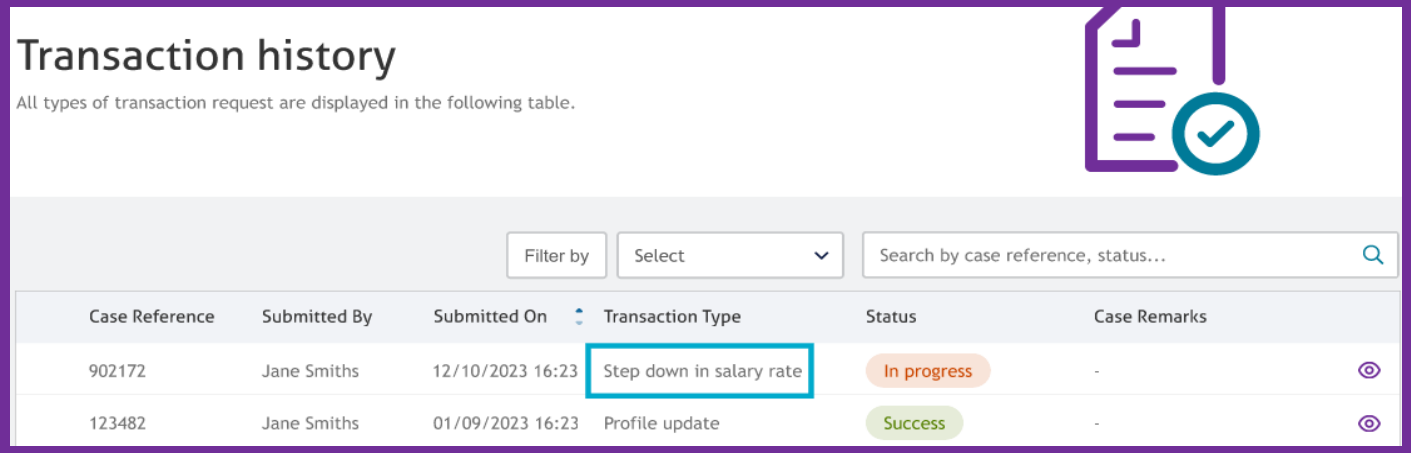
Back | Save | Submit

Step 4: Summary

- Review your personal details, contact information, and all employment records listed for roles held after stepping down. Ensure that the information shown is accurate and reflects your employment history correctly.
- Once you've verified the details, click 'Submit' to complete, 'Save' to continue later, or 'Back' to make any necessary changes.

Stepping Down in Salary Rate Election





Step 5: Submission of request

- Your 'Step down in salary rate' request has been successfully submitted and assigned a case reference number.
- You can use this reference number to track the progress of your request in the 'Transaction history' section.
- If additional information is required, we'll contact you. You can select 'View transaction history' to review the status of your request or 'Return to Dashboard' to go back to the main dashboard.
- The submitted request will appear in the 'Transaction history' table with its status for future tracking.