



**My Pension Online - Manage
appointed roles**

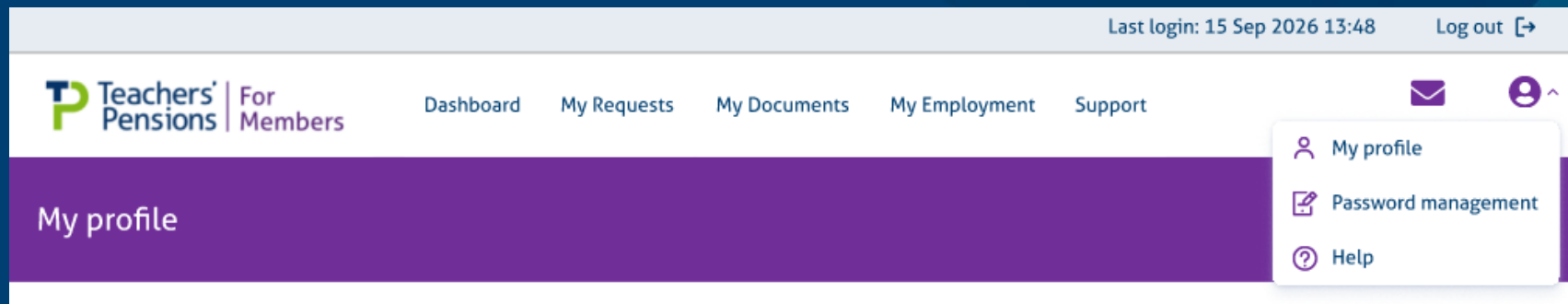


What is an 'appointed role'?

Appointed roles refers to people who have been formally appointed and authorised to represent you or carry out tasks on your behalf.

An appointed role could be:

- A Power of Attorney holder
 - A legal representative
 - A guardian or deputy
 - Another authorised person who can manage certain affairs for you.
-
- To view an appointed role, go to 'Profile' in My Pension Online (MPO) and select 'My Profile'. Your appointed roles details will be available on that page.



How to manage your appointed roles

Manage appointed roles

[View all](#)

LM

Jennifer Smiths
Principal Member Representative

Start Date	End Date
12/03/2023	01/04/2024
Email	Role
jennifer.smith@oxfordedu.com	Power of Attorney

LM

Omar Dias

Start Date	End Date
12/03/2023	01/04/2024
Email	Role
omar.dias@oxfordedu.com	Power of Attorney

Add

- If someone is authorised to act on your behalf, you can manage their details here.
- To add a new representative, click 'Add', provide the required information, and upload the supporting document.
- Please upload the most recent Power of Attorney, Court of Protection order, or Guardianship order as evidence of their representative's authority.

How to manage your appointed roles - adding

Manage appointed roles

Review and manage your appointed roles here.

Manage your representatives

Manage your representatives who perform duties on your behalf.

- To add the new representatives click 'Add role', provide the necessary detail and upload the proof.
- To remove the representatives click 'Remove' and upload the proof. Please upload the latest "Power of attorney", "Court of protection" or "Guardianship" document.
- If the member representative has died upload the death certificate.

Add role +

Remove

Name and Role	Email	Start Date	End Date
No records found for appointed roles. Click 'Add role' above to get started.			

Back

Step 1

- Click on the 'Add Role' option and select the appropriate role from the drop-down menu.

Add role

Role *

Select

Power of Attorney

Court of Protection Order

Guardianship

Lasting Power of Attorney

Step 2

- Select the appropriate role:
 - Power of Attorney,
 - Court of Protection Order,
 - Lasting Power of Attorney, and
 - Guardianship.
- Once you have chosen the desired role, you can proceed with the next steps of the process.

How to manage your appointed roles - adding

Add role

Role *
Power of Attorney

☐ Make this as principal member representative

Title
Miss

First Name *
Lucy

Last Name *
MacCoy

National Insurance Number *
AA123456Q

Start Date *
12/03/2018

End Date *
12/03/2024

Back Continue

Upload your file

Drag and drop here
or
Browse

Cancel Upload

Upload document

Files must be 9 MB or less. For larger files contact Teachers' Pensions.

Type of Document *
Power of Attorney

Upload

Document uploaded successfully.

Power of Attorney.pdf View X

Back Continue

- Step 3
- Enter all the necessary details and click 'Continue'.
- Then upload the relevant supporting document. Please ensure that you upload the **most recent version** of the document.
- Add any necessary bank details.
- After successfully uploading the document, click 'Continue' to complete the process.

How to manage your appointed roles - Removing

Remove 			
Name and Role	Email	Start Date	End Date
Power of Attorney - Principal Member Representative			
Jennifer Smiths	jennifer.smith@oxfordedu.com	01/10/2022	01/10/2024
Power of Attorney			
Omar Dias	omar.dias@oxfordedu.com	27/04/2023	01/11/2024

- To remove a representative, click 'Remove' and upload the relevant supporting document.
- If your representative has passed away, please upload a copy of the Death Certificate.

Upload proof of removal

Upload your updated document for removal.

-  Please upload the latest "Power of attorney", "Court of protection" or "Guardianship" document.
If the member representative has died upload the death certificate.

Proof of Removal *

Power of Attorney

Upload

Back

Continue