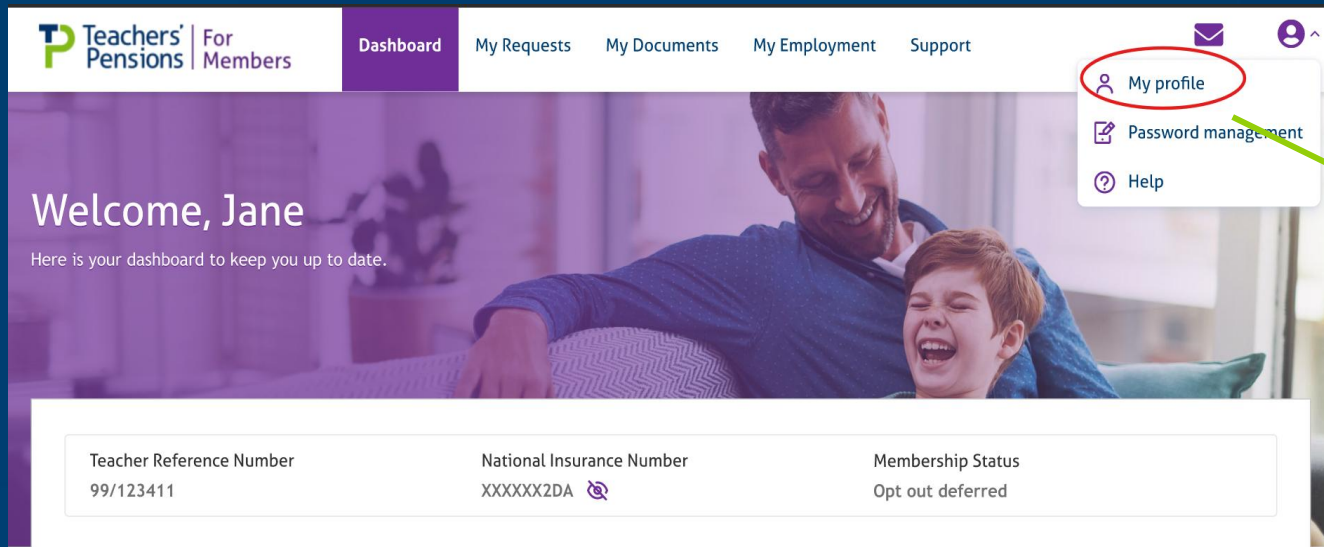




## My Pension Online - personal details



# Profile management



**Teachers' Pensions** | For Members

Dashboard | My Requests | My Documents | My Employment | Support

Welcome, Jane

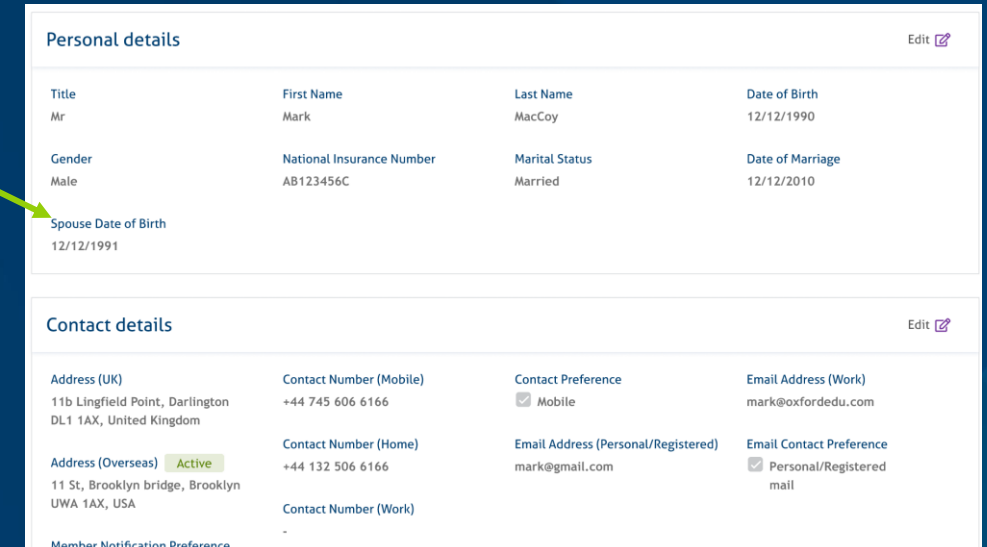
Here is your dashboard to keep you up to date.

Teacher Reference Number: 99/123411

National Insurance Number: XXXXXX2DA

Membership Status: Opt out deferred

My profile | Password management | Help



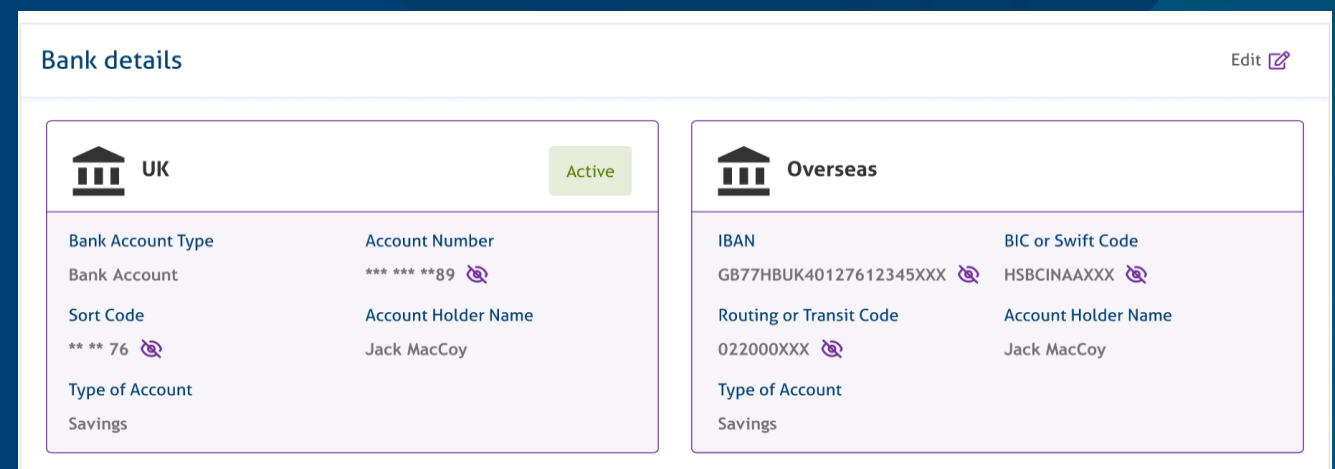
**Personal details** Edit

|                      |                           |                |                  |
|----------------------|---------------------------|----------------|------------------|
| Title                | First Name                | Last Name      | Date of Birth    |
| Mr                   | Mark                      | MacCoy         | 12/12/1990       |
| Gender               | National Insurance Number | Marital Status | Date of Marriage |
| Male                 | AB123456C                 | Married        | 12/12/2010       |
| Spouse Date of Birth | 12/12/1991                |                |                  |

**Contact details** Edit

|                                                         |                         |                                            |                                                              |
|---------------------------------------------------------|-------------------------|--------------------------------------------|--------------------------------------------------------------|
| Address (UK)                                            | Contact Number (Mobile) | Contact Preference                         | Email Address (Work)                                         |
| 11b Lingfield Point, Darlington DL1 1AX, United Kingdom | +44 745 606 6166        | <input checked="" type="checkbox"/> Mobile | mark@oxfordedu.com                                           |
| Address (Overseas) Active                               | Contact Number (Home)   | Email Address (Personal/Registered)        | Email Contact Preference                                     |
| 11 St, Brooklyn bridge, Brooklyn UWA 1AX, USA           | +44 132 506 6166        | mark@gmail.com                             | <input checked="" type="checkbox"/> Personal/Registered mail |
| Member Notification Preference                          | Contact Number (Work)   | -                                          |                                                              |

- To view and update your personal details click on 'My profile' in the profile tab. From here you can view your personal, contact and nomination details.
- If you're a retired member, you'll be able to view your bank details.
- In most cases you can also use this section to update those details.



**Bank details** Edit

**UK** Active

|                   |                     |
|-------------------|---------------------|
| Bank Account Type | Account Number      |
| Bank Account      | *** ** 89           |
| Sort Code         | Account Holder Name |
| ** ** 76          | Jack MacCoy         |
| Type of Account   |                     |
| Savings           |                     |

**Overseas**

|                         |                     |
|-------------------------|---------------------|
| IBAN                    | BIC or Swift Code   |
| GB77HBUK40127612345XXX  | HSBCINAAXX          |
| Routing or Transit Code | Account Holder Name |
| 022000XXX               | Jack MacCoy         |
| Type of Account         |                     |
| Savings                 |                     |

# How to change personal details

With the correct supporting evidence, you will be able to update the below on MPO:

- Name
- National Insurance number
- Gender
- Date of birth
- Marital status.

**Personal details** Edit 

|                                  |                                               |
|----------------------------------|-----------------------------------------------|
| <b>Title</b><br>-                | <b>First Name</b><br>Ppntkfbu                 |
| <b>Last Name</b><br>Cpyuqrlozsg  | <b>Date of Birth</b><br>01/07/1964            |
| <b>Gender</b><br>Female          | <b>National Insurance Number</b><br>DP673997D |
| <b>Marital Status</b><br>Single  | <b>Date of Marriage</b><br>-                  |
| <b>Spouse Date of Birth</b><br>- |                                               |

Select the details you want to update, then click 'continue' and follow the instructions.

 There are some fields that you will not be able to update. Contact [Teachers' Pensions](#).

☒ **Full Name**  
Ppntkfbu Cpyuqrlozsg

 To update this information you will need your deed poll, marriage certificate or civil partnership certificate.

☐ **Date of Birth**  
01/07/1964

☐ **National Insurance Number**  
DP673997D

☐ **Gender**  
Female

☐ **Marital Status**  
Single

Back

Continue

# Name change

If you're only changing your title, you won't be asked to provide any supporting evidence.

To change your name - just enter your first name and last name.

✓ Select changes    ● Update details

**Full Name**  
Mr. Mark MacCoy

*To update this information you will need your deed poll, marriage certificate or civil partnership certificate.*

**Title**  
Mr

**First Name \***  
Mark

**Last Name \***  
Anderson

**Type of Document \*** ⓘ  
Select

**Upload**

*Select the appropriate category when uploading documents. Ensure that scanned documents are clear and legible.*

**Back**    **Continue**

You'll need to upload legal evidence, such as a deed poll, marriage certificate, or civil partnership certificate, then select 'Continue'.

You'll then be asked to review and confirm the changes before submitting your request.

# Gender change

☐ National Insurance Number  
AB123456C

☒ Gender  
Male

*To update this information you will need your birth certificate, gender transition certificate or gender recognition certificate. Changing a gender can have far reaching effect as some older factors are not gender equal.*

☐ Marital Status  
Married

[Back](#) [Continue](#)

Gender \*  
Female

Type of Document \* *i*

Select ^ [Upload](#)

Gender recognition certificate *that scanned*

Birth certificate

*To ensure your profile is accurate, take a moment to review and update your title and full name.*

[Back](#) [Continue](#)

Type of Document *i*  
Birth certificate [Upload](#)

**Gender detail change** *x*

Check and confirm your details are correct

From: Male

To: Female

[Cancel](#) [Confirm](#)

- To change your gender, select the gender option and choose either 'male' or 'female'. Upload the required supporting document and click continue.
- Review the details you have provided, then click 'confirm' and submit your request.



We have received your request. To check the status of this in transaction history use reference 902172.

[View transaction history](#) [Return to dashboard](#)

## Date of birth change

Date of Birth

12/12/1990

To update this information you will need your birth certificate, driver's licence or passport. Changing date of birth may impact the benefits you have accrued or are in receipt of.

Date of Birth \*

12/12/1992

Type of Document \*

Select

Birth certificate

Driving licence

Passport

Upload

Document has been scanned

Back

Continue

Date of birth change

Check and confirm your details are correct

From: 12/12/1990

To: 12/12/1992

Cancel

Confirm

- You'll need to let us know the change and provide the necessary supporting documents.
- After uploading the file, you need to confirm the details and submit the request.
- Once submitted, a case number will be generated. You can then view your submission history under 'my requests'.

# National Insurance number change

 **National Insurance Number**  
AB123456C

 To update this information you will need your notification from HMRC or notification from DWP.

**National Insurance Number \***

DR123456A

**Type of Document \*** 

Select 

Notification from HMRC

Notification from DWP

**Upload**

What scanned

**Back** **Continue**

**National Insurance Number \***

DR123456A

**NI number change** 

Check and confirm your details are correct

From: AB123456C

To: DR123456A

**Cancel** **Confirm**



We have received your request. To check the status of this in transaction history use reference 902172.

**View transaction history** **Return to dashboard**

- You can update your NI number, upload the required evidence file, and then click 'Confirm' to submit the request.

# Marital status change

Marital Status <sup>\*</sup>

Civil partnership ▼

Spouse Date of birth

dd- - - - yyyy 📅

Date of Marriage/Civil Partnership

dd- - - - yyyy 📅

Type of Document <sup>\*</sup> ⓘ

Select ▼ Upload

ⓘ Select the appropriate category when uploading documents. Ensure that scanned documents are clear and legible.

ⓘ To ensure your profile is accurate take a moment to review and update your title and full name.

Back Continue

Marital status change ⓧ

Check and confirm your details are correct

From: Married

To: Divorced

Cancel Confirm



We have received your request. To check the status of this in transaction history use reference 902172.

View transaction history Return to dashboard

- You can update your marital status to single, married, divorced, widow/widower, civil partnership, nominated partner, partnership dissolved, or partnership revoked.
- Select the appropriate marital status and provide any required details, such as your spouse's date of birth, date of marriage, or date of decree, depending on the change you are making.
- Upload the required supporting document and click 'continue'. Review the details you have provided, then 'confirm' and submit your request.