

Employer Portal - Registration

Recap - what is the purpose of the portal

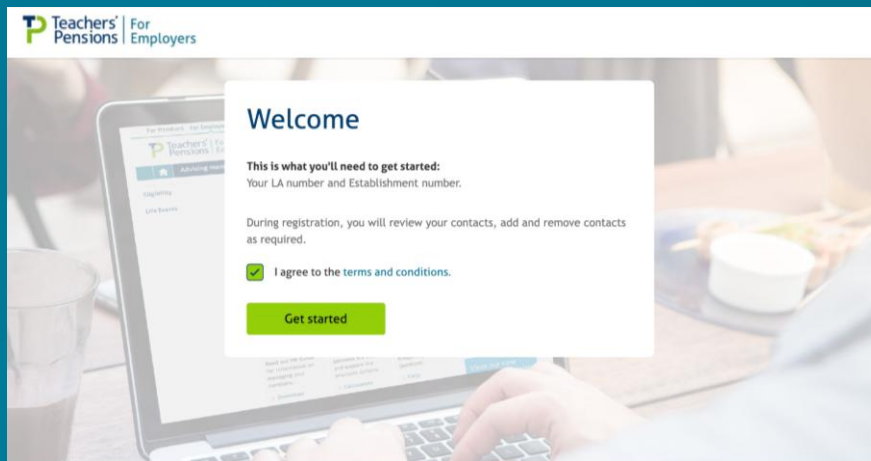
The Employer Portal is for you as data holders to securely send data about Scheme members to us.

It's also the place to complete your part of member online application forms, such as Retirement applications.

For enhanced security all users must have a unique account. Credentials must not be shared with colleagues:

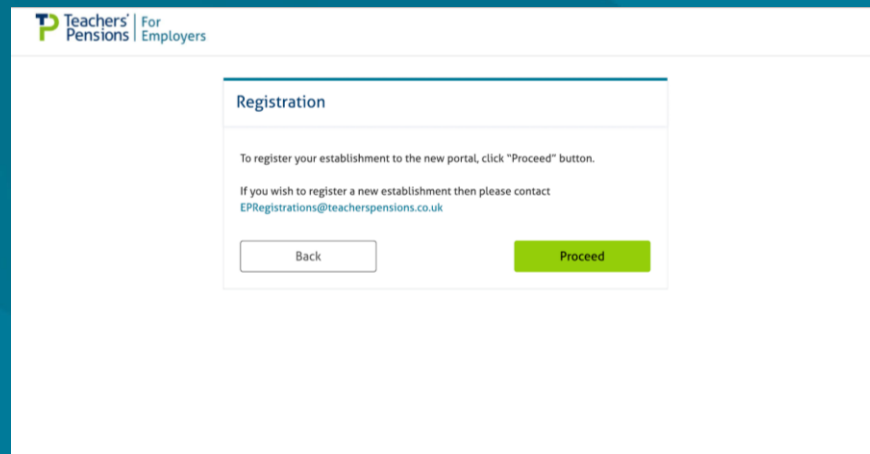
- Registered emails must not be a **shared/group** email or **generic/personal** email such as hotmail or gmail. You must use your individual work email associated with a named individual
- Only the Employer Portal **'Primary Contacts'** can delegate access and manage users
- When a user no longer requires access to the Employer Portal, it's the Primary Contacts responsibility to remove the user immediately via the Employer Portal in 'Manage Contacts'.

Registration instructions for Primary Contacts



Click on the link provided in our registration email to reach the 'Welcome' screen on the Employer Portal.

Please view and agree to the terms and conditions. To view them please click on the link.



After agreeing to the terms and conditions and clicking 'Get started' you'll see the 'Registration' screen. Please select 'Proceed'.

Registration instructions for Primary Contacts

Teachers' Pensions | For Employers

Establishments

If you are registering your establishment to the new portal, then provide the LA and the Establishment number.

If you are a new school and have not registered with Teachers' Pension Scheme then contact: EPRegistrations@teacherspensions.co.uk

To learn more about the establishment type, click [here](#).

Choose the category of establishment you want to register:

☒ Individual Establishment

LA Number *

000

Establishment Number *

0000

☐ Single or Multi Academy Trust

☐ Local Authority

☐ I'm not a robot

[Back](#) [Verify](#)

Teachers' Pensions | For Employers

Establishments ☐ Your details ☐ Verify email ☐ Summary

Individual Establishment Details

Establishment Name

Livingstone Primary School

Establishment Registered Address

Homerton Gardens, Purbeck Road, Cambridge, Cambridgeshire, CB2 8EB

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

Select the type of establishment you're representing and add details. Complete the Captcha, click 'Verify' and check the establishments details before selecting 'Continue'.

If you represent more than one establishment, choose just one to add details for.

Registration instructions for Primary Contacts

Teachers' Pensions For Employers

Establishments Your details Verify email Summary

Your details

Provide the necessary details required for registration.

Title
Select

First Name *
Enter first name

Last Name *
Enter last name

Email Address * ⓘ
Enter email address

Contact address
Homerton Gardens, Purbeck Road, Cambridge, Cambridgeshire, CB2 8EB,
United Kingdom.

☐ By selecting this box you confirm that you have read and understood the privacy policy, agree to its terms regarding the handling of your personal data and are providing your consent voluntarily. You also understand that you have the right to withdraw your consent at any time.

Back Continue

Establishments Your details Verify email Summary

Verify email address

We have sent a one-time verification code to your registered email address.



ada** ****@****u.com

Your one-time verification code is valid for five minutes.

Resend a verification code

Back Verify

The first and last name, and registered email must match the Primary Contact details we hold for the establishment.

Please check your junk/spam folder for the one-time verification code.

Registration instructions for Primary Contacts

Teachers' Pensions | For Employers

Establishments Your details **Verify email** Summary

Verify email address

We have verified your email address.

Back Continue

Teachers' Pensions | For Employers

Establishments Your details Verify email **Summary**

Summary

Confirm these details are correct and submit.

Establishments

Establishment Name	Establishment Address
Livingstone primary school	Homerton Gardens, Purbeck Road, Cambridge, Cambridgeshire, CB2 8EB, United Kingdom.
LA/Establishment Number	
656/2675	

Your Details [Edit](#)

Title	First Name
Mr.	John
Last Name	Email Address
Smith	john.smith@livingstone.com ✓
Contact Address	
Homerton Gardens, Purbeck Road, Cambridge, Cambridgeshire, CB2 8EB, United Kingdom.	

Back Submit

Your details need to match what we have in our system so look out for special characters in name or shortened names.

Please check your junk/spam for the temporary PIN and password.

noreply@teacherspensions.co.uk

Teachers' Pensions | For Employers

We have received your request to register for the online portal.
Your transaction reference number for this request is 625383.

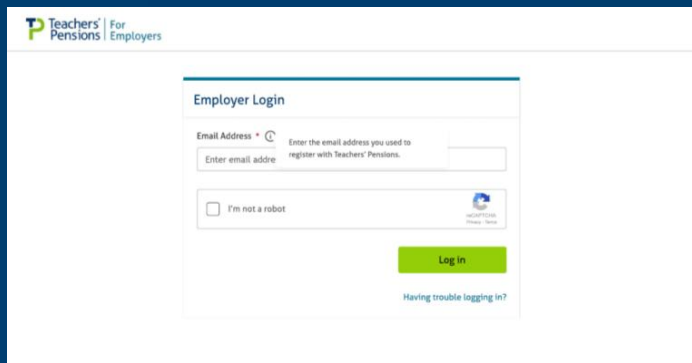
If we require any further information we will get in touch with you.
We will send you a temporary password and PIN required to Log in.

Log in

How to log in and manage contacts

- You'll receive a temporary password and PIN valid for **14 days** to log in
- Log in to set up a new password and Multi Factor Authentication (MFA) method
- You'll be asked to reset your temporary password
- No further action is required until service transition (unless you are a Primary Contact or a Payroll Provider Primary Contact)
- If a Primary Contact or a Payroll Provider Primary Contact, you'll need to set up your contacts via Manage Contacts

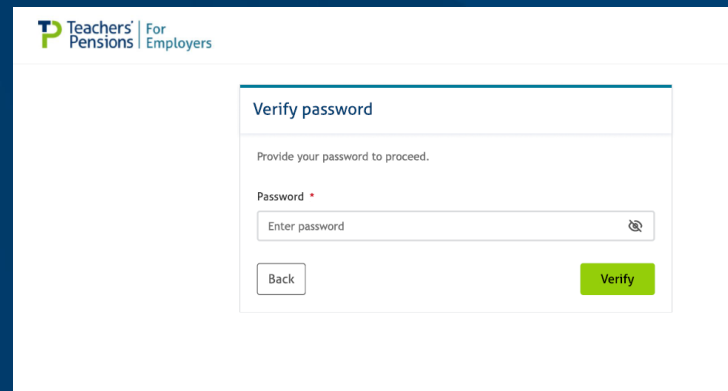
Log in and change your password



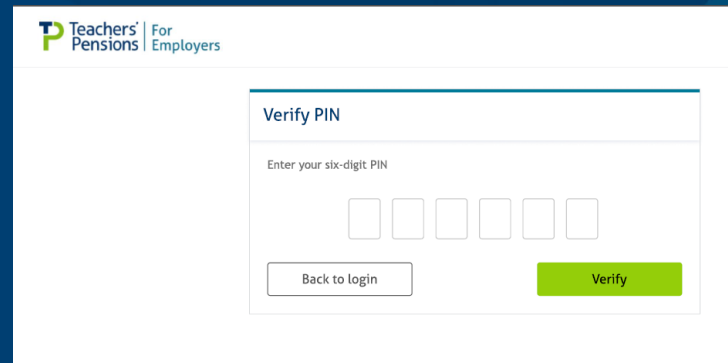
The screenshot shows the 'Employer Login' form on the Teachers' Pensions website. At the top left is the logo 'Teachers' Pensions For Employers'. The form has a title 'Employer Login'. Below it, there is a label 'Email Address *' with a magnifying glass icon. A text input field contains the placeholder 'Enter email address'. To the right of the input field is a small text link: 'Enter the email address you used to register with Teachers' Pensions.' Below the input field is a checkbox labeled 'I'm not a robot' and a CAPTCHA image. At the bottom right of the form is a green 'Log in' button. Below the button is a link: 'Having trouble logging in?'.

Simply click on the log in link included in your temporary credentials. Enter your registered email address, we'll match this to our records, complete the Captcha and click 'Log in'. Then you'll be prompted to enter the temporary password and PIN.

If your temporary credentials have expired, please contact our [Employer team](#).



The screenshot shows the 'Verify password' form. At the top left is the logo 'Teachers' Pensions For Employers'. The form has a title 'Verify password'. Below it is a text instruction: 'Provide your password to proceed.' There is a label 'Password *' with a magnifying glass icon. A text input field contains the placeholder 'Enter password'. To the right of the input field is a small icon of an eye with a slash through it. Below the input field are two buttons: a white 'Back' button and a green 'Verify' button.



The screenshot shows the 'Verify PIN' form. At the top left is the logo 'Teachers' Pensions For Employers'. The form has a title 'Verify PIN'. Below it is a text instruction: 'Enter your six-digit PIN'. There are six empty square input boxes for the PIN digits. Below the input boxes are two buttons: a white 'Back to login' button and a green 'Verify' button.

Log in and change your password

T Teachers' Pensions | For Employers

Create a new password

New Password *

Set a new password 

- At least one number (0-9)
- At least one uppercase letter (A-Z)
- At least one lowercase letter (a-z)
- At least one special character (!, %, @, #, \$)
- Have at least eight characters (more is recommended for better security)

Confirm Password *

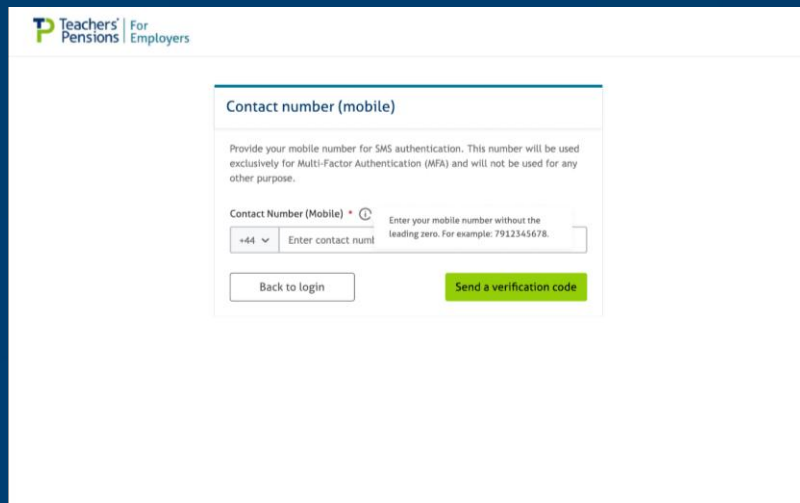
Confirm password 

[Back to login](#) [Create password](#)

Once you have verified your temporary credentials you'll be asked to change your temporary password.

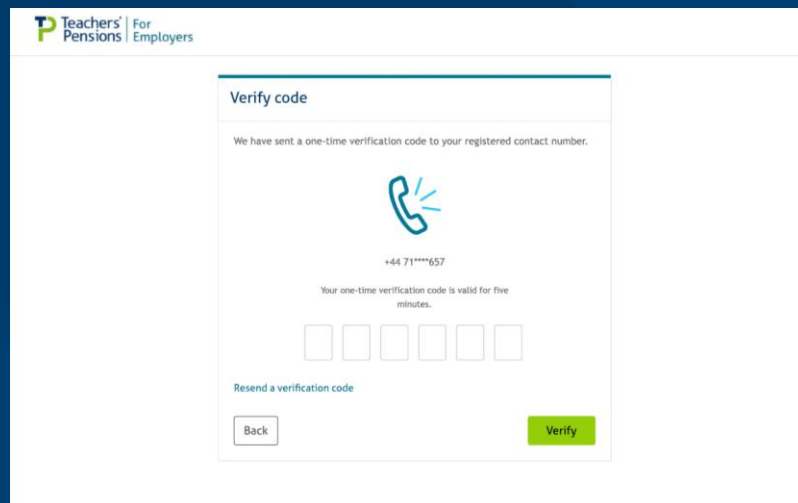
You'll need this to log in when the service transitions so please remember this.

Set up Multi Factor Authentication (MFA)



The screenshot shows the 'Contact number (mobile)' form. At the top, it says 'Provide your mobile number for SMS authentication. This number will be used exclusively for Multi-Factor Authentication (MFA) and will not be used for any other purpose.' Below this, there is a field for 'Contact Number (Mobile)' with a dropdown menu showing '+44' and a text input field. To the right of the input field, it says 'Enter your mobile number without the leading zero. For example: 7912345678.' At the bottom, there are two buttons: 'Back to login' and 'Send a verification code'.

We require a mobile number for MFA (this will be used for MFA purposes only).



The screenshot shows the 'Verify code' form. At the top, it says 'We have sent a one-time verification code to your registered contact number.' Below this, there is a large blue telephone handset icon. Underneath the icon, it shows the phone number '+44 71****657'. Below the number, it says 'Your one-time verification code is valid for five minutes.' There are six empty square boxes for entering the code. At the bottom, there are two buttons: 'Back' and 'Verify'. Above the 'Verify' button, there is a link that says 'Resend a verification code'.

If the code expires or doesn't appear you can ask to 'Resend a verification code'.

Set up alternative MFA

Set up multi-factor authentication

Follow the setup steps and verify your identity.

Multi-factor authentication (MFA) adds extra security to keep your account safe.

MFA relies on two forms of authentication: something you know and something you have with you. The "something you know" is your password. The "something you have with you" can be a mobile device. This ensures that your account remains secure even if your password is compromised. Protect your account and data by adding an additional level of security with multi-factor authentication.

Step 1: Download one of the authenticator applications on your device

- Microsoft Authenticator
- Authy Authenticator
- Google Authenticator

Step 2: Scan the QR code

To complete your login setup scan this QR code using your authenticator app and set up the device.



If you are not able to scan the code, enter the key below:

ABCVFGRT34567DFGDDVDFGD

Skip

Continue

We strongly advise that you take a few minutes to do this so you have a back up should SMS not work (or you don't have your device to hand).

Follow the instructions on screen; scan the QR code or key in the code provided to set up.

If you set up authenticator app this will become your default method.

Verify multi-factor authentication

Enter the verification code generated by your authenticator app.

Authentication Code *

Enter authentication code

Back to login

Verify

2nd time log in

Teachers' Pensions For Employers

Employer Login

Email Address Enter the email address you used to register with Teachers' Pensions.

☐ I'm not a robot

Log in

[Having trouble logging in?](#)

If you have set up Authenticator app and would like to use SMS, or are having trouble with the app you can select SMS.

Verify multi-factor authentication

Enter the verification code generated by your authenticator app.

Authentication Code

[Other login methods](#)

Back to login **Verify**

Other login methods X

[SMS Authentication](#) >

Cancel

Back to login **Verify**

Review contacts - Primary Contacts only

Your five mandatory contacts are up to date.

If you look after more than one establishment, you can view the contact details for each establishment you look after by selecting the relevant establishment from the drop-down box on your dashboard.

Mandatory contacts include:

- Primary Contact - The person(s) who will be the nominated contact, responsible for interacting with Teachers' Pensions via the Employer Portal and managing portal users
- Service and Salary Contact - the person(s) responsible for the handling of service and salary enquiries

- Monthly Contributions Contact - the person(s) in charge of the submission of contribution payments and who are expected to correct any errors that arise from submissions
- End of Year Certificate Contact - the person(s) who will submit the annual End of Year Certificate each year
- Head of Finance Contact - the person(s) who will have overall financial responsibilities for the establishment
- Payroll Contact - visible only if you delegate payroll responsibility to a payroll provider.

There are also optional contacts including; Governor Contact, Premature Retirement Contact, Headteacher Contact and Portal Contact

Review contacts - Primary Contacts only

As the Primary Contact you must review the contact details for your organisation.

Select 'Continue' under 'Review your contacts'.

Please note this will be visible on your first log in only

The screenshot shows the 'Teachers' Pensions For Employers' dashboard. At the top, there's a header with the logo, 'Dashboard', and 'Monthly Submission' tabs. Below this, a 'Welcome, Michale' message is followed by a brief explanation of the registration phase. The 'Establishment Name' section shows 'Livingstone Primary School' with a dropdown arrow and a 'View Establishment Profile' link. The 'Review your contact details' section contains a 'Review your contacts' box with a 'Continue' button, which is circled in red. Below this is a 'Tasks' section with a table header (TRN, Task Reference, Task Name, Submitted On) and a message stating 'There are no task available.' with a magnifying glass icon.

The 'Establishment Name' drop down will include any schools you are responsible for. However, your data may be slightly out of date. Do let us know if anything isn't as you would expect.

If you log in later to edit/add any contacts you can locate 'Manage Contacts' via the 'View Establishment Profile' link, which will appear on the right of the 'Establishment Name' drop down.

Review contacts - Primary Contacts only

On selecting 'Continue' under 'Review your contacts' on the previous page you'll arrive at the screen opposite.

The establishment details will be visible, but we want you to scroll down the page to the 'Manage Contacts' tab.

Teachers' Pensions | For Employers

Dashboard

[Back](#)

Livingstone Primary School

Type of Establishment Public Limited Company (PLC)	Establishment Status Active	Establishment Type Group Individual school	Group Type Single-academy trust
Local Authority Reference ED087635	Establishment Number 001/0976	DfE number 98241	UK Provider Reference Number AW087911
Phase of Education XXXXX	Employer Companies House Reg. Number 07318714	UID 80355	URN 100056
Group Employer Name Livingstone Primary School	Individual Employer Name EM1107635	Nature of Business Secondary	Employer Status Open
Establishment Address 11b Lingfield Point, Darlington DL1 1AX, United Kingdom			

If any of the information provided above is incorrect, you can update it through the GIAS website.

Establishment Details

Manage Contacts

The roles and responsibilities of the contacts are defined in the employer [guide](#).

Add mandatory contacts *

Primary contact +

End of year certificate contact +

Head of finance contact +

Monthly contributions contact +

Service and salary contact +

Add optional contacts

Review contacts - Primary Contacts only

Please check all your mandatory contacts are correct. The contacts can be the same if you do not have separate contacts within your organisation.

To add an additional user with full access (except for the ability to edit/add contacts) select 'Portal contact' from 'Add optional contacts'.

Establishment Details **Manage Contacts**

The roles and responsibilities of the contacts are defined in the employer guide.

Add mandatory contacts *

Primary contact + End of year certificate contact + Head of finance contact +

Monthly contributions contact + Service and salary contact +

Add optional contacts

Governors contact + Portal contact +

Premature retirement contact + Headteacher contact +

To provide portal access to the existing contacts, edit the contact and select portal access. Remove Edit

Name	Establishment Name	Email	Portal Access
☐ Primary contact Michael Parker	Livingstone Primary School	michale.parker@livingstone.com	Yes
☐ End of year contribution contact Davis Lubin	Livingstone Primary School	davis.lubin@livingstone.com	Yes
☐ Head of finance contact Mira Torff	Livingstone Primary School	mira.torff@livingstone.com	Yes
☐ Monthly contributions contact Gustavo Botosh	Livingstone Primary School	gustavo.botosh@livingstone.com	Yes
☐ Service and salary contact Gustavo Botosh	Livingstone Primary School	gustavo.botosh@livingstone.com	Yes
☐ Local authority	Local authority	-	Yes

☒ I have reviewed and updated my contacts.

Please note that all the contacts above will receive the temporary password and PIN only after you click 'submit'.

Submit

For your contacts to have Employer Portal access the 'Portal Access' must be 'Yes' for each contact.

To update this, select the contact by selecting the circle beside their name, and click edit.

Review contacts - Primary Contacts only

The 'Contact details' form will appear and you'll be able to update 'Portal Access' to 'Yes'.

Click on 'Confirm', the 'Contact details' form will close and the 'Manage Contacts' list will show as updated.

The screenshot shows the 'Teachers' Pensions | For Employers' dashboard. The main content area displays 'Livingstone Primary School' details, including establishment status, local authority reference, phase of education, group employer name, and establishment address. A 'Contact details' form is overlaid on the right side of the dashboard. The form contains fields for Payroll Provider Name, Email, Title, First Name, Last Name, Country, Postcode, and a section for 'Enter address manually'. The 'Portal Access' field is highlighted with a red circle, showing two radio buttons: 'Yes' and 'No'. The 'Confirm' button is highlighted in green.

Contact details

Payroll Provider Name *

Email

Title

First Name *

Last Name *

Country *

Postcode

Email *

Fax

Portal Access * ☒ Yes ☐ No

Livingstone Primary School

Type of Establishment: Public Limited Company (PLC)
Establishment Status: Active
Local Authority Reference: ED087635
Establishment Number: 009
Phase of Education: XXXXX
Employer Companies House Reg. Number: 07318714
Group Employer Name: Livingstone Primary School
Individual Employer Name: EM1107635
Establishment Address: 11b Lingfield Point, Darlington DL1 1AX, United Kingdom

Review contacts - Primary Contacts only

Tips for updating contacts:

- The edit function is used to change the Portal Access only. To add a new contact use the '+' boxes.
- To remove any contacts please add the new one first, then remove the old one.
- If the system isn't allowing you to add a contact, it may be because the email already exists with a different user name.
- A minimum of five mandatory contacts must be present before you can 'Submit'.
- Your contact/s will automatically receive their own temporary log in credentials. Please check they have received their PIN and password and take action in 14 days.

The screenshot displays the 'Manage Contacts' page for 'Livingstone Primary School'. It includes sections for adding mandatory and optional contacts, a table of existing contacts, and a 'Submit' button. A green checkmark icon and a warning message are also visible.

Add mandatory contacts *

Primary contact + End of year certificate contact + Head of finance contact +

Monthly contributions contact + Service and salary contact +

Add optional contacts

Governors contact + Portal contact +

Premature retirement contact + Head teacher contact +

Table of contacts:

Name	Establishment Name	Email	Portal Access
Primary contact Michael Parker	Livingstone Primary School	michael.parker@livingstone.com	Yes
End of year contribution contact Davis Lubin	Livingstone Primary School	davis.lubin@oxfordedu.com	Yes
Head of finance contact Mira Turff	Livingstone Primary School	mira.turff@livingstone.com	Yes
Monthly contributions contact Gustavo Botelho	Livingstone Primary School	gustavo.botelho@livingstone.com	Yes
Service and salary contact Gustavo Botelho	Livingstone Primary School	gustavo.botelho@livingstone.com	Yes
Local authority	Local authority	-	Yes

Submit

Please note that all the contacts above will receive the temporary password and PIN only after you click 'submit'.

What if I delegate to a Payroll Provider?

If you have a relationship with a Payroll Provider you'll have an additional 'Payroll contact' in your mandatory contacts. This 'Payroll contact box' is visible but greyed out, and is not clickable.

Please ensure that the Payroll contact is the correct organisation

ⓘ If any of the information provided above is incorrect, you can update it through the GIAS website.

Establishment Details **Manage Contacts**

ⓘ The roles and responsibilities of the contacts are defined in the employer guide.

Add mandatory contacts *

Primary contact + End of year certificate contact + Head of finance contact +

Monthly contributions contact + Service and salary contact + Payroll contact +

Add optional contacts

Governors contact + Portal contact +

Premature retirement contact + Headteacher contact +

ⓘ To provide portal access to the existing contacts. Edit the contact and select portal access. Remove Edit

Name	Establishment Name	Email	Portal Access
☐ Primary contact Michael Parker	Delta Academy Trust	michale.parker@dat.com	Yes
☐ End of year contribution contact Davis Lublin	Delta Academy Trust	davis.lublin@dat.com	Yes
☐ Head of finance contact Mira Torff	Delta Academy Trust	mira.torff@dat.com	Yes
☐ Monthly contributions contact Gustavo Botosh	Delta Academy Trust	gustavo.botosh@dat.com	Yes
☐ Service and salary contact Gustavo Botosh	Delta Academy Trust	gustavo.botosh@dat.com	Yes
☐ Payroll contact -	EPM	-	Yes

☒ I have reviewed and updated my contacts.

⚠ Please note that all the contacts above will receive the temporary password and PIN only after you click 'submit'.

Submit

If the Payroll contact is missing or incorrect, please contact our Employer Team.

What if I am a Payroll Provider?

As the Primary Contact of your Payroll Provider, you must review the contact details for your organisation.

Select 'Continue' under 'Review your contacts'.

Please note this will be visible on your first log in only

Teachers' Pensions For Employers Dashboard Monthly Submission

Last login: 23 July 2025 09:00 Log out

Welcome, Michale

Here is your dashboard to keep you up to date.
During the registration phase, access to the new Employer Portal will be limited. Certain features will be temporarily unavailable while we complete the secure transition to the new portal.

Establishment Name
Livingstone Primary School 001/0976 [View Establishment Profile](#)

Review your contact details
You must review and update the contact details of your establishment.

Review your contacts
[Continue](#)

Tasks

TRN	Task Reference	Task Name	Submitted On
There are no task available.			

Copyright © Teachers' Pensions 2025. All rights reserved. Pension Scheme Registry Number 10005209 (2010 scheme and earlier) and 10276733 (2015 scheme)

The 'Establishment Name' drop down will include your own organisation and any establishments you're linked to.

If you log in later to edit/add any contacts you can locate 'Manage Contacts' via the 'View Establishment Profile' link, which will appear on the right of the 'Establishment Name' drop down.

What if I am a Payroll Provider?

Instead of updating user details for each establishment you work with, we have included functionality for Payroll Providers to 'Add multiple delegates'.

Click on this option to perform a bulk upload.

If you do want to add a single user go to 'Review your contacts' at an establishment level, and select 'Add delegate' in 'Add optional contacts'.

[< Back](#)

IRIS

Type of Establishment Public Limited Company (PLC)	Establishment Status Active	Establishment Type Group Payroll provider	Group Type Payroll provider
Local Authority Reference ED087635	Establishment Number 001/0750	DfE number 98241	UK Provider Reference Number AW087911
Phase of Education XXXXX	Employer Companies House Reg. Number 07318714	URN 80355	
Group Employer Name IRIS	Individual Employer Name EM1107635	Nature of Business Secondary	Employer Status Open
Establishment Address 11b Lingfield Point, Darlington DL1 1AX, United Kingdom			

[Establishment Details](#) **Manage Contacts**

The roles and responsibilities of the contacts are defined in the employer guide.

Add mandatory contacts *

Primary contact +

End of year certificate contact +

Head of finance contact +

Monthly contributions contact +

Service anniversary contact +

Local authority +

Add optional contacts

Governors contact +

Parent contact +

Premature retirement contact +

Headteacher contact +

Add delegate +

Add multiple delegates +

Multiple delegate form

① The roles and responsibilities of the contacts are defined in the employer [guide](#).

Add mandatory contacts *

Primary contact + End of contract contact + Monthly contributions contact +

Add optional contacts

Governors contact + Port of call contact + Premature retirement contact +

delegates +

Remove Edit

Name *	IRIS	Email	Portal Access
☐ Michael Parker			Yes
☐ Omar Dias			Yes
☐ Davis Lubin	IRIS	davis.lubin@iris.com	Yes
☐ Mira Torff	IRIS	mira.torff@iris.com	Yes

Upload your file x

Drag and drop here or

Browse

Fill the delegate template and upload here. You can download the delegate template from here.

[Multiple Delegates form.csv](#)

Cancel **Upload**

Teachers' Pensions For Employers



We have received your request. To check the status of this in submission history, use case reference 9021.

View submission history **Return to dashboard**

You'll need the LA/Est numbers, the first and last name of the user and a unique email address for each user. Upload the file, wait for 30 minutes for us to process your request, log in and select 'View submission history'.

What if I am a Payroll Provider?

Teachers' Pensions | For Employers

Dashboard Monthly Submission

Submission History

Submission history

All submission history is displayed in the following table. Click on the eye icon to view your file.

Filter by Select Search by case reference...

Case reference	Submitted By	Submitted On	Type	Status	Filename	Report
9021	Michael Parker	02/09/2023 16:23	Delegate form	Error	Multiple delegates form.csv	-

Showing 1 to 10 of 120 Items

Jump to: 01 Items per page: 12

Go to Submission history to check the multiple delegate request has uploaded successfully. If the file has an error, click the 'eye' icon to see the issue/s.

Teachers' Pensions | For Employers

Return to dashboard

Summary

We have taken a look at your file submission. Find our detailed assessment summary below.

50 Total number of records submitted

30 Successful records

Please review the error file, correct the issues, and re-upload only the records that failed. Contacts that were uploaded successfully will receive a temporary password and PIN.

Case history

Submitted Date	Status	Submitted By	File	Error Report	Missing Member
02/08/2024 11:36	Error	Victoria Kerning	Multiple Delegates form.csv	Multiple Delegates form error.csv	-

Back

You can view the error file to make corrections. Please correct the failed records ONLY and resubmit. Once successfully submitted your contact/s will automatically receive their own temporary log in credentials.

Need help?

Please contact our [Employer team](#) for further support or call us on 0345 3003756.

How to register on the new portal (Primary Contacts only)

You can access the NEW Employer Portal using the link you have received from info@teacherscorp.co.uk.

1. Please follow the onscreen registration instructions. You will need your **Local Authority (LA) and establishment number**
2. You'll also need to enter your first name, last name and email. This will be matched with the Primary Contact details we hold for the establishment. Please check the name is spelt correctly (your user name is case sensitive).
3. We'll send a one-time verification code to your registered email address which you'll need to enter, then you'll be asked to confirm your details are correct. Please check your junk/spam for this code.
4. Congratulations! You're registered and will receive a temporary password and PIN to log into the portal from noreply@teacherscorp.co.uk

- **Please do not share the registration link.** This is for the Primary Contact only. Establishments only need to register once. Primary contacts will be able to add additional users, who'll receive individual login instructions.
- If you're the Primary Contact for more than one establishment, you only need to register once.
- When you log in all the establishments you're linked to will be visible in the 'Establishment Name' drop down menu on your dashboard.

This process is visualised on the next few pages of the guide.