i 'How to'…

Register and log into **myRPS**

You can find the Railways Pension Scheme (RPS) website at **https://member.railwayspensions.co.uk**

The RPS website provides useful information about the Scheme and allows you to create your own personal myRPS account to securely view your record and keep track of your membership.

We encourage you to register for your personal online account (if you haven't already) and please avoid calling our member Helpline with non-urgent queries.

- **Not yet registered? Follow the instructions below.**

- **Ready to log into your myRPS account? Follow the instructions at the bottom of page 2.**

Registering for your myRPS account

You will need …

- Your pension reference number
- Your National Insurance Number
- Your date of birth
- Your email address

Registering has five steps and takes about **5 minutes**.

To get started, first go to **https://member.railwayspensions.co.uk**.

- **If you're on a desktop computer or laptop**, click on the 'Log in/Register' button in the top right corner.

- **If you're on a mobile device (phone or tablet), select the 'menu' first, then 'Log in/Register'.**

Then, select **'Create an account'**.

Step 1: Your details

Enter your:

- **Pension reference number** – you can find it on any correspondence you have received from the Scheme. It is usually a 11-digit number with a '/' before the final two digits. For example: 987654321/00.

  For some members of the Industry-Wide Defined Contribution (IWDC) Section or AVC Extra, the pension reference number may be a series of letters followed by numbers and may be fewer than 11 digits.

- **National Insurance Number** – for example DE987654F

- **Date of birth** – in DD/MM/YYYY format. For example 01/01/1951

Select **'Next'** to move on.

Step 2: Set up your login details

To set up your login details, you will be asked to:

- **Enter your email address and re-enter it in the box underneath.** Please use your personal email address.

- **Create and confirm a password.** This must be between 8 and 20 characters long, contain at least one number, one upper case letter, one lower case letter and one special character.

Step 3: Choose a security question

- **Choose a security question from the list of questions provided** – and enter your answer in the box underneath.

Step 4: Accept T&Cs

You will be asked to read and accept the Terms and Conditions for registering on the site.

- **Tick the box,** then select 'Register now'.

You'll see a confirmation you've completed this stage of the registration successfully.

Step 5: Confirm your registration by logging in

Check the email address you provided in the registration process. You should receive a confirmation containing a web link. Click on the web link and it will automatically direct you back to the portal login page, where you'll see a message confirming the email verification was successful.

- **Log in**. Click the link to go to the login page. Enter the email address and password you used during the registration process. Then, select 'Log into myRPS'.

- **Create some memorable information.** This should be at least 8 characters long, and is not case sensitive. Select 'Create memorable information'.

Once you have created your memorable information, you will be taken to your myRPS account dashboard where you'll find details of your Railways pension.

Logging into your myRPS account

You will need ...
- Your email address
- Your password
- Your memorable information

To log into your myRPS account and start managing your RPS pension online, go to **https://member.railwayspensions.co.uk**.

- **If you're on a desktop computer or laptop**, click on the 'Log in/Register' button in the top right corner.

- **If you're on a mobile device (phone or tablet),** select the 'menu' first, then 'Log in/Register'.

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- **Enter your username (your email address) and the password** you created when you registered. Then, click the 'Log into myRPS' button.

- **You will be asked to enter three random characters of the memorable information** you created when you logged in for the first time. Click 'Log into myRPS'.

You will be taken to your RPS account dashboard and can start managing your RPS pension online.

If you require further help please contact: csu@rpmi.co.uk

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