

**How do I
Register for
mypensionplan?**

A decorative graphic on the right side of the page. It features several overlapping, curved bands in shades of teal and light green. The background is a light gray with a pattern of small, semi-transparent white circles. The overall design is modern and clean.

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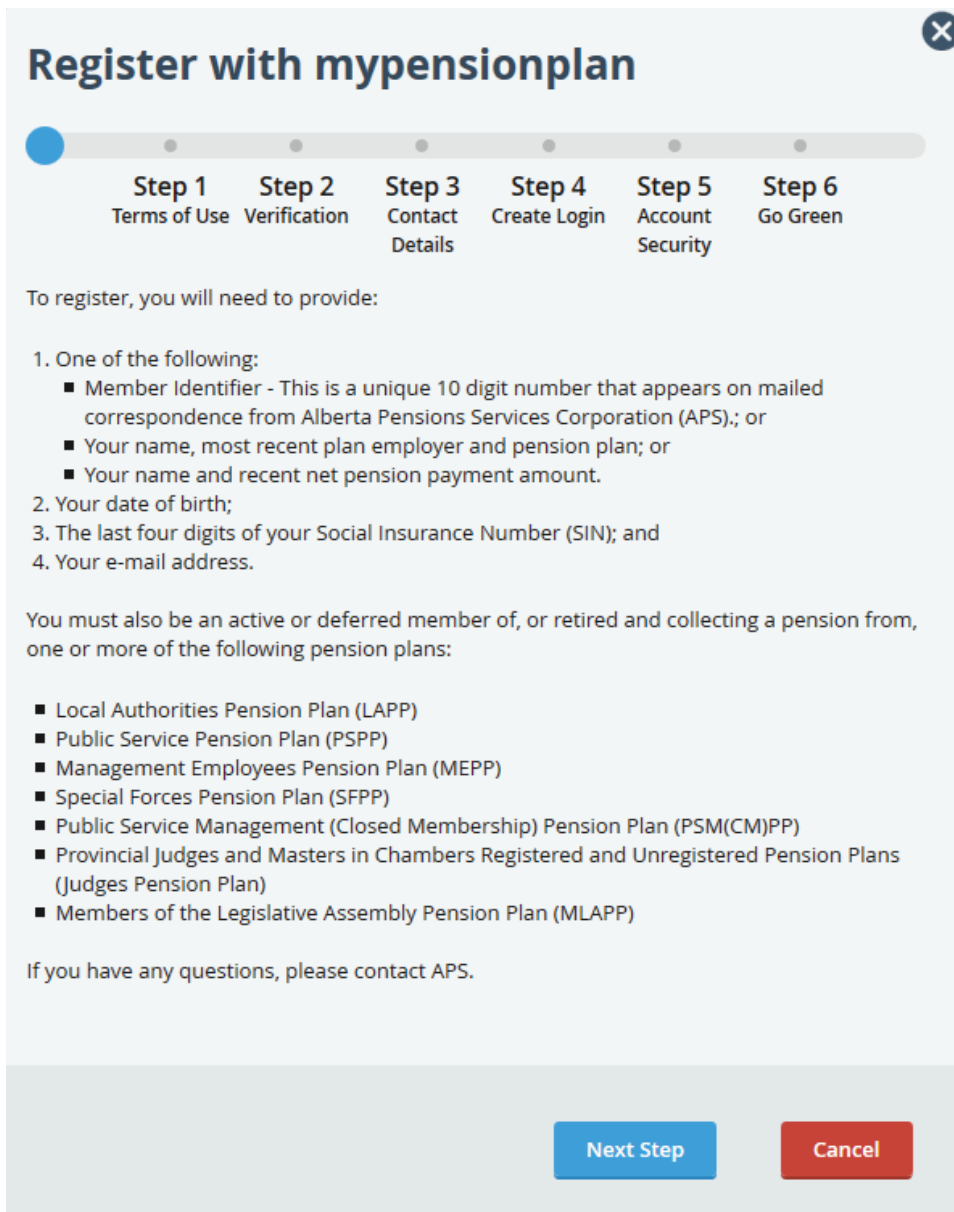
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Registration Wizard

Start by selecting the green 'Register' button in the bottom right corner of the website to open the Registration Wizard.

Data Required to Register

Please read the details on the front page carefully. This page provides the information you need to know so you can successfully register for mypensionplan.ca



The screenshot shows a registration wizard titled "Register with mypensionplan" with a close button (X) in the top right corner. A progress bar at the top indicates six steps: Step 1 (Terms of Use), Step 2 (Verification), Step 3 (Contact Details), Step 4 (Create Login), Step 5 (Account Security), and Step 6 (Go Green). Step 1 is currently selected and highlighted with a blue circle. Below the progress bar, the text reads: "To register, you will need to provide:" followed by a list of requirements: 1. One of the following: Member Identifier (10-digit number), name, employer, and pension plan; or name and recent net pension payment amount. 2. Your date of birth; 3. The last four digits of your Social Insurance Number (SIN); and 4. Your e-mail address. Below this, it states: "You must also be an active or deferred member of, or retired and collecting a pension from, one or more of the following pension plans:" followed by a list of pension plans: Local Authorities Pension Plan (LAPP), Public Service Pension Plan (PSPP), Management Employees Pension Plan (MEPP), Special Forces Pension Plan (SFPP), Public Service Management (Closed Membership) Pension Plan (PSM(CM)PP), Provincial Judges and Masters in Chambers Registered and Unregistered Pension Plans (Judges Pension Plan), and Members of the Legislative Assembly Pension Plan (MLAPP). At the bottom, it says: "If you have any questions, please contact APS." Two buttons are visible at the bottom right: a blue "Next Step" button and a red "Cancel" button.

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To register, you will need to provide:

1. One of the following:
 - Member Identifier - This is a unique 10 digit number that appears on mailed correspondence from Alberta Pensions Services Corporation (APS); or
 - Your name, most recent plan employer and pension plan; or
 - Your name and recent net pension payment amount.
2. Your date of birth;
3. The last four digits of your Social Insurance Number (SIN); and
4. Your e-mail address.

You must also be an active or deferred member of, or retired and collecting a pension from, one or more of the following pension plans:

- Local Authorities Pension Plan (LAPP)
- Public Service Pension Plan (PSPP)
- Management Employees Pension Plan (MEPP)
- Special Forces Pension Plan (SFPP)
- Public Service Management (Closed Membership) Pension Plan (PSM(CM)PP)
- Provincial Judges and Masters in Chambers Registered and Unregistered Pension Plans (Judges Pension Plan)
- Members of the Legislative Assembly Pension Plan (MLAPP)

If you have any questions, please contact APS.

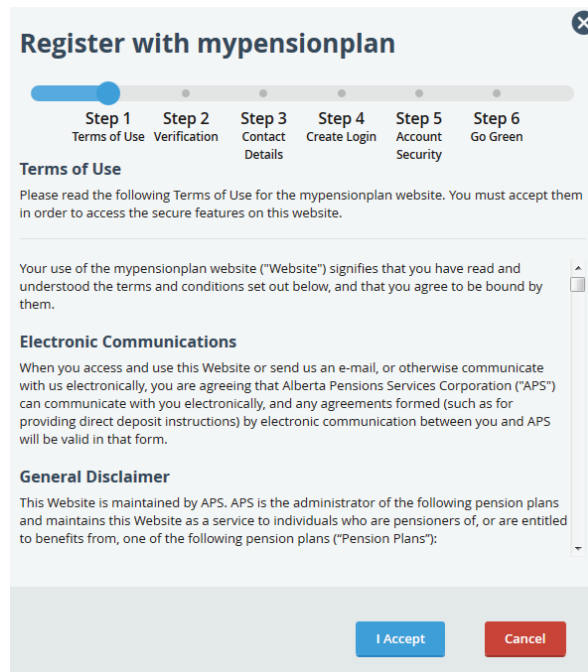
Next Step Cancel

If you have all the pieces of information necessary to register, click on the blue Next Step button.

Note: If you require assistance at any time during registration, please contact Alberta Pensions Services Corporation at 1-800-358-0840.

Step 1 - Terms of Use

You are taken to the *Step 1 - Terms of Use* page.



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Terms of Use

Please read the following Terms of Use for the mypensionplan website. You must accept them in order to access the secure features on this website.

Your use of the mypensionplan website ("Website") signifies that you have read and understood the terms and conditions set out below, and that you agree to be bound by them.

Electronic Communications

When you access and use this Website or send us an e-mail, or otherwise communicate with us electronically, you are agreeing that Alberta Pensions Services Corporation ("APS") can communicate with you electronically, and any agreements formed (such as for providing direct deposit instructions) by electronic communication between you and APS will be valid in that form.

General Disclaimer


This Website is maintained by APS. APS is the administrator of the following pension plans and maintains this Website as a service to individuals who are pensioners of, or are entitled to benefits from, one of the following pension plans ("Pension Plans"):

I Accept

Review the Terms of Use, and when ready, click the blue "I Accept" button. (If you click on Cancel the Registration Wizard will close).

Step 2 - Verification

You can select how you would like to register:



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How would you like to identify yourself?

(Please click one of the options below; you will then be asked to enter your date of birth and the last four digits of your Social Insurance Number.)

Member Identifier - This is a unique 10 digit number that appears on mailed correspondence from Alberta Pensions Services Corporation (APS).

Pensioners/Retirees: Name and recent net pension payment amount.
Active or Deferred Members: Name, most recent plan employer and pension plan.

I Know My Member Identifier

If you know your Member Identifier, then choose Member Identifier as your registration method.

The screen will update asking you for:

- Your 10 digit Member Identifier;
 - Your Date of Birth; and
 - Last 4 digits of your Social Insurance Number
- When you have filled in this information, click on the blue Next Step button. You will be taken to Step 3 Contact Details.

I Don't Know My Member Identifier

If you don't know what your Member Identifier is, then choose Pensioner/Retirees – Active or Deferred Members

The screen will update asking you for:

- Your first and last name;
 - Your Date of Birth; and
 - Last 4 digits of your Social Insurance Number
- When you have filled in this information, click on the blue Next Step button.

I am a Pensioner

If you are collecting a pension from your plan, the following screen will be displayed for you to complete:

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To further verify your identity, please enter an amount that has been paid to you by Alberta Pensions Services Corporation (APS) in the month specified below. If you were paid multiple times by APS during this month, please enter only one amount, not the total of all amounts.

* Payment Amount February 2016
Please enter an amount paid to you in the specified month. (e.g., 1,046).

\$

The amount field cannot be empty.

Next Step Cancel

I am a Member

If you are an active or deferred member in a plan that Alberta Pensions Services Corporation administers, the following screen will be displayed for you to complete:

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To further verify your identity, please enter your most recent plan employer and the pension plan you belonged(ed) to.

Most Recent Plan Employer
Enter the full legal name. Do not use acronyms (e.g., APSC).

Please enter the name of your most recent plan employer.

Pension Plan
Please choose...

Please select a plan from the list.

Next Step Cancel

When you have completed this screen, click the blue Next Step button.

Step 3 - Contact Details

You must enter an e-mail address that you have access to, so that the Registration Wizard can send you a Verification Code.

Enter your e-mail address in the E-mail Address field and click the blue Send Verification Code button.

***Note: The verification code is valid for 30 minutes or until you have used it. You must complete the Registration Wizard within 30 minutes or you will need to start over and request a new code. If you close the Registration Wizard by accident after you click on Send Verification Code, you can start the Wizard over and the code will still be valid.*

You will receive an email from Alberta Pensions Services with a 6 digit code.

Enter this code into the E-mail Verification Code field on Step 3 and click the blue "Next Step" button.

Hint: In order to access your email like Gmail and keep the registration wizard open you can open a new tab by selecting the new tab button at the top of your web browser or use the CTRL plus T keys on your keyboard.

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Please provide an e-mail address that you will check regularly. APS may use your e-mail to:

- Contact you about your pension;
- Send you notifications about the mypensionplan website;
- Send you Go Green notifications; and
- Reset your password if you forget it.

As such, you will need to verify your e-mail address by the following steps before continuing to register:

- Enter your e-mail address below and click the "Send Verification Code" button.
- You will be sent an e-mail from APS containing a verification code; please type this code in the box below.
- The code will expire 30 minutes after you click to send it. If you do not receive the e-mail within this time, you will have to click "Send Verification Code" again.

Note: If you press "Cancel", close a window or exit this website, you will have to start the registration process again.

* E-mail Address
 Send Verification Code

* E-mail Verification Code

Please enter the code from the e-mail that was sent to you.

E-mail verification code is required.

Step 4 - Create Login

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Please create a login name and a password to use when you log in to this website:

* **Login Name**
Your login name must be between 3 and 64 characters long and is NOT case-sensitive.

Please Note: Your login name is your e-mail address, but you may change it now or in the future. Remember you will use this login name when you log in to the website.

testemail

* **Password**
Your password must contain at least 8 characters, including at least one number (0-9) and both upper and lower case letters.

Passw0rd Hide Password

Next Step Cancel

After you complete Step 3, you are now requested to create your *unique* Login Name and a password. The Registration Wizard automatically picks the e-mail address you provided in Step 3.

Enter your login name and password in the fields provided.

Hint: The “Show/Hide Password” button enables you to hide or show the password as it is typed into the Password field.

When you have finished, click the blue “Next Step” button.

Step 5 - Account Security

You are required to select 3 security questions and 3 security answers.

Hint: Choose your answers carefully. Make sure they are answers that you can easily remember.

When you have completed all fields on Step 5, click the blue “Next Step” button to move to the last step in the Registration Wizard.

**Note: You cannot use the same security answer more than once in the Registration Wizard. Each time you log in to the mypensionplan website, you will be required to answer at least one of these security questions correctly.

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Please select 3 different security questions and provide different answers to each of them. Security questions are used to verify your identity every time you login to mypensionplan and when you reset your password.

* **Question 1**
Please select a security question...
Please select a question from the list.

* **Question 2**
Please select a security question...
Please select a question from the list.

* **Question 3**
Please select a security question...
Please select a question from the list.

Previous Step Next Step Cancel

Step 6 - Go Green

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*** Go Green**
How would you like to receive your annual statements, newsletters and other publications (as they become available)? Please note that the Go Green option is only available for the documents mentioned above, and that you may receive other documents by regular mail. Please keep your address up-to-date.

I would like to have **paper copies** of these documents sent to my mailing address.

I would like to receive **e-mail notifications** when these documents are available to view online.

Click "Submit" to complete your registration. You can also "Cancel" to stop your registration and register another time, or click "Previous Step" to go back and review or change your registration details.

Previous Step Submit Cancel

This is the last step in the Registration Wizard. On this step, you will be asked to select how you prefer to receive your pension plan related newsletters and statements.

You may receive these via email, or you may have these documents mailed to you, based on your choice. The Registration Wizard automatically selects e-mail (Go Green).

Once you have made your choice, click the blue "Submit" button.

When the Registration Wizard has completed creating your online profile for mypensionplan, the following screen will be displayed:

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Thank you for registering with mypensionplan!

Please Note: You will receive an e-mail confirming your registration. This e-mail will include your login name, in case you forget it in the future.

To log into the website, please click "Close", and then log in using your newly created login name, password and security questions/answers.

Close

You may now close the Registration Wizard and login to the mypensionplan website.