How do I Register for mypensionplan?
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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

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.

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:

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:

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.*
Step 4 - Create Login

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.**
Step 6 - Go Green

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:

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