



Complete your Nominations online

You will need...

the details of the person or organisation/charity you would like to add, including:

- their title, forename and surname, or the name of the organisation or charity
- Address and postcode
- Your relationship to that person (there's an 'Other' option you can select if you're not related to them)



The process will take about **10 minutes** to complete. Or just **3 minutes** if you're updating existing Nominations.

This process has 5 steps

Nominations let the Trustee know who you would like to receive any lump sum benefit in the event of your death.

You can choose family members, other significant people in your life, or an organisation such as a club or charity. You can add more than one Nomination.

The Trustee is not obliged to follow your wishes but they will always consider them.

What the icons mean

- Step complete
- Step not started
- Edit entry
- Required field

Step 1: Log into your myESPS account

Go to my-magnox-pension.com/ and select 'Login to myESPS account'. On the 'Welcome' page, fill in your email address and password, select 'Login' and then fill in the requested letters for your memorable passphrase. Tick 'I'm not a robot' and select 'Continue'.

Step 2: Go to 'My nominations'

Once you've logged in, hover over 'My details' in the menu and then select 'My nominations' from the list. When you log in you can also scroll down to the 'My nominations' tile and select 'Update my nominations'.

On the 'My nominations' page, select the button that says 'Add Nomination'.

Your online account won't be automatically populated with any paper nominations you've done previously, however they will still be valid.

Step 3: Add your Nomination/s

In this section you can add a person or a charity or organisation, or multiple if you want to. To add a person, you'll need the following details:

- Title, forename and surname
- Address and postcode

Key words explained

Nomination

Your Nomination refers to the person, organisation or charity you want to nominate to receive your lump sum death benefit.

Lump sum

This is a single payment of any payments paid from the Magnox pension scheme.

- Your relationship to that person (there's an 'Other' option if you're not related or legally linked to the person)

To add a charity or organisation, you'll need the following details:

- Name of the charity or organisation
- Address and postcode

For the '% of lump sum' field, you can choose the percentage of your lump sum benefits you would like to go to that person/charity/organisation.

The percentage must add up to 100%. So if you just want to nominate one person, you would put '100%' in the '% of lump sum' section.

If you want to nominate two people, you may put '50%' for each one, or '60%' and '40%' — it's completely up to you how you want to split the lump sum benefit. Just as long as the total allocation adds up to 100%.

Once you have added your Nominations by selecting 'Add nominee' and/or 'Add Charity or Organisation', there is a declaration underneath the 'Total allocation (%)' field that you should read through.

Once you have read the declaration, select 'Preview'. If you want to go back and fill in your nominations another time, select 'Cancel'. However if you select 'Cancel' any nominations you've filled in will not be saved.

Step 4: Review and confirm

When you select 'Preview' you'll be able to review your Nomination and also have another look at the declaration if you want to.

If you want to change any of the nomination details, select the 'Edit Details' button.

If you're happy with your Nominations, select 'Submit'.

On this page you can also print the details or select 'Cancel' if you decide to fill your Nominations in another time. However if you select 'Cancel' any Nominations you've filled in will not be saved.

What happens next...

Make sure to keep your Nominations up to date. Consider adding or editing your Nominations every few years, and definitely after a significant change in your circumstances, so the Trustee knows your wishes are current.