



## Update your details online

### Update your...

- email address
- phone number
- address and postcode
- bank details (if you're a pensioner)



The process will take about **5 minutes** to complete.

### This process has 5 steps

If you would like to get in touch, please use the **Contact Us** page through the online service. There are some instructions at the end of this helpfile.

#### Step 1: Go to the website and login

Go to [my-magnox-pension.com/](http://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 phrase. Select 'I'm not a robot' and select 'Continue'.

#### Step 2: Go to your details

Once you've logged in, go to the 'My personal details' tile, which is next to 'My benefit summary'.

You can also hover over the 'My details' section in the bar at the top and then select 'My personal details'.

If you're a pensioner, you can update your bank details under the 'My bank details' section.

#### Step 3: Update your details

Select the pen icon for the fields you would like to edit and add your new details in. Once you've changed the details you want, select 'Submit change'.

If you decide you don't want to change any details or want to change your details at a later date, just select 'Cancel'.

#### Step 4: All done!

Success! Now your details are up to date. You can log into your account at any time to make a change. Make sure you keep your details up to date on a regular basis so you can be contacted about your pension.

#### What the icons mean



Step complete



Step not started



Edit entry



Required field

#### 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.

## What happens next...

If you would like to get in touch, please use the Contact Us page through the online service when you log into your account. Here you can fill out a form to make an enquiry.

Select the enquiry type from the dropdown list (Active, Deferred, Pensioner, Dependant, Transfer Request) and then type in your message underneath. Then select 'Submit'.