Leicestershire County Council
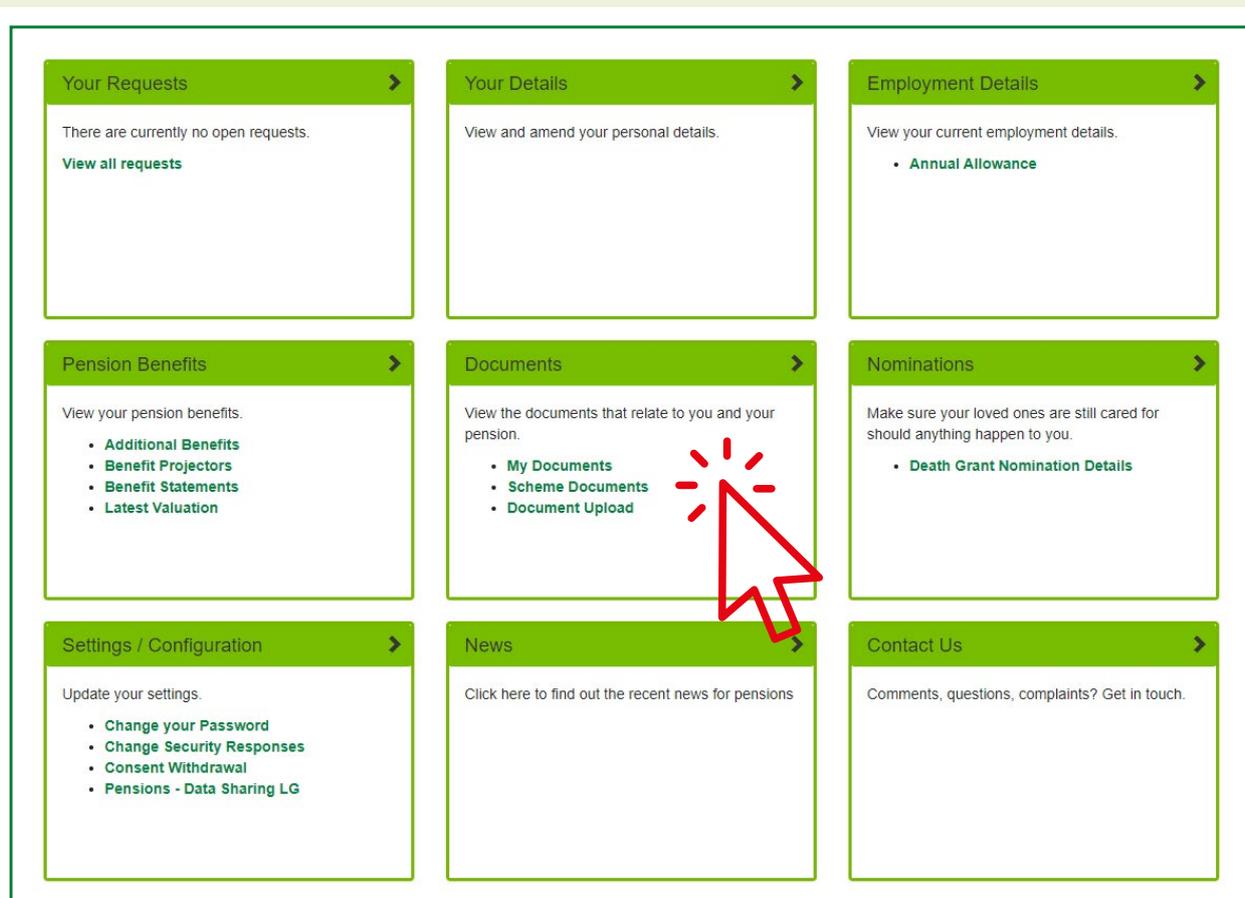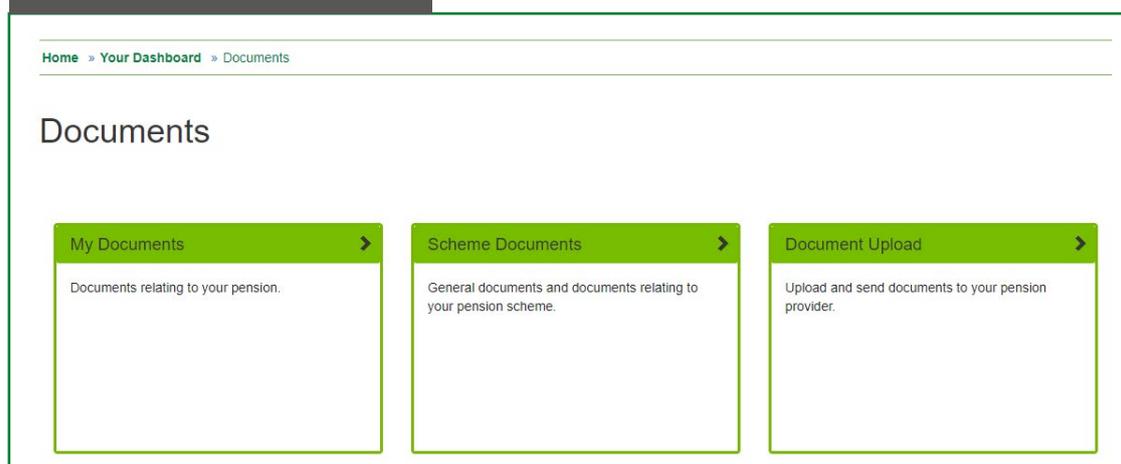**PENSION FUND**

Leicestershire County Council

SEND AND RECEIVE YOUR DOCUMENTS SECURELY THROUGH MEMBER SELF SERVICE

From time to time you may need to send documents to the Pensions Section. Equally we may contact you, to let you know documents are available for you to view and download.

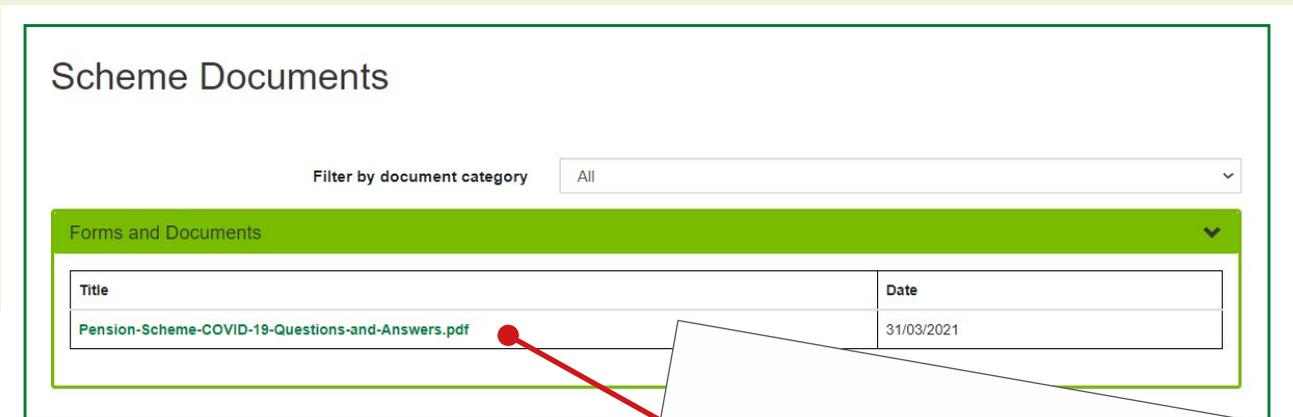From your Dashboard, click on the '**Documents**' section

Your Requests ➤	Your Details ➤	Employment Details ➤
There are currently no open requests. **View all requests**	View and amend your personal details.	View your current employment details. • **Annual Allowance**
Pension Benefits ➤	Documents ➤	Nominations ➤
View your pension benefits. • **Additional Benefits** • **Benefit Projectors** • **Benefit Statements** • **Latest Valuation**	View the documents that relate to you and your pension. • **My Documents** • **Scheme Documents** • **Document Upload**	Make sure your loved ones are still cared for should anything happen to you. • **Death Grant Nomination Details**
Settings / Configuration ➤	News ➤	Contact Us ➤
Update your settings. • **Change your Password** • **Change Security Responses** • **Consent Withdrawal** • **Pensions - Data Sharing LG**	Click here to find out the recent news for pensions	Comments, questions, complaints? Get in touch.

This screen will now appear

Home » **Your Dashboard** » Documents

Documents

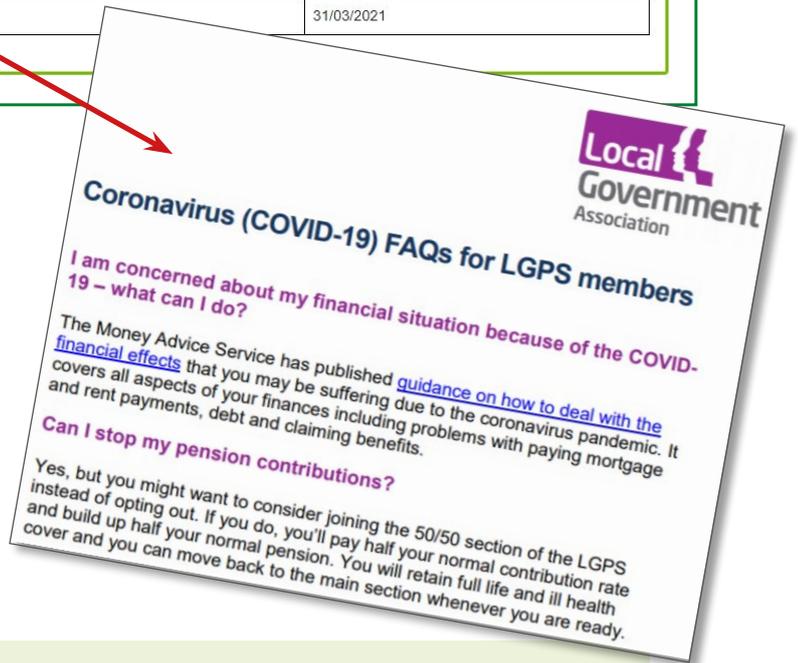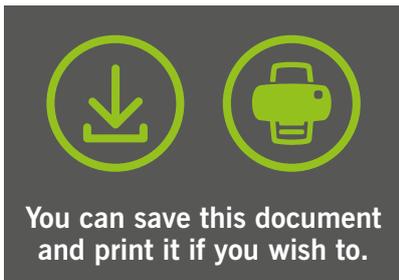| My Documents ➤	Scheme Documents ➤	Document Upload ➤
Documents relating to your pension.	General documents and documents relating to your pension scheme.	Upload and send documents to your pension provider.

If you click on '**My Documents**' or '**Scheme Documents**', you will find any documents we have put there for you to access.

For example, in '**Scheme Documents**', there is a document relating to Covid-19 Questions and Answers.

Scheme Documents

Filter by document category   All ⌄

Forms and Documents	⌄

Title	Date
Pension-Scheme-COVID-19-Questions-and-Answers.pdf	31/03/2021

If you open this document, you will see that it looks like this.

You can save this document and print it if you wish to.

Local Government Association

Coronavirus (COVID-19) FAQs for LGPS members

I am concerned about my financial situation because of the COVID-19 – what can I do?

The Money Advice Service has published guidance on how to deal with the financial effects that you may be suffering due to the coronavirus pandemic. It covers all aspects of your finances including problems with paying mortgage and rent payments, debt and claiming benefits.

Can I stop my pension contributions?

Yes, but you might want to consider joining the 50/50 section of the LGPS instead of opting out. If you do, you'll pay half your normal contribution rate and build up half your normal pension. You will retain full life and ill health cover and you can move back to the main section whenever you are ready.
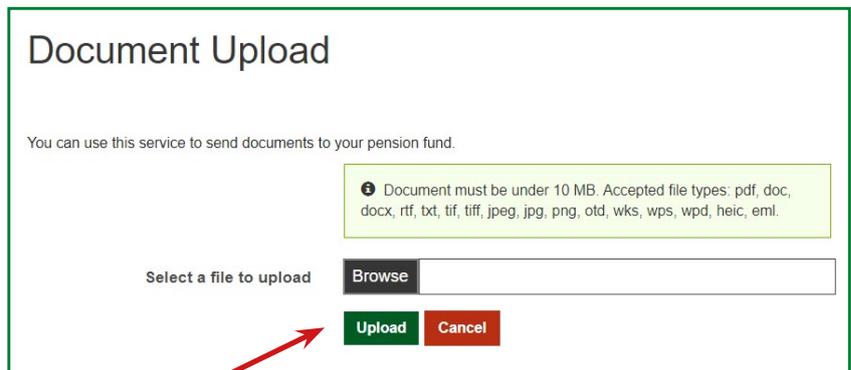
SENDING A DOCUMENT

If you have a document to send to Pensions, you can do so via the '**Document Upload**' section.

Click on '**Browse**' and search for your document.

Document Upload

You can use this service to send documents to your pension fund.

ⓘ Document must be under 10 MB. Accepted file types: pdf, doc, docx, rtf, txt, tif, tiff, jpeg, jpg, png, otd, wks, wps, wpd, heic, eml.

Select a file to upload   Browse

Upload   Cancel

Once you have selected your document, click on '**Upload**'.

Document Upload

☑ **Success**
Your document has been successfully submitted to your pension provider.   ×

Once you have pressed '**Upload**', this message will appear