

Your quick guide to activating your MyPension365 Account and joining your company retirement savings plan

It's simple and easy to activate your MyPension365 account and join your company retirement savings plan. There are two ways that you can be invited to activate your MyPension365 account - by email or by letter.

- If you have received an email from MyPension365, please see 1(a) Steps to activating your MyPension365 account – invitation email
- If you have received two letters from New Ireland, please see 1(b) Steps to activating your MyPension365 account – invitation letters

1a. Steps to Activating your MyPension365 account – invitation email

1

Click the **'Sign up'** button in your invitation email

Account Name: Test Company

Hi Joe,

Great news! Your employer has advised us that you qualify to join the Test Company retirement plan.

Activating your MyPension365 account and joining the Plan only takes a few minutes. You will need to complete both steps 1 and 2 below to join the Plan.

Why join the Test Company retirement plan?

- Planning for your future is important, the more you save and the sooner you start, the more likely you'll be able to afford the lifestyle you want at retirement.
- Your employer will also contribute, for further details see the table under **Plan Details** below.
- At retirement the benefits from your plan will be payable as well as the state pension (if you qualify).
- There are a wide range of tax benefits currently available to pensions.

Step 1) Activating your MyPension365 account:

Sign up

- Click the **Sign up** button above.
- Enter your date of birth as a one-time security check.
- Create a password for the first time.
- Read the important notice statements.

2

Input details and click **'Submit'**

NEW IRELAND

Security check

Joe, your account security is very important to us. To help us verify your details, we need to confirm your date of birth.

What's your date of birth?

For example 16 5 2020

Day: 27 Month: 08 Year: 1987

Submit

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3

Input details and click **'Activate account'**

NEW IRELAND

Activate your MyPension365 account

For security reasons we need you to add a password to activate your account.

Your password needs to be at least 14 characters long. You can make it more secure by using a mix of uppercase and lowercase letters, and including at least one number and special character.

New password *

Confirm new password *

Reveal password

Important notice about activating your account

- You understand that you have been included as a member of the plan and agree to be bound by the rules of the plan. You authorise deductions from your earnings in respect of any contributions required from you under the rules of the retirement plan.
- You understand that contributions will be invested in the default fund selection made by your employer, and that you can change this at any time in the funds section of your account.
- You have read and understood the data privacy notice.
- You authorise New Ireland to obtain any information and benefit details from the trustee, administrator or any relevant life office of any pension arrangement you are or have been a member of.
- You confirm that you are agreeable to the trustee providing you with information relating to the retirement plan in electronic format.

When you click on 'Activate account' below, you will receive an email confirming that you added a password. This email will contain a link to sign in to your MyPension365 account.

Activate account

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Well done! You have activated your account.

You now need to join your company retirement plan.

- If you're using a mobile phone please click [here](#)
- If you're using an internet browser on a computer or table please click [here](#)

1b. Steps to Activating your MyPension365 account – invitation letters

If you have received two letters from New Ireland, you will need your account name, unique username and password to activate your MyPension365 account. If you are unable to find your letters with these details please email mypension365admin@newireland.ie and you will receive an email and text message with these details.

1

Download the MyPension365 app or on your internet browser go to id.mypension365.ie/employee/sign-in

Sign in as an
Employee

Account Name: *

Email/Username: *

Password: *

Remember me

Sign In

Sign in with Google

[Forgot your password?](#)

[Forgot your account name?](#)

[Sign in as an Employer](#)

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Account name - you will find this in the first letter.

Username - you will find this in the first letter.
As this is your first time logging in you must use the username in the letter, not your email address.

Password - this is the temporary password in the second letter.

2

Input details and click 'Submit'

NEW IRELAND

Security check

Joe, your account security is very important to us. To help us verify your details, we need to confirm your date of birth.

What's your date of birth?

For example 16 5 2020

Day * 27

Month * 08

Year * 1987

Submit

[Data Privacy Notice\(s\)](#) [Privacy Statement](#) [Terms & Conditions](#) [Cookies](#)

3

Input details and click 'Submit'

4

Input details and click 'Activate account'

Activate your MyPension365 account

For security reasons we need you to enter your email address and new password to activate your account.

Email address

New password *

Confirm new password *

Remember password

Important notice about activating your account

- You understand that you have been included as a member of the plan and agree to be bound by the rules of the plan. You authorise deductions from your earnings in respect of any contributions required from you under the rules of the retirement plan.
- You understand that contributions will be invested in the default fund selection made by your employer, and that you can change this at any time in the funds section of your account.
- You have read and understood the data privacy notice.
- You have read and understood the benefit details from the trustee, administrator or any relevant life office of any pension arrangement you are or have been a member of.
- You confirm that you are agreeable to the trustee providing you with information relating to the retirement plan in electronic format.

When you click on 'Activate account' below, you will receive an email confirming that you added a password. This email will contain a link to sign in to your MyPension365 account.

Activate account

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Well done! You have activated your account.

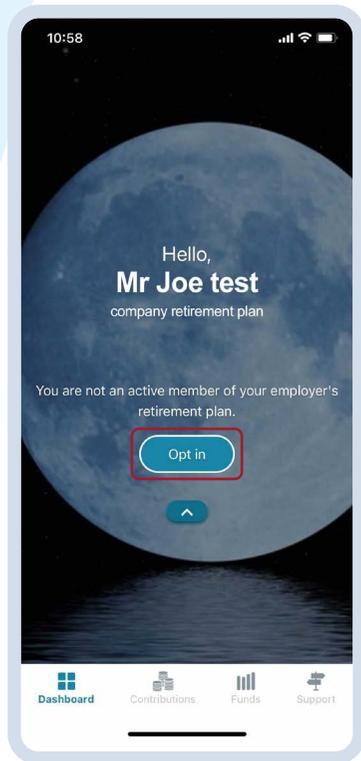
You now need to join your company retirement plan.

- If you're using a mobile phone please click [here](#)
- If you're using an internet browser on a computer or table please click [here](#)

2a. Steps to joining your Company Retirement Savings Plan - using your mobile phone

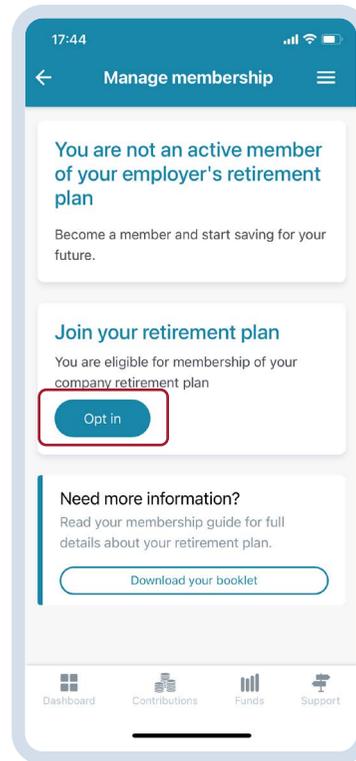
1

Click 'Opt in'



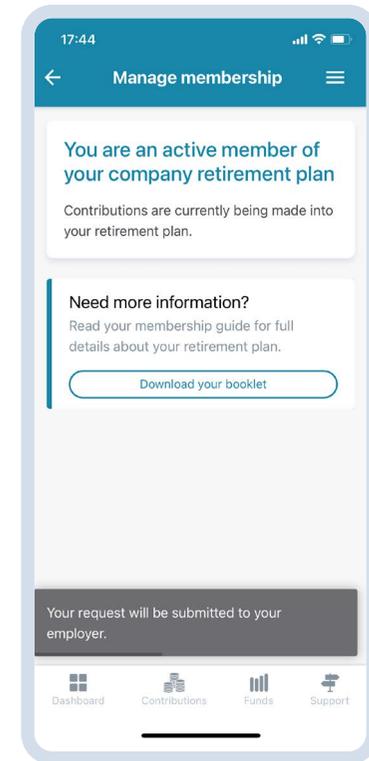
2

Click 'Opt in'



3

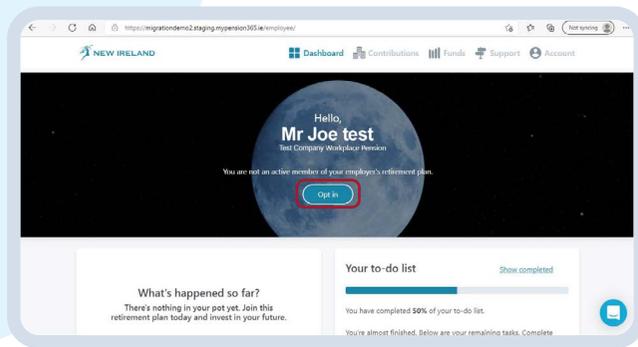
Great! You are now a member of your Company Retirement Savings Plan



2b. Steps to joining your Company Retirement Savings Plan - using internet browser on a computer or tablet

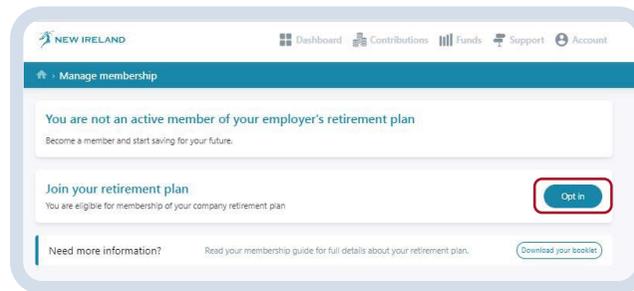
1

Click **'Opt In'**



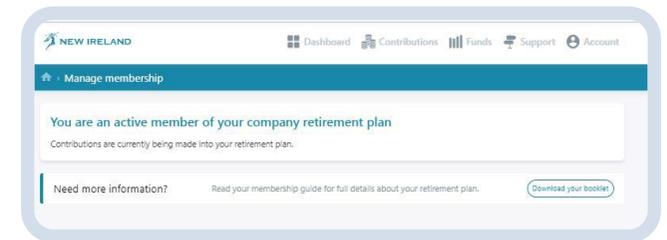
2

Click **'Opt in'**



3

Great! You are now a member of your Company Retirement Savings Plan



3. Now you are a member of the Plan

You should:

- Review your contribution level. This will automatically be set when you first join, but you can change how much you pay in through MyPension365.
- Review the investment strategy your fund is invested in. You will automatically be invested in the default fund for your plan, but you can change this through MyPension365. You will find more information about the funds available in the Investment Choice Member Guide. Please note that the value of investments in any of the available funds may go down as well as up.
- Review the 'To do list' on the MyPension365 dashboard and complete as necessary.

