

# HIGHLAND PENSION FUND

## My Pension user guide – Files sent to me

Access your pension documents quickly and securely in your My Pension account



### Files sent to me

Manage and view all of the documents we've sent to you.

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[View files sent to me](#)

## Why should I use My Pension to receive my pension documents and forms?

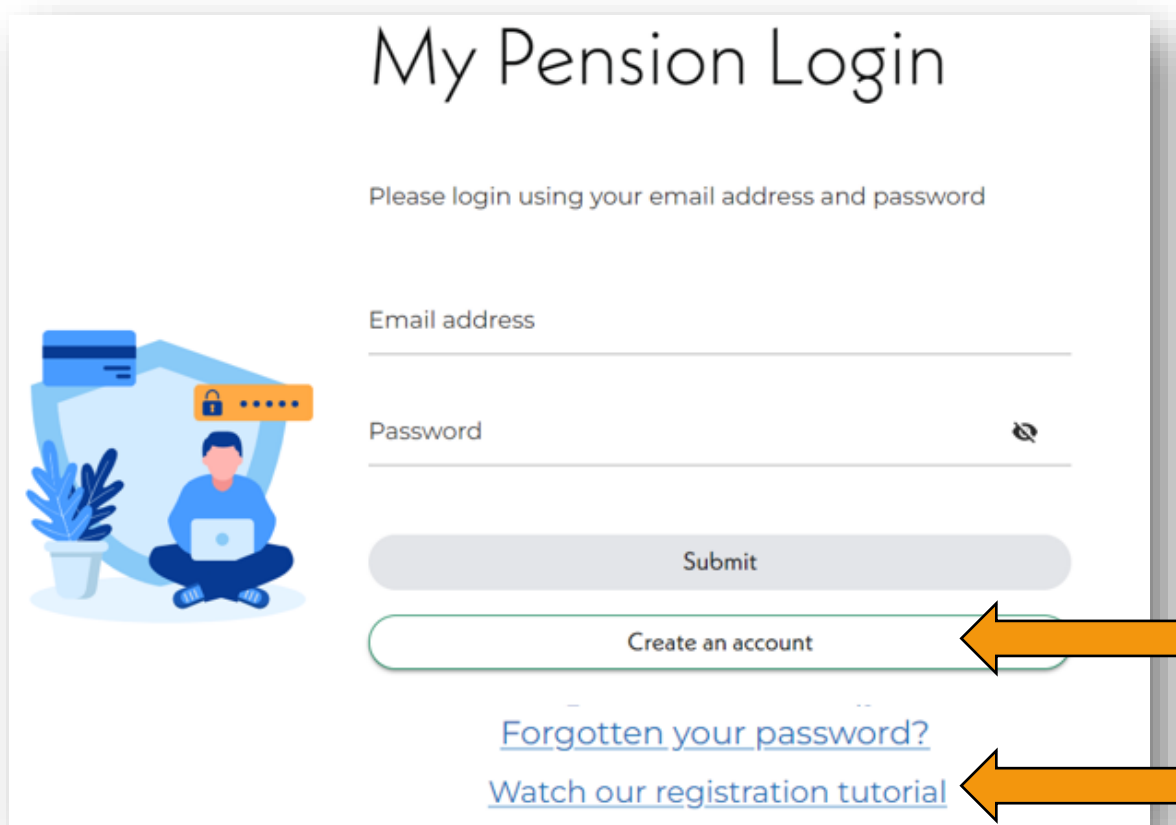
**My Pension** is a safe, secure way for us to send your pension letters, forms and calculations.

It is safer than sending your documents by email and post, and all your documents are held securely in one place. This is our preferred method of sending documents to you.

Your files will be available for you to view as soon we publish them to your account.

## Registration process

If you have not yet registered for **My Pension**, you can create your account here: <https://highlandpensionfund.mypensiondetails.co.uk/login>. This link will take you to the My Pension log in page:



My Pension Login

Please login using your email address and password

Email address

Password

Submit

Create an account

[Forgotten your password?](#)

[Watch our registration tutorial](#)

To create your account, click on **Create an account** and follow the instructions provided.

If you need some help, click on the link called **Watch our registration tutorial**. This 3-minute video provides a step-by-step guide to help you create your account:

# How to register for a pension portal account



This video will take you through how to register for a pension portal account.

3:18

## Login to your My Pension account

You can log into My Pension at: <https://highlandpensionfund.mypensiondetails.co.uk/login>

- Once you have signed in, you will be taken to your **My Pension Dashboard**:

### Manage your pension



#### Documents and uploads

An archive for every document you have uploaded or posted to your pension fund.

[Go to my documents](#)



#### Annual Benefit Statements

View and compare all of your previous Annual Benefit Statements in one location.

[View my statements](#)



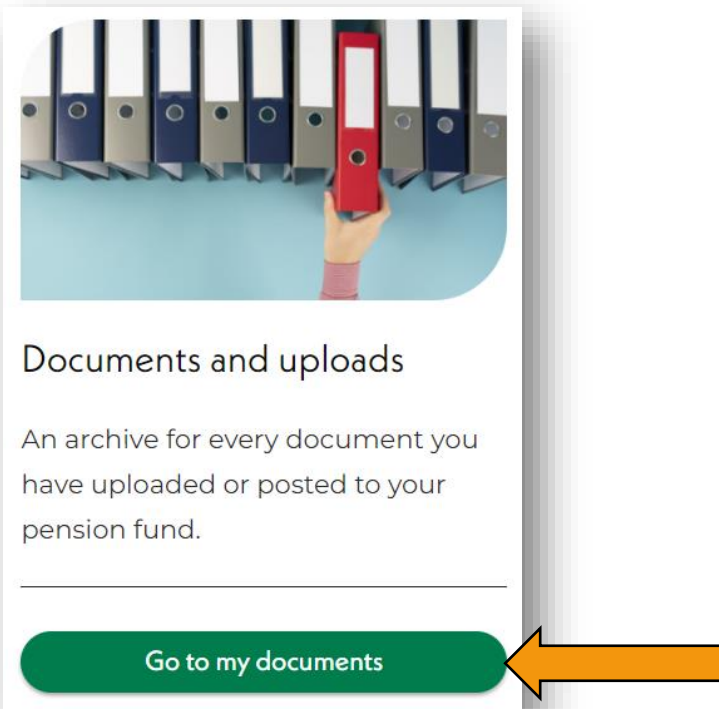
#### Manage beneficiaries

Manage who should receive your pension benefits if you pass away.

[Manage my beneficiaries](#)

## Step 1:

Go to **Documents and uploads** and click on **Go to my documents**:



The screenshot shows a user interface for 'Documents and uploads'. At the top is a header image of a hand holding a red folder among several blue and grey folders. Below the image is the title 'Documents and uploads' and a descriptive paragraph: 'An archive for every document you have uploaded or posted to your pension fund.' At the bottom of the section is a green button with the text 'Go to my documents'. An orange arrow points from the right side of the page towards this button.

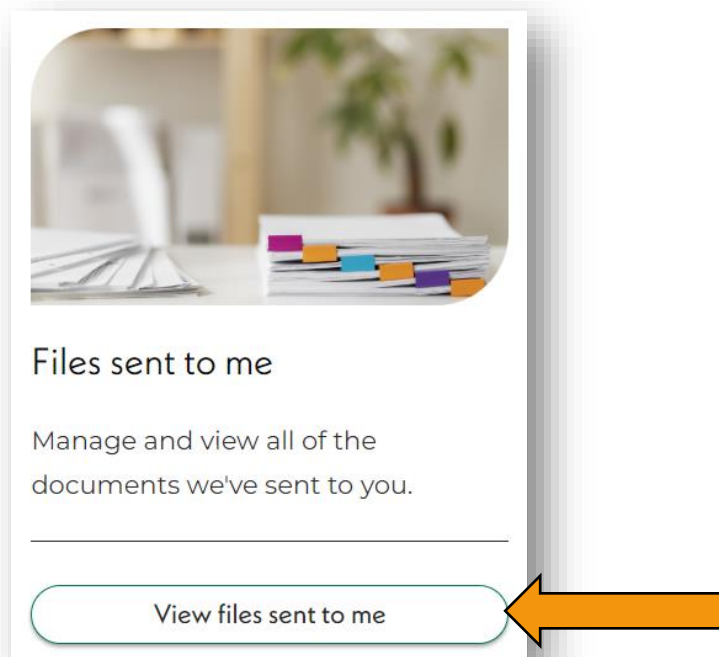
Documents and uploads

An archive for every document you have uploaded or posted to your pension fund.

[Go to my documents](#)

## Step 2:

Select **Files sent to me** and click on **View files sent to me**:



The screenshot shows a user interface for 'Files sent to me'. At the top is a header image of a desk with papers and a plant. Below the image is the title 'Files sent to me' and a descriptive paragraph: 'Manage and view all of the documents we've sent to you.' At the bottom of the section is a light green button with the text 'View files sent to me'. An orange arrow points from the right side of the page towards this button.

Files sent to me

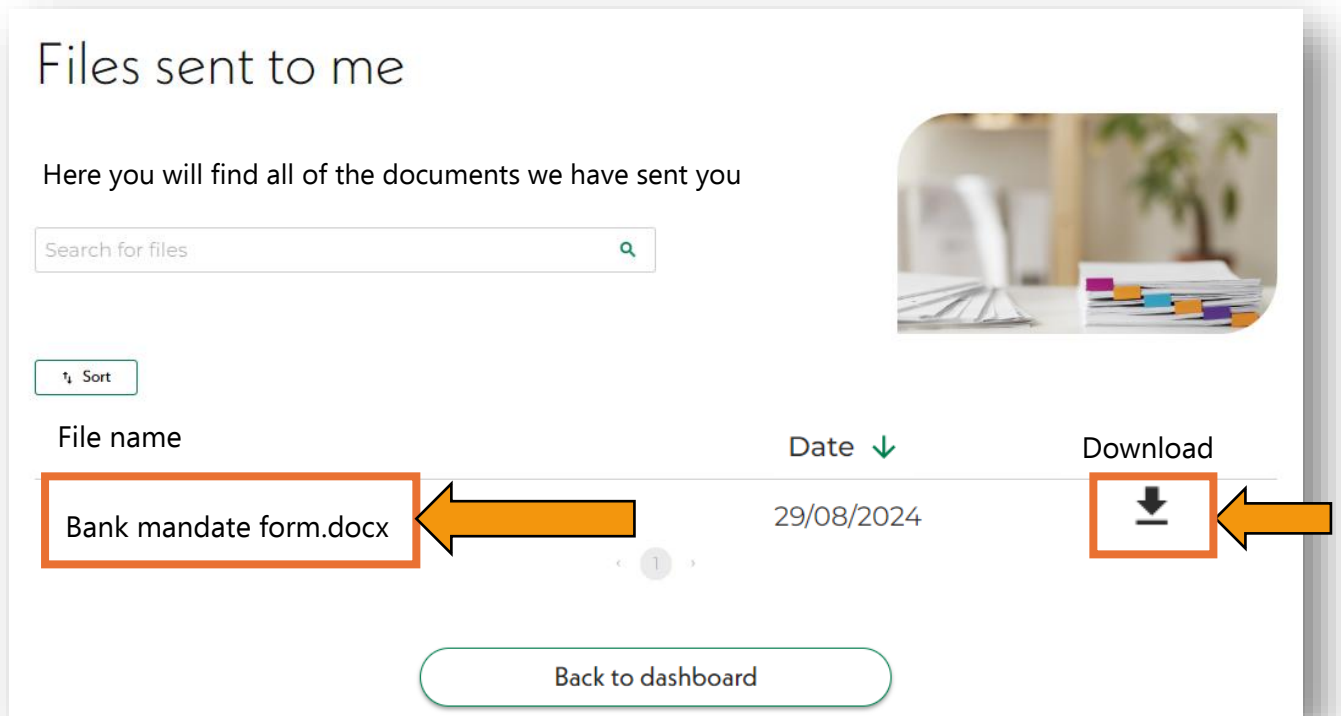
Manage and view all of the documents we've sent to you.

[View files sent to me](#)

### Step 3:

Your files will show in the **files sent to me** box (example below):

You can open your document(s) by clicking on the **file name** or by clicking on the **Download** button:



### Step 4:

You can save your document(s) to your desktop, personal folders or any other location you usually like to save your files.

### What happens next?

If you have received a form from us to complete and return, you can return it using our secure **My uploads** facility in your **My Pension** account.

**My uploads** is a quick and easy way to send us your completed forms. It is far safer than sending your personal documents in the post or by email. You can also upload any supporting documents which we have asked you to provide.

Your documents will be available for us to view as soon as you upload them, and we will receive an automatic notification telling us that we have received new documents from you.

For instructions on how to use **My uploads**, please refer to our user guide which can be found in the resources section of our website:

<https://www.highlandpensionfund.org/resources/my-pension-user-guide-my-uploads/>

If you require any assistance using **Files sent to me** or **My uploads**, please contact a member of our team who will be happy to help:

Telephone: 01463 702441

Email: [mypension@highland.gov.uk](mailto:mypension@highland.gov.uk)

Visit our website: [www.highlandpensionfund.org](http://www.highlandpensionfund.org)

**Our forms and guides can be accessed from the resources section of our website, visit:**

<https://www.highlandpensionfund.org/resources/>