

ERPF Online Services

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Things we will cover...

- **What is the ERPF Online Services?**
- **Demonstration**
- **How do you get signed up?**
- **Your personal account**
- **Employer Checklist**
- **Who to contact**
- **Questions**

What is the ERPF Online Services?

- **WEB Based Administration** – All pension forms can be submitted online.
- **Access to both member and employer data**
- **Secure**
- **Instant** – The forms will be on the members record within seconds
- **Group/Individual work trays** – No more email chasers, queries are in one place and a clearer view on work loads.
- **Any Questions** – All through the web
- **Time efficiencies & better data**

ERPF Online Demo

<https://upm.erpf.org.uk/pensions/home.page>

How do you get signed up?

- 3 Forms to be completed**
- 1 - Employer Contacts**
 - 2 - Additional Contacts**
 - 3- User Declaration**

1 - Employer Contacts Form

Employer Contacts Form requires an Organisational Contact, Payroll Contact and a HR Contact.

Employer contact details



Employer Name:

Multi Academy
Trust (if applicable)

Organisation Contact Details – each organisation must nominate a representative to act as the main point of contact

Contact name:

Address:

Postcode:

Telephone No:

Fax No:

Website Address:

Email Address

Invoice Address:
*If different from
above*

Postcode:

Payroll Contact – please give the details of who will be providing ERPF with all of the pension forms

Full name:

Job Title:

Email Address:

Telephone No:

Address of Payroll
Provider:
If applicable

Postcode:

Signed:

Date:

Human Resource Contact – please give the details of who will be providing ERPF with HR information

Full name:

Job Title:

Email Address:

Telephone No:

Address of HR:
If applicable

Postcode:

Signed:

Date:

Organisation contact –
must be a contact direct
from the employer and
they must sign off the
main form.

Payroll and HR Contact –
Nominated by the
Organisation contact to
act on behalf on the
employer in regard to HR
and payroll.



2 – Additional Contacts

This is where you can nominate other contacts.

- Year End
- IDRPs
- Over 12 Month Transfers
- SU18's
- SS22a's
- IAS19

3 – User Declaration

- **Must be completed and authorised for each user who needs access to the web.**
- **Users have to agree to the terms of use**
- **You can state multiple employers**
- **Must be signed off by either the organisational, HR or Payroll contact for the specific employer.**

Your Personal Account...

- Once we receive your user declaration you will receive an email with your log in name, along with a user guide.
- You will need to call Systems and WEB who will activate your account.
- You will have to provide an answer to a security question.
- Then you will be good to go!

Employer Checklist...

- **Complete the 3 forms for the ERPF**
- **Make sure they are all signed by the correct contact**
- **Make sure you contact the ERPF when you get your email to set up your account**
- **Make sure you keep us up to date with any contact/user changes.**

Who to contact?

- Issues relating to the web:

Kerrie Shields - 01482 394170

Olivia Sherburn - 01482 394141

employerweb@eastriding.gov.uk

- Queries relating to members:

Member Maintenance Team - 01482 394103

Or the Retirements Team – 01482 394113

mmtusers@eastriding.gov.uk

Any Questions?

