



Member Self Service - How to register?

Registering for Member Self Service (MSS) is a simple 3 step process:

Step 1

To start your registration please visit the following website:

<https://members.gwyneddpensionfund.wales>

You should click on '**Register**' and complete the simple form with your details.



Step 2

An 'Activation Code' will be sent to you in the **post within 10 working days**. After receiving the code please return to the above website and click on the '**Activate**' section and complete the simple form with the required details.

If your email address is on our system then you will receive an email (usually within 2 working days) in order to complete your registration rather than an activation code in the post. The link in the email is valid for **24 hours** only and takes you straight to **Step 3**.



Step 3

You will then need to create your own Username, Password and two Security Responses.

Once you have completed these 3 steps you should be able to sign in to your record from the main page.

Your Username...

Must be between 6 - 30 characters long.

Must **NOT** contain any special characters (such as % or £ symbol).

Your Password...

Must be between 8 - 12 characters long.

Must contain at least one numeric and one uppercase character.

Must **NOT** contain any special characters.

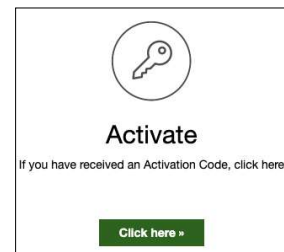
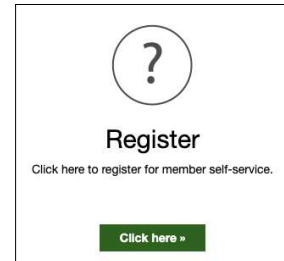
Please note that your password **is** case sensitive.

Your Security Responses...

Must **NOT** contain any special characters.

Must **NOT** exceed 30 characters in length.

For security reasons Gwynedd Pension Fund do not hold a record of the password you have selected. If you forget your password you will need to re-set it on the Log-in web page.



What about if I do not have access to the Internet?

If you do not wish to receive communication electronically, then please confirm in writing to:

Gwynedd Pension Fund,
Council Offices,
Caernarfon,
Gwynedd,
LL55 1SH

PLEASE NOTE....

The activation key will expire within **30 days** of it being generated, therefore it is important for you to complete your registration as soon as you receive your activation key.